

# 2024-09-11 Annual General Board Meeting Minutes - DRAFT

2024-09-11 General Board Meeting of the Board

Northern Lights Library System Board

Regular Meeting

Northern Lights Library System

IN-PERSON

Also available online:

<https://us02web.zoom.us/j/9128782619?pwd=T1I5RVlwdmpHL3pvb1IDdTJudUtGUT09>

Meeting ID: 912 878 2619      Passcode: Executive

10:AM Wednesday September 11, 2024

## AGENDA

**Mission:** Bringing the world to our communities by collaboratively providing efficient, effective, and exceptional library service.

**Advocacy Slogan:** Libraries Value Beyond Words

**Chair Contact Information:** Jennifer Anheliger

### 1. Call to Order 10:07am

#### **Acknowledgement of Treaty 6 and Land of the Metis:**

*Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.*

### 2. Quorum: [Board Attendance HERE](#)

### 3. Approval of Agenda

M1 Kelly Chamzuk motions to approve the agenda as presented, all in favor, motion carried.

#### **4. Approval of previous Meeting Minutes of May 22, 2024**

M2 Leslie Cusack motions to approve the Minutes of May 22, 2024 as presented, all in favor, motion carried.

#### **5. Approval of AGM Election Meeting Minutes of May 22, 2024**

M3 Wanda Cochrane motions to approve the AGM Meeting minutes of May 22, 2024 as presented, all in favor, motion carried.

#### **6. Board Chair Report - (Verbal) - Jenn Anheliger**

M4 Linda Fenerty motions to approve the Board Chair report as presented, all in favor, motion carried.

#### **7. Financial Report - James MacDonald**

Briefing Note: We appear to be tracking well on the budget. Budget lines over by 10% include the processing supplies budget. The costs of barcodes was greater than anticipated. Otherwise there is little change from our last report.

M5 Vicky Lefebvre motions to approve the financial report as presented, all in favor, motion carried.

#### **8. New Policies for Adoption**

##### **INFORMATION TECHNOLOGY - MEMBER LIBRARIES**

###### Sec 1-1Y-NEW-IT-Member Libraries

Briefing Note: This policy better articulates policies regarding the use of NLLS network. The policy has been reviewed and discussed by the LMC Executive. The LMC reviewed the policy as a whole and voted unanimously on its adoption. The policy is required to meet requirements for cyber security insurance.

##### **Policies for Updates**

###### **Electronic Fund Transfers**

###### Sec 3-1Q - EFTs

Briefing Note: Adds clarity regarding the process for dealing with urgent payments that must be completed outside the 2 to sign process.

##### **NLLS VEHICLES**

###### Sec 1-1R-Vehicle Use

Briefing Note: Requires that employees with a GDL license are not permitted to drive cargo vehicles. Stipulates that management must follow the principles of this policy when creating contracts for driving.

## **BOOK ALLOTMENT**

### [Sec 3-1P-Book Allotment](#)

Briefing Note: Adds a provision to establish an electronic book allotment fund at 7% of total allotment. This fund is to be managed centrally.

## **BOARD CODE OF ETHICS**

### [Sec 2-1F-Board Code of Ethics](#)

Briefing Note: Updates the layout and grammar. A section on commitment to intellectual freedom is added.

## **WHISTLEBLOWER POLICY**

### [Sec 1-3C-Whistleblower](#)

Briefing Note: Updates to format and grammar.

## **FACILITIES USE RENTAL**

### [Sec 3-1L-Facility Rentals](#)

Briefing Note: Removes the chart of pricing and provides flexibility to set prices at current market value.

## **ROLE OF EXECUTIVE COMMITTEE**

### [Sec 2-1E-Role of Executive Committee](#)

Briefing Note: Combines the roles of Chair, Vice Chair, and Treasurer into this single policy.

## **Policies to Delete**

[ROLE OF BOARD CHAIR | Sec 2, 1D](#) - this policy is now combined with the Role of the Executive Committee.

[ROLE of BOARD TREASURER | Sec 2, 1R](#) - this policy is now combined with the Role of the Executive Committee.

M6 Josh Crick motions to approve the omnibus motion of the above policies as presented, all in favor, motion carried.

Darlene Beniuk joined the meeting

## **9. BUDGET DISCUSSION**

Briefing Note: Here is the [proposed 2025 budget](#) with projections through 2027. The budget continues with the 1.5% increase to our membership levies (municipal and board). We continue to utilize the overage in our reserves to meet operational goals and find system efficiencies.

Lorraine Berry joined the meeting.

### Financial Plan Briefing Note

The above briefing note outlines our 3-year plan to match income and expenses.

The Executive has added budget funding for upgrades to the TRAC catalogue, funding for system wide wireless printing services, and funding to explore shelf ready acquisitions in 2025.

Question to consider: The board can save \$6,000 dollars a year by moving from two to one annual in-person meeting.

M7 Mary Arnold motions to have one in person meeting in May for the AGM and the presented draft budget, all in favor, motion carried.

M8 Vicky Lefebvre motions to approve the budget as presented, all in favor, motion carried.

## 10. **Adjournment**

M9 Josh Crick motions to adjourn, all in favor, motion carried.

Municipality	Zone	Role	Current Rep Name	Feb 23 2024	May 22 2024	Sept 11 2024	
Town of Lamont	Zone 3	Alternate	Al Harvey	Present	Absent	Present	
S.V. of West Baptiste	Zone 1	Representative	Amelia (Myn) Hursin	Absent	Absent	Absent	
Town of Smoky Lake	Zone 1	Representative	Amy Cherniwchan	Present	Present	Present	
Village of Marwayne	Zone 4	Representative	Ashley Rainey	Present	Present	Present	
Village of Boyle	Zone 1	Representative	Barbara Smith	Present	Present	Present	
Beaver County	Zone 3	Representative	Barry Bruce	Present	Absent	Present	
Village of Andrew	Zone 3	Representative	Barry Goertz	Absent	Absent	Absent	
M.D. of Bonnyville	Zone 2	Alternate	Ben Fadeyiw	Absent	Absent	Absent	
City of Cold Lake	Zone 2	Alternate	Bill Parker	Absent	Absent	Absent	
Village of Irma	Zone 4	Representative	Brandon Parsons	Present	Absent	Present	
M.D. of Wainwright	Zone 4	Alternate	Bruce Cummins	Absent	Absent	Absent	
Town of Viking	Zone 3	Alternate	Cindy Lefsrud	Absent	Absent	Absent	
Frog Lake First Nation	Zone 2	Representative	Clifton Cross	Absent	Absent	Absent	
Lac La Biche County	Zone 2	Alternate	Colette Borgun	Absent	Absent	Absent	
Town of Lamont	Zone 3	Representative	Colleen Holowaychuck	Absent	Present	Absent	
S.V. of Island Lk/Island Lk S/Sunset Beach/Whit	Zone 1	Representative	Curtis Schoepp	Present	Present	Present	
Lamont County	Zone 3	Representative	Daniel Warawa	Absent	Absent	Absent	
Town of Mundare	Zone 3	Representative	Danika Brison	Absent	Present	Absent	
Lac La Biche County	Zone 2	Representative	Darlene Beniuk	Absent	Present	Present	
Village of Kitscoty	Zone 4	Representative	Daryl Frank	Present	Absent	Present	
Town of Vegreville	Zone 4	Alternate	Dave Berry	Absent	Absent	Absent	
Lamont County	Zone 3	Alternate	David Diduck	Absent	Absent	Present	
Town of Bonnyville	Zone 2	Representative	David Sharun	Absent	Absent	Present	
Sturgeon County	Zone 3	Alternate	Deanna Stang	Absent	Absent	Absent	
County of Two Hills	Zone 2	Representative	Dianne Saskiw	Present	Present	Present	
Smoky Lake County	Zone 1	Alternate	Domonique Cere	Present	Absent	Present	
Village of Chauvin	Zone 4	Representative	Don Prokopetz	Absent	Absent	Absent	
Village of Myrnam	Zone 2	Representative	Donna Rudolf	Absent	Absent	Absent	
Town of Redwater	Zone 3	Representative	Dwayne Spicer	Present	Present	Present	
Town of Athabasca	Zone 1	Representative	Edith Yuill	Present	Absent	Present	
S.V. of Bondiss	Zone 1	Representative	Edwin Tomaszuk	Absent	Absent	Absent	
S.V. of South Baptiste	Zone 1	Representative	Edwin Tomaszuk	Absent	Absent	Absent	
Town of Two Hills	Zone 2	Representative	Elaine Sorochan	Present	Present	Present	
Village of Irma	Zone 4	Alternate	Eric Nissen	Absent	Absent	Absent	
Town of Smoky Lake	Zone 1	Alternate	Evelyn Kobes	Present	Present	Present	
Town of Athabasca	Zone 1	Alternate	Ida Edwards	Absent	Absent	Absent	
Town of Mundare	Zone 3	Alternate	Irene Talaga	Present	Absent	Absent	
Thorhild County	Zone 1	Alternate	Janine Paly	Absent	Present	Absent	
County of Vermilion River	Zone 4	Alternate	Jason Stelmaschuk	Absent	Absent	Absent	
Town of Gibbons	Zone 3	Alternate	Jay Millante	Absent	Absent	Absent	
Town of Morinville	Zone 3	Representative	Jennifer Anheliger	Present	Present	Present	
Village of Edgerton	Zone 4	Representative	Jennifer Beattie	Present	Absent	Absent	
Village of Innisfree	Zone 4	Representative	Jennifer Johnson	Present	Present	Present	
County of Minburn	Zone 4	Alternate	Joey Nafziger	Absent	Absent	Absent	
M.D. of Bonnyville	Zone 2	Representative	Josh Crick	Present	Present	Present	
Town of Vermilion	Zone 4	Representative	Joshua Rayment	Absent	Absent	Absent	
Town of Viking	Zone 3	Representative	Julianna Merta	Present	Present	Present	
Fishing Lake	Zone 2	Representative	June Laboucane	Absent	Absent	Absent	
Town of Bruderheim	Zone 3	Representative	Karl Hauch	Absent	Absent	Absent	
Athabasca County	Zone 1	Representative	Kelly Chamzuk	Present	Present	Present	
Beaver County	Zone 3	Alternate	Kevin Smook	Absent	Absent	Absent	
Town of Vermilion	Zone 4	Representative	Kirby Whitlock	Present	Present	Present	
Village of Myrnam	Zone 2	Alternate	Kurt Ewanec	Absent	Absent	Absent	
Town of Bon Accord	Zone 3	Alternate	Lacey Laing	Absent	Absent	Absent	
S.V. of Mewatha Beach	Zone 1	Representative	Larry Tiedemann	N/A	N/A	n/a	
Town of Tofield	Zone 3	Representative	Larry Tiedemann	Present	Present	Present	
Town of Bruderheim	Zone 3	Alternate	Len Falardeau	Present	Present	Present	
Village of Vilna	Zone 1	Representative	Leroy Kunyk	Present	Absent	Present	
County of Vermilion River	Zone 4	Representative	Leslie Cusack	Present	Present	Present	
Smoky Lake County	Zone 1	Representative	Linda Fenerty	Present	Present	Present	
Town of Gibbons	Zone 3	Representative	Loraine Berry	Present	Present	Present	
Village of Glendon	Zone 2	Representative	Lorie Czuroski	Absent	Absent	Absent	
Village of Ryley	Zone 3	Representative	Lyndie Nickel	Present	Present	Present	



<b>Municipality</b>	<b>Zone</b>	<b>Role</b>	<b>Current Rep Name</b>
Town of Lamont	Zone 3	Alternate	Al Harvey
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Frog Lake First Nation	Zone 2	Representative	Clifton Cross
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Town of Lamont	Zone 3	Representative	Colleen Holowaychuck
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Sturgeon County	Zone 3	Alternate	Deanna Stang
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Smoky Lake County	Zone 1	Alternate	Domonique Cere
Village of Chauvin	Zone 4	Representative	Don Prokopetz
Village of Myrnam	Zone 2	Representative	Donna Rudolf
Town of Redwater	Zone 3	Representative	Dwayne Spicer
Town of Athabasca	Zone 1	Representative	Edith Yuill
S.V. of Bondiss	Zone 1	Representative	Edwin Tomaszuk
S.V. of South Baptiste	Zone 1	Representative	Edwin Tomaszuk
Town of Two Hills	Zone 2	Representative	Elaine Sorochan
Village of Irma	Zone 4	Alternate	Eric Nissen
Town of Smoky Lake	Zone 1	Alternate	Evelyn Kobes
Town of Athabasca	Zone 1	Alternate	Ida Edwards

Town of Mundare	Zone 3	Alternate	Irene Talaga
Thorhild County	Zone 1	Alternate	Janine Paly
County of Vermilion River	Zone 4	Alternate	Jason Stelmaschuk
Town of Gibbons	Zone 3	Alternate	Jay Millante
Town of Morinville	Zone 3	Representative	Jennifer Anheliger
Village of Edgerton	Zone 4	Representative	Jennifer Beattie
Village of Innisfree	Zone 4	Representative	Jennifer Johnson
County of Minburn	Zone 4	Alternate	Joey Nafziger
M.D. of Bonnyville	Zone 2	Representative	Josh Crick
Town of Vermilion	Zone 4	Representative	Joshua Rayment
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Town of Bruderheim	Zone 3	Representative	Karl Hauch
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Town of Bon Accord	Zone 3	Alternate	Lacey Laing
S.V. of Mewatha Beach	Zone 1	Representative	Larry Tiedemann
Town of Tofield	Zone 3	Representative	Larry Tiedemann
Town of Bruderheim	Zone 3	Alternate	Len Falardeau
Village of Vilna	Zone 1	Representative	Leroy Kunyk
County of Vermilion River	Zone 4	Representative	Leslie Cusack
Smoky Lake County	Zone 1	Representative	Linda Fenerty
Town of Gibbons	Zone 3	Representative	Lorraine Berry
Village of Glendon	Zone 2	Representative	Lorie Czuroski
Village of Ryley	Zone 3	Representative	Lyndie Nickel
Village of Paradise Valley	Zone 4	Representative	Mary Arnold
Frog Lake First Nation	Zone 2	Alternate	Mary Jane Quinney
Sturgeon County	Zone 3	Representative	Matthew McLennan
County of St. Paul	Zone 2	Representative	Maxine Fodness
Village of Holden	Zone 3	Alternate	Milt MacGregor
Town of Bonnyville	Zone 2	Alternate	Neil Langridge
Town of Tofield	Zone 3	Alternate	Norm Martineau
Town of St. Paul	Zone 2	Representative	Norm Noel
Town of Elk Point	Zone 2	Alternate	Parrish Tung
Town of Legal	Zone 3	Representative	Pat Hills



Village of Mannville	Zone 4	Alternate	Rex Smith
Town of Wainwright	Zone 4	Representative	Rick Fountain
M.D. of Wainwright	Zone 4	Representative	Robin Leighton
County of Minburn	Zone 4	Representative	Roger Konieczny
County of St. Paul	Zone 2	Alternate	Ross Krekoski
Village of Waskatenau	Zone 1	Alternate	Roy Krahulec
County of Two Hills	Zone 2	Alternate	Sebastian Dutrisac
Village of Mannville	Zone 4	Representative	Shantell Bielesch
Town of St. Paul	Zone 2	Alternate	Sid Sood
Town of Morinville	Zone 3	Alternate	Stephen Dafoe
Town of Bon Accord	Zone 3	Representative	Tanya May
Town of Redwater	Zone 3	Alternate	Tina Cosby
Town of Vegreville	Zone 4	Representative	Tina Warawa
Thorhild County	Zone 1	Representative	Trevor Dafoe
Village of Holden	Zone 3	Representative	Tyler Beckett
Village of Waskatenau	Zone 1	Representative	Tyson Berlinguette
City of Cold Lake	Zone 2	Representative	Vicky Lefebvre
Town of Wainwright	Zone 4	Alternate	Vince Saretsky
Town of Elk Point	Zone 2	Representative	Wanda Cochrane

# **2024-05-22 Annual General Meeting of the Board Minutes - DRAFT**

**2024-05-22 2024 AGM Election**

**Northern Lights Library System Board**

**AGM**

Northern Lights Library System

IN-PERSON

Also available online:

<https://us02web.zoom.us/j/9128782619?pwd=T1I5RVlwdmpHL3pvb1IDdTJudUtGUT09>

Meeting ID: 912 878 2619 Passcode: Executive

10:00 AM Wednesday May 22, 2024

## **AGENDA**

**Chair Contact Information:** Jennifer Anheliger

**1. Quorum: 35 total [Board Attendance](#)**

**2. Call to Order 11:05 am**

### **2024 AGM Election**

For those board members on-line:

You will not be able to join your Zone groups when voting for the 2 committee rep positions but can put your name forward if you would like.

For all other voting the on-line board members will need to text 780-545-4169 or email [thompson@nlls.ab.ca](mailto:thompson@nlls.ab.ca) with your choice when it comes time for voting for each position.

## Current Executive

1. Vicky Lefebvre (City of Cold Lake) Auto-seat
2. Matthew McLennan (Sturgeon County) Auto-sea
3. Jennifer Anheliger, Chair (Town of Morinville) Officer-at-large - 2025
4. Dwayne Spicer, (Town of Redwater) Zone 3 - 2025
5. Kelly Chamzuk (Athabasca County) Zone 1 - 2025
6. **Maxine Fodness, (St. Paul County) Zone 2 - 2024**
7. **Leslie Cusack, (County of Vermilion River) Zone 4 - 2024**
8. **Larry Tiedemann, Treasurer (Summer Village of Mewatha Beach) Summer Villages rep- 2025**
9. Josh Crick (MD Bonnyville) Officer-at-large -2025
10. **Barbara Smith (Town of Boyle) Officer-at-large 2024**

Bolded positions are at the end of their term.

## Election of Zone 2 Representative

The following representatives are eligible for service as the Zone 2 representative:

Municipality	Board Member
City of Cold Lake	Vicky Lefebvre – Executive member
County of St. Paul	Maxine Fodness
County of Two Hills	Dianne Saskiw
Elizabeth Metis Settlement	No Appointment
Fishing Lake	June Laboucane
Frog Lake	Clifton Cross
Lac La Biche County	Darlene Beniuk
MD of Bonnyville	Josh Crick – Executive member
SV of Pelican Narrows	No Appointment
Town of Bonnyville	David Sharun
Town of Elk Point	Wanda Cochrane

Town of St. Paul	Norm Noel
Town of Two Hills	Elaine Sorochan
Village of Glendon	Lorie Czuroski
Village of Myrnam	Donna Rudolf

**Nominations:** Maxine Fodness (County of St. Paul) self-nominated on April 24th.

1st Call for nominations from the floor. None

2nd Call for nominations from the floor. None

3rd Call for nominations from the floor. None

Josh Crick motions to cease nominations, all in favor, motion carried.

Maxine Fodness has been acclaimed.

### **Election of Zone 4 Representative**

The following representatives are eligible for service as the Zone 3 representative:

Municipality	Board Member
County of Minburn	Roger Konieczny
County of Vermilion River	Leslie Cusack
MD of Wainwright	Robin Leighton
Town of Vegreville	Tina Warawa
Town of Vermilion	Kirby Whitlock
Town of Wainwright	Rick Fountain
Village of Chauvin	Don Prokopetz
Village of Edgerton	Jennifer Beattie
Village of Innisfree	Jennifer Johnson
Village of Irma	Brandon Parsons
Village of Kitscoty	Daryl Frank
Village of Mannville	Shantell Bielesch
Village of Marwayne	Ashley Rainey
Village of Paradise Valley	Mary Arnold

**Nominations:** Leslie Cusack (Vermilion River County) self-nominated on April 24th.

1st Call for nominations from the floor. None

2nd Call for nominations from the floor. None

3rd Call for nominations from the floor. None

Dwayne Spicer motions to cease nominations, all in favor, motion carried.

Leslie Cusack has been acclaimed.

### **Election of Summer Villages Representative**

The following representatives are eligible for service as the Summer Villages representative:

SV of Bondiss	No Appointment
SV of Island Lake	Curtis Schoepp
SV of Island Lake South	Curtis Schoepp
SV of Mewatha Beach	Naomi Boychuk
SV of Pelican Narrows	No Appointment
SV of South Baptiste	No Appointment
SV of Sunset Beach	Curtis Schoepp
SV of West Baptiste	Curtis Schoepp
SV of Whispering Hills	Curtis Schoepp

**Nominations:** Curtis Schoepp (SV of Whispering Hills) self-nominated on May 10th.

Curtis Schoepp has won by acclamation as the other representative does not want to run at this time.

### **Officer-at-large Indigenous**

1st Call for nominations from the floor. None

2nd Call for nominations from the floor. None

3rd Call for nominations from the floor. None

Officer-at-large (only needed if the above Indigenous Officer-at-Large isn't filled)

1st Call for nominations from the floor.

Elaine Sorochan nominates Larry Tiedemann

Larry Tiedemann accepts.

2nd Call for nominations from the floor.

Josh Crick nominated Barb Smith

Barb Smith accepts.

3rd Call for nominations from the floor.

Wanda Cochrane motions to cease nominations.

Barb Smith was voted in by majority.

Committees of the Board

**5 – Minutes**

Break out in your Zone and decide who your Zone rep will be for each committee.

Come back as a group and call for nominations for final position for each committee

Policy Committee – 5 members

- Zone 1 – Barb Smith
- Zone 2 – Josh Crick
- Zone 3 – Lyndie Knockleby
- Zone 4 – Leslie Cusack
- General Board

1st Call for nominations from the floor.

Wanda Cochrane nominated Vicky Lefebvre

Vicky Lefebvre accepts

2nd Call for nominations from the floor.

Lorraine Berry self nominated.

3rd Call for nominations from the floor.

Ashley Rainey motion to cease nominations.

Vicky Lefebvre has been voted in by majority.

Grievance Committee – 5 members

- Zone 1 – Barb Smith
- Zone 2 – Vicky Lefebvre
- Zone 3 – Dwayne Spicer
- Zone 4 – Robin Leighton
- General Board

1st Call for nominations from the floor.

Kelly Chamzuk self nominates.

2nd Call for nominations from the floor.

3rd Call for nominations from the floor.

Dwayne Spicer motions to cease nominations.

Dianne Spicer motions to destroy the ballots, all in favor, motion carried.

Maxine Fodness motions to find a better date in September for the next Board Meeting, all in favor, motion carried.

## 11. Next Meeting

<b>Executive Meeting Schedule</b>	<b>Board Meeting Schedule</b>
Jun 14, 2024 at 10:00 am - Newbrook	Aug 23, 2024 at 10:00 am - In person
Aug 9, 2024 at 10:00 am - Gibbons	Nov 29, 2024 at 10:00 am - online
Oct 11, 2024 at 10:00 am - Wainwright	

Dec 13, 2024 at 10:00 am - Headquarters	
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**12. Josh Crick motions to adjournment 11:30 am, all in favor, motion carried.**



# 2024-05-22 General Board Meeting Minutes

2024-05-22 General Board Meeting of the Board

Northern Lights Library System Board

Regular Meeting

Northern Lights Library System

IN-PERSON

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Meeting ID: 912 878 2619

Passcode: Executive

10:00 AM Wednesday May 22, 2024

Meeting Full Package

## AGENDA

**Mission:** Bringing the world to our communities by collaboratively providing efficient, effective, and exceptional library service.

**Advocacy Slogan:** Libraries Value Beyond Words

**Chair Contact Information:** Jennifer Anheliger

1. Call to Order 10:05 am
2. Acknowledgement of Treaty 6 and Land of the Metis:

*Northern Lights Library System respectfully acknowledges that the land on which we gather is Treaty 6 territory and a traditional meeting ground and*

*home for many Indigenous Peoples, including Cree, Saulteaux, Niitsitapi (Blackfoot), Métis, and Nakota Sioux Peoples.*

3. Quorum: 35 total [Board Attendance](#)

Approval of previous Meeting Minutes of [2023 02 23 General Board Meeting Minutes - DRAFT](#)

**M1. Barb Smith motions to accept the meeting minutes of Feb 23 2023 as presented, all in favor, motion carried.**

For Information

4. [Chairperson's Report](#) – Jennifer Anheliger

**M2. Ashley Rainy motions to accept the Chairperson report as presented, all in favor, motion carried.**

5. [Alberta Library Trustee Association \(ALTA\) report](#) –Jennifer Anheliger

**M3. Leslie Cusack motions to accept the ALTA report as presented, all in favor, motion carried.**

6. [Financial Report](#) - James MacDonald

Briefing Note: We have received all municipal levies except for the County of Two Hills. An arrears notice has been sent to them. The provincial operating grant was applied for on May 13th. There are two budget lines overspent by greater than 10%. **6270 Vehicle**

**Expenses** result from contract driver payments moving to this line. This will change in next year's budget documents. We purchased our new van, and we've had an abnormal number of maintenance issues (several windshields). **6702 Building Maintenance results from** the capital construction costs of the new building vestibule.

**M4. Larry Tiedemann motions to accept the financial report as presented, all in favor, motion carried.**

7. [Go Library Website](#) - James MacDonald

**M5. Kelly Chamzuk motions to accept the Go Library Website report as presented, all in favor, motion carried.**

8. [Budget 2025-2027](#) - James MacDonald/Larry Tiedemann

**M6. Wanda Cochrane motions to accept the Budget 2025-2027 report as presented, all in favor, motion carried.**

## 9. POLICIES FOR ADOPTION:

*Briefing Note: Given the size of our board and the lengthy process of development and approval, policies are voted upon at the general board meetings as an omnibus motion. Board members may make a motion to remove one or more policies from the omnibus motion for individual vote. Policy changes will not be entertained at the general board meeting. Policies are either accepted or rejected by the general board. Rejected policies are returned to the Policy Committee for further review and work where appropriate.*

### Section [1:1C Driver Safety and Service](#)

**Briefing Note:** Provides a quarterly bonus to contract drivers when defined safety and service standards are met.

### Section 3:1L [Long-term Office Rentals](#)

**Briefing Note:** Sets guidelines for long-term rentals or leases of NLLS-owned properties.

## POLICIES FOR REVISION:

### Section [2:1C Governance Style of the Board and TOR Procedural Policy](#)

**Briefing Note:** Combines the Governance Style of the Board policy ([2:1C](#)) and the Terms of Reference: Procedural Policy of the Board. 2:1C becomes the preamble to the procedural policy. The policy is renamed to "Board Procedural Policy." Consider changing this from a TOR to policy 2:1C. Besides changes to grammar and punctuation, changes were made to better define quorum, rules regarding virtual participation in meetings, and changes to voting on motions made by email.

Section **2:1E Executive Committee and 2:1O Election of Executive Committee**

**Briefing Note:** Combines 2:1E Executive Committee and **2:1O** Election of Executive Committee under one policy called "Executive Committee." Besides grammar and punctuation, clarity was provided on the population used to determine auto-seats and what happens when an auto-seat is vacated prematurely. Added a requirement to obtain legal counsel on the dismissal of an ED (for compliance with insurance).

Section **4:1A Collection Development**

**Briefing Note:** This came up during the regular review. We tightened the language and simplified it for clarity.

**POLICIES TO DELETE:**

Section **Sec 2:1O** Election of Executive Committee

**Briefing Note:** Combine with Sec 2:1E

Section **Sec 2:1C** Governance Style of the Board

**Briefing Note:** Combine with TOR Procedural Policy

**M7. Kelly Chamzuk motions to accept the policies as presented above as an omnibus motion, all in favor, motion carried.**

**Adjournment 11:02am**

**Northern Lights Library System**  
**Budget vs. Actuals: NLLS Budget 2024\_(1) - FY24 P&L**  
 January - December 2024

	Total				COMMENTS
	Actual	Budget	over Budget	% of Budget	
<b>Income</b>					
4010 Levies - Municipalities	1,312,265.57	892,768.00	419,497.57	146.99%	
4040 Levies - Library Boards	625,363.97	622,388.00	2,975.97	100.48%	5 Libraries have outstanding levies
4041 Prov. Operating Grant	878,532.00	878,532.00	0.00	100.00%	
4042 Prov. Rural Sevices Grant	358,574.00	3,578.00	354,996.00	10021.63%	
4043 Indigenous OROS Grant (4.75)		64,458.00	-64,458.00	0.00%	Signed the grant August 6, 2024
4044 Prov. Establishment Grant	-272.75		-272.75		
4047 Indigenous OROS Grant (5.60)	-11,000.00	75,992.00	-86,992.00	-14.48%	
4050 Deferred Allotment	-249,731.11	386,847.35	-636,578.46	-64.56%	
4510 Sales - Misc.	661.90	5,000.00	-4,338.10	13.24%	
4520 Sales Office Supplies-Resale	111,091.37	5,000.00	106,091.37	2221.83%	
4530 Other Revenue General	18,278.57	5,000.00	13,278.57	365.57%	Sale of vehicle, Better World Books, Van Rental, ATB Point xfr
4550 Grants and Sponsorship		4,000.00	-4,000.00	0.00%	
4552 Office Rental	20,070.00	30,000.00	-9,930.00	66.90%	
4560 Annual Conference		0.00	0.00		
4610 Interest earned	67,724.25	60,000.00	7,724.25	112.87%	Interest continues to be positive
4613 Myrnam Revenue		0.00	0.00		
<b>Total Income</b>	<b>\$ 3,131,557.77</b>	<b>\$ 3,033,563.35</b>	<b>\$ 97,994.42</b>	<b>103.23%</b>	
5987 Staff Recruitment/HR Tools/Hosting	673.14	1,500.00	-826.86	44.88%	
6007 Coll Dev Book Allotment General	215,727.16	386,847.35	-171,120.19	55.77%	
6080 System Col MLS 2023	268.02	10,000.00	-9,731.98	2.68%	
6081 Indigenous (MOU/Projects (offsets 5.60)	47,946.00	30,000.00	17,946.00	159.82%	This is a function of mismatched fiscal years.
6083 OROS Expenses (offsets 4.75)	31,949.91	75,992.00	-44,042.09	42.04%	
<b>6108 OPS Processing Sup</b>	<b>23,022.51</b>	<b>20,000.00</b>	<b>3,022.51</b>	<b>115.11%</b>	Barcodes purchased this year
6114 Computer Software (TSI)	16,776.51	52,000.00	-35,223.49	32.26%	
6118 Computer Hardware (TSI)	13,888.21	23,000.00	-9,111.79	60.38%	
6119 Website Services (TSI)	55,639.99	60,000.00	-4,360.01	92.73%	
6121 Network Security (TSI)	42,912.29	113,500.00	-70,587.71	37.81%	
6167 Contract Services (TSI)	13,279.83	47,000.00	-33,720.17	28.25%	
6168 TRAC (TSI)		125,000.00	-125,000.00	0.00%	
6169 Internet Services (TSI)	3,326.75	5,000.00	-1,673.25	66.54%	
6206 Library Staff Training & Development	20,525.29	27,000.00	-6,474.71	76.02%	
6208 LMC Meeting/Mileage	8,003.81	10,000.00	-1,996.19	80.04%	
6252 Library Programming (MLS)	6,210.53	10,000.00	-3,789.47	62.11%	
6266 Postage/Frieght	3,491.71	6,000.00	-2,508.29	58.20%	
<b>6270 Vehicle Expense (OPS)</b>	<b>109,550.72</b>	<b>72,000.00</b>	<b>37,550.72</b>	<b>152.15%</b>	Purchase of a vehicle; contract drivers; maintenance
6271 Vehicle Fuel (OPS)	15,467.00	42,000.00	-26,533.00	36.83%	
6280 Online Databases (MLS)	45,555.60	120,000.00	-74,444.40	37.96%	
6301 Rural Ser Grant BOR	345,546.43	358,574.00	-13,027.57	96.37%	
6500 General Board Meetings	6,026.81	12,000.00	-5,973.19	50.22%	
6502 Committee Meetings	632.66	6,000.00	-5,367.34	10.54%	
6508 Board Prof Develo	595.60	3,000.00	-2,404.40	19.85%	
6510 Board Outreach & Honoraria	700.00	10,000.00	-9,300.00	7.00%	
6520 Board Executive Meetings	7,724.08	22,000.00	-14,275.92	35.11%	
6521 Special Events/Long Service	14.20	900.00	-885.80	1.58%	
6522 NLLS Social Club	-929.87	1,200.00	-2,129.87	-77.49%	
6600 Equipment/Software (Admin)	9,241.06	40,000.00	-30,758.94	23.10%	
6602 Lib Board Chair Meeting	2,644.63	3,500.00	-855.37	75.56%	
6606 Professional & Legal Fees	3,790.00	5,000.00	-1,210.00	75.80%	
6608 Marketing	9,581.21	40,000.00	-30,418.79	23.95%	

6610 Audit Expenses	16,852.10	17,000.00	-147.90	99.13%	
6611 Bad Debts - Late Fees	40.08	0.00	40.08		
6612 Bookkeeping/Banking	15,150.05	28,000.00	-12,849.95	54.11%	
6614 Insurance	14,629.00	14,000.00	629.00	104.49%	
6616 NLLS Memberships	8,559.50	12,000.00	-3,440.50	71.33%	
6618 Resale & Rebills	143,146.33	143,146.33	0.00	100.00%	
6620 Office Supplies	5,146.75	10,000.00	-4,853.25	51.47%	
6622 Telecommunications	8,405.04	12,000.00	-3,594.96	70.04%	
<b>6702 Building Maintenance</b>	<b>19,361.01</b>	<b>15,000.00</b>	<b>4,361.01</b>	<b>129.07%</b>	Vestibule, Painting
6704 Caretaking & Landscaping	26,520.47	37,000.00	-10,479.53	71.68%	Vacuum purchase, steam cleaning carpets
6706 Health & Safety	1,809.16	2,100.00	-290.84	86.15%	
6708 Utilities	19,189.37	35,000.00	-15,810.63	54.83%	
<b>General Operating Costs</b>	<b>\$ 1,338,590.65</b>	<b>\$ 2,064,259.68</b>	<b>-\$ 725,669.03</b>	<b>64.85%</b>	
<b>Total 5900 Payroll Expenses</b>	<b>\$ 974,524.24</b>	<b>\$ 1,513,953.20</b>	<b>-\$ 539,428.96</b>	<b>64.37%</b>	
5981 NLLS PD - Shared	24,446.58	35,000.00	-10,553.42	69.85%	
5984 Staff Travel - Shared	31,559.87	48,000.00	-16,440.13	65.75%	
<b>Total Expenses</b>	<b>\$ 1,030,544.29</b>	<b>\$ 1,596,953.20</b>	<b>-\$ 566,408.91</b>	<b>64.53%</b>	

Thursday, Aug. 01, 2024 10:54:38 a.m. GMT-7 - Accrual Basis

## STATEMENT OF POLICY AND PROCEDURE

Section: 1:3X | Chapter: | Page(s):

Subject: INFORMATION TECHNOLOGY – MEMBER LIBRARIES |

Reviewed: NEW | Revised: NEW | **Effective:**

# Part 1 – Interpretation and Application

## Definitions

1. In this policy, any word or expression mentioned hereinafter has its statutory meaning unless otherwise specified, and:
  - a. **“NLLS”** refers to the Northern Lights Library System and its staff.
  - b. **“Endpoint”** refers to any technology capable of connecting to the internet, including, but not limited to: computers, tablets, phones, printers, and self-checkout machines.
    - **“Approved Endpoint”** refers to any endpoint approved for use on an NLLS network by NLLS.
    - **“Unapproved Endpoint”** refers to any endpoint not approved for use on an NLLS network by NLLS.
  - c. **“External Party”** refers to any group or individual without a formal staff or volunteer arrangement with a Member Library or NLLS.
  - d. **“Member Library”** refers to a library or service point served by NLLS and/or one or more staff members who are employed by, or volunteer at, a Member Library and acting under its representation.
  - e. **“Network Equipment”** refers to any piece of technology that is used to create and/or facilitate an internet-based network, including, but not limited to, firewalls, switches, and wireless AP units.
  - f. **“Staff Member”** refers to any individual formally employed by or volunteering at a Member Library, such as board members.

# Part 2 – Policy Compliance

## Exceptions

2. Any exception to this policy must be authorized in writing by NLLS prior to any action being taken on behalf of the Member Library or NLLS staff.

## Non-Compliance

3. Failure to follow this policy without prior exception may result in the immediate and unannounced partial or full revocation of the Member Library’s access to technology-based services. In such situations, NLLS will notify the Member Library of the revocation and provide reasonable steps for the Member Library to regain access to services.
4. If a cybersecurity incident is directly attributable to the proven and continued non-compliant actions of a Member Library, the library may be held liable for recovery and/or reconstruction efforts.

## Part 3 – User Account Management

### Login Credentials

5. The sharing of assigned desktop and/or Polaris login credentials with another staff member and/or external parties is strictly prohibited.

#### Desktop Login Credentials

6. All staff members accessing an endpoint on the Staff Network must access the endpoint through a desktop login credential assigned by NLLS that accurately identifies the staff member through a combination of first, middle, and/or last names.

#### Polaris Login Credentials

7. All staff members accessing Polaris must access the application through a login credential assigned by NLLS that accurately identifies the staff member through a combination of first, middle, and/or last names, in addition to the Member Library in which they are primarily employed and/or volunteer.

### Departure of a Staff Member

8. If a staff member departs a library under any circumstances, including, but not limited to, resignation, retirement, or termination, NLLS must be notified of the date and end time of the staff member's last shift prior to, when possible, its occurrence so that access to the account may be appropriately restricted.
9. Member Libraries may keep the accounts of former staff members active for reasons of business continuity. In these cases, the password must be changed to a password other than that used by the staff member during their employment, no later than the end time of their last shift.
10. NLLS will delete all accounts of former staff members 365 days after their last working day or upon request by the Library Manager or Director, whichever occurs sooner.

## Part 4 – Acceptable Use

### Internet Usage

#### Internet Browsing and Content Filtering

11. NLLS will not apply content filters to the internet connection at Member Libraries, either by its own accord or at the request of a Member Library.
12. Staff members must follow safe browsing practices when accessing the internet, including, but not limited to, only visiting trusted websites and avoiding potentially dangerous websites such as those classified as 'dark web'.



13. It is the responsibility of the Member Library to ensure that staff members are not accessing content that can be reasonably believed to have a likelihood of compromising the network.

#### **Downloads from the internet**

14. All endpoints operating on an NLLS network (with the exception of the BYOD Wireless Network and the Public Wireless Network) must operate software provided by NLLS that restricts the download of files commonly associated with a high level of risk to the organization's cybersecurity.
15. Staff members must follow safe downloading practices when downloading files from the internet, including, but not limited to, only downloading files from trusted websites.
16. Under no circumstances are staff members permitted to download files or programs obtained illegally or that infringe copyright.

#### **Endpoint Usage**

17. NLLS will not impose restrictions on the usage of endpoints for staff members over and above what is already stated in this policy.

#### **Usage by External Parties**

18. The Member Library is responsible for ensuring that external parties utilizing an endpoint connected to an NLLS network employ safe browsing practices.
19. It is strongly recommended that external parties not be given access to an endpoint connected to the Staff Network or Staff Wireless Network. If this is required, external parties must be actively monitored by a staff member when utilizing the endpoint.
20. Under no circumstances are any personal devices belonging to external parties permitted to connect to an NLLS network other than wirelessly through the Public Wireless Network.
21. Under no circumstances are any personal devices belonging to external parties permitted to connect to a printer operating on an NLLS network, other than wirelessly.

#### **Usage of the Public Network and Public Wireless Network**

22. NLLS will not impose content, usage, or download restrictions on devices connected to the Public Network beyond those mentioned in this policy.
23. Users must agree to the *NLLS Public Wireless Hotspot Connection Conditions and Terms of Agreement* before connecting to the Public Wireless Network.
24. The Member Library is responsible for enforcing the *NLLS Public Wireless Network Hotspot Connection Conditions and Terms of Agreement* for users accessing the Public Wireless Network in the library.
25. If a Member Library has a concern about a user's activity while using an endpoint connected to the Public Network, it is the responsibility of the Member Library to report this concern to NLLS.

#### **Connection of Personal Devices to the Network**

26. Member Library staff members are not permitted to connect personal devices to an NLLS network other than the BYOD Wireless Network or the Public Wireless Network.

## Part 5 – Password and Access Management

27. Password management is a critical component of ensuring the cybersecurity of NLLS and its Member Libraries. Poor password management practices increase the organization's vulnerability to malicious cyber activity which poses significant risk of lost personal and/or business data. To protect against this, all staff members must:
- Change temporary passwords provided to them by NLLS upon first login.
  - Use a unique password for every application. The reuse of passwords is strictly prohibited.
  - Employ complex passwords and follow the recommendations of the entity requiring login credentials. If password recommendations are not provided, employees must create a complex password no fewer than 14 characters, inclusive of at least one number and one special character. Passwords must also not include any words or terms associated with the Member Library or the workplace, such as the library name or digits of a workplace phone number.
  - Not divulge passwords to external parties.
  - Ensure that passwords are securely stored in a password management application. The digital storage of passwords in unsecured documents and the physical storage of passwords outside of locked places, such as locked rooms or cabinets, is strictly prohibited.

## Part 6 – Network Access and Configuration

### Network Configuration

28. NLLS administers two separate networks for each Member Library: the Staff Network and the Public Network. Both networks serve a distinct purpose and carry their own policies and procedures regarding access.
29. In unique situations, NLLS may set up an additional network at a Member Library that will carry its own set of unique policies and procedures.
30. Member libraries are not permitted to connect network equipment to any NLLS network without the express permission of NLLS.

### Staff Network Access

31. The Staff Network is reserved for the use of Approved Endpoints requiring a hardwired internet connection that are to be used exclusively by staff members.
32. If an endpoint is required to connect to the Staff Network, NLLS must be contacted before connection.
33. NLLS maintains the right to refuse to allow an endpoint to connect to the Staff Network if it is reasonably believed to have a likelihood of compromising the network or degrading network performance. Due to this, it is recommended that Member Libraries contact NLLS staff before purchasing new endpoints.
34. It is not permitted to connect computers that do not operate on the NL.ORG domain to the Staff Network without the express permission of NLLS. This includes computers owned by the Member Library that do not yet operate on NL.ORG, such as public access computers.
35. If an Unapproved Endpoint is found to be connected to the Staff Network, NLLS will remotely revoke the endpoint's access to the network until the Member Library obtains approval for the endpoint from NLLS.

## Public Network Access

36. The Public Network is reserved for the use of Approved Endpoints requiring a hardwired internet connection to facilitate the offering of public access computers to external parties.
37. If an endpoint is required to connect to the Public Network, NLLS must be contacted before connection.
38. NLLS maintains the right to refuse to allow the connection of an endpoint to the Public Network if it is reasonably believed to have a likelihood of compromising the network or degrading network performance. Due to this, it is recommended that Member Libraries contact NLLS staff before purchasing new endpoints.
39. If an Unapproved Endpoint is found to be connected to the Public Network, NLLS will remotely revoke the endpoint's access to the network until the Member Library obtains approval for the endpoint from NLLS.
40. Personal computers belonging to staff members and external parties are not permitted to connect to the Public Network, including via a network-connected printer. These endpoints are only permitted to connect to the Public Network via the Public Wireless Network or the BYOD Wireless Network for staff members.
41. Member Libraries are not permitted Administrator access to endpoints connected to the Public Network.

## Part 7 – Wireless Network Access and Configuration

### Wireless Network Configuration

42. NLLS administers three separate wireless networks for each Member Library: the Staff Wireless Network, the BYOD Wireless Network, and the Public Wireless Network. Each wireless network serves a distinct purpose and has its own set of policies and procedures regarding access.
43. In unique situations, NLLS may set up an additional wireless network at a Member Library that will carry unique policies and procedures.

### Staff Wireless Network

44. The Staff Wireless Network ("Library Staff") is reserved for using Approved Endpoints requiring a wireless connection.
45. If an Unapproved Endpoint is found to be connected to the Staff Wireless Network, NLLS will remotely revoke the endpoint's access to the network until the Member Library obtains approval for the endpoint.
46. If an endpoint is acquired that must connect to the Staff Wireless Network to function, such as a traffic counting device or security cameras, NLLS staff must be contacted before connection to build the appropriate isolated network lock-out.
47. NLLS maintains the right to refuse to permit an endpoint to connect to the Staff Wireless Network if it is reasonably believed to have a likelihood of compromising or degrading network performance. Due to this, it is recommended that Member Libraries contact NLLS staff before purchasing new technologies.
48. Divulging the Staff Wireless Network password to external parties is strictly prohibited.

## BYOD Wireless Network

49. Staff members may bring their personal endpoints to work and connect to the BYOD Wireless Network ("Library BYOD").
50. Divulging the BYOD Wireless Network password to external parties is strictly prohibited.

## Public Wireless Network

51. The Public Wireless Network ("Library Wireless") is reserved for external parties to use via their own endpoints or through unsupervised use of Approved Endpoints, including public access computers.

## Part 8 – Stewardship of Network Devices

52. All network equipment found at a Member Library is the property of NLLS and provided on loan to Member Libraries to facilitate a network connection.
53. All network equipment must be physically secured in a locked space approved by NLLS.
54. NLLS must be provided access to network equipment upon request and within a reasonable timeframe in consideration of a Member Library's opening hours.
55. Staff members are not permitted to unplug, move, or otherwise interact with network devices at the Member Library without prior approval from NLLS.
56. Member Libraries must not permit any external party from unplugging, moving, or otherwise interacting with network devices at the Member Library without prior approval from NLLS.
57. Member Libraries are responsible for maintaining the network capabilities of their building and/or space to the minimum standard of being able to support modern network equipment, including, but not limited to, ensuring network cabling is of a current recommended specification.

## Part 9 – Endpoints

### Minimum Computer Configuration

58. All computers must be provided to NLLS to configure to the following minimum configuration before being permitted to connect to an NLLS network:
  - a. Each computer is required to have the following applications installed:
    - Endpoint Detection and Response (EDR) software
    - Remote support software
    - Software capable of automatically updating and patching other software
  - b. All computers connected to the Staff Network must operate on NL.ORG
  - c. All computers connected to the Public Network must utilize software to wipe the user's data at the end of each session.
  - d. All computers must operate a modern operating system specified by NLLS.
59. If a computer cannot meet the minimum computer configuration, it will not be permitted to connect to an NLLS network.

## Part 10 – Data Backups

60. NLLS will back up the Outlook and OneDrive data of Library Managers and Library Directors at Member Libraries via off-site backups without charge to the Member Library.
61. Upon request from a Member Library, NLLS will backup staff members' Outlook and OneDrive data at cost.
62. Data integrity during and/or after a cybersecurity incident is not guaranteed.

## **Part 11 – Cybersecurity Incidents**

63. In the case of a cybersecurity incident – either speculated or confirmed – NLLS will take all measures necessary to isolate the cause, reduce the spread, and protect our digital assets, up to and including assuming immediate and unannounced absolute control of the network at each Member Library and each endpoint connected to it without concern for data preservation.

## STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 1

Subject: Electronic Fund Transfers Sec 3, 1Q

Reviewed: New | Revised: New | Effective: 2023/11/24

### SECTION 3 – 1.Q

#### Electronic Fund Transfers

~~Wherever practical and possible,~~ The Northern Lights Library System (NLLS) will pay its expenses by means of ~~an~~ electronic fund transfer (EFT)s, and utilize a system that requires two authorized personnel to sign for approval. Circumstances may arise where greater expediency in payment is required, and the two-to-sign software is not a practical option, such as:

- To avoid interest charges,
- To make adjustments in payroll, or
- To pay independent contractors to avoid delays in project schedules or delivery.

Payments made outside the current two-to-sign software, such as Interac e-transfers, will be sent for review and approval by two signing authorities. A record of these approvals will be kept with the transaction details.

Email addresses and/or banking information for payees will be gathered and processed according to best industry practices and as advised by independent auditors and accountants.

Any changes to a payee's banking information will be verified by a second NLLS employee. This verification will be done through a telephone call or an email confirmation from the payee's registered email address. A record confirming the secondary confirmation of a banking information change will be kept for future reference. No changes to banking information will be made without such a record.

~~Verification in current computer software to be completed:~~

**Commented [JM1]:** I am not sure what this is trying to say. Do we need this? Can we be more specific or explicit about what this means?

**Commented [TH2R1]:** There is an actual verification of bank details within ploto

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NLLS Executive Board Chair

November 24, 2022

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Date of Approval

# STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 2

Subject: **NLLS VEHICLES** | Sec 1, 1R Appendix Q/S

Reviewed 2021/11/06 | Revised: 2024/06/19 | **Effective: 2017/05/13**

## Overview

This policy outlines the use of Northern Lights Library System (NLLS) vehicles by employees. Employees may be permitted or required to drive NLLS vehicles to perform their jobs. Management will follow the principles of this policy when drafting contracts for driving.

## Eligibility

- ~~1. Northern Lights Library System NLLS has several vehicles which employees may be permitted or required to drive while performing their jobs, at the Company's sole discretion.~~
2. Employees must be eighteen (18) years of age or older to operate a NLLS vehicle.
3. All employees who operate a ~~company~~ NLLS vehicle must possess ~~a minimum of~~ a valid ~~Class 5 GDL, Class 5 Alberta license, or other~~ Canadian driver's license suitable for the vehicle being operated ~~province/territory equivalent.~~
4. Employees who hold a GDL driver's license or equivalent are not permitted to drive cargo vehicles.
5. Employees must provide a signed driver's abstract consent form annually; Appendix S –Driver Abstract Consent form.
- ~~6. Any employee who may use a company vehicle must sign a driver abstract consent form. A NLLS company representative will request abstracts once a year.~~
- ~~7. Appendix S –Driver Abstract Consent form.~~
8. All new hires ~~who will operate with less than five (5) years driving experience~~ may be required to supply a five (5) year loss experience letter. This is a "Claims Experience Letter" requested from their insurance company.
9. Employees must notify NLLS immediately of any change in the status of their driver's license or their insurability. Failure to do so may result in disciplinary measures, up to and including termination.

## Usage

10. All Employees must complete a vehicle tracking sheet with each use of a NLLS vehicle.
11. Employees may start or end ~~to~~ at the closer destination (headquarters or home) when using a NLLS vehicle outside of normal business hours.
12. NLLS vehicle usage must be approved by department manager or Executive Director with paper or electronic approval.
13. Vehicles must be signed out appropriately with each use.
14. The Executive Director's use of NLLS vehicles is outlined by employment contract. Usage outside the employment contract must be approved by the Board Chair.
15. ~~Employees must acknowledge that NLLS vehicles may be monitored and tracked by GPS and/or other monitoring systems.~~
16. Employees are responsible for adhering to the rules of the road and for ensuring the vehicle is operated in a safe manner in accordance with local laws and regulations, including those related to speed limits and parking. Employees are personally responsible for any fines related to parking, speed, or other traffic infractions incurred while in control of the vehicle.

## Rental for Personal Usage

17. Daily rates will be set annually and based on the lowest price of an economy car rentals from rental companies at the Edmonton International airport.
18. Employees may utilize an NLLS vehicle on a cost recovery basis for personal use, if:
  - a. They sign a personal use vehicle contract, and clearly indicate the date(s) of usage.
  - b. They obtain authorization from their Department Manager or Executive Director, and the vehicle is not booked for company business. Company business will always take precedence.
  - c. They meet all eligibility requirements are otherwise authorized to use a NLLS vehicle.
  - d. They return the vehicle with a full tank of gas at their own expense.
  - e. They return the vehicle at the same level of cleanliness as loaned.
  - f. They report any damage in a timely manner to the Operations and Finance Manager NLLS administration.
  - g. Vehicles damaged during personal use may result in future suspension of vehicle usage, and in cases of negligence or deliberate misuse, disciplinary measures, up to and including termination.
  - h. Damages to vehicles where an insurance claim is necessary may require the staff member to pay the insurance deductible.
  - i. Vehicles operated for personal use are subject to all other NLLS policies.

#### Fleet Replacement

- ~~19. NLLS may replace all fleet vehicles in accordance with the Fleet Replacement Chart in this policy.~~
20. NLLS may replace consultant passenger vehicles at 150,000km or five (5) years whichever comes first.
21. NLLS may replace company delivery cargo vehicles at 250,000km or three (3) years whichever comes first.
22. Based on available funding, vehicle reliability, and/or safety record, the vehicle's replacement time may be extended or shortened.
23. NLLS administration shall consider environmental sustainability when purchasing new or replacement vehicles.
24. Divestment of NLLS vehicles will follow the Sale of Capital Items policy.
- ~~25. If trade in value is less than blue book value, then NLLS may opt to tender out vehicles or equipment for private sale.~~
- ~~26. NLLS will seek the highest return value on our for vehicles by putting it out to public tender with a reserve bid. Reserve bid will be based on current fair market value. Unsuccessful tender will result in NLLS selling the vehicle through alternative means.~~



# STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Conditions of Employment | Page(s): 2

Subject: **NLLS VEHICLES** | Sec 1, 1R Appendix Q/S

Reviewed 2021/11/06 | Revised: 2024/06/19 | **Effective: 2017/05/13**

## Overview

This policy outlines the use of Northern Lights Library System (NLLS) vehicles by employees. Employees may be permitted or required to drive NLLS vehicles to perform their jobs.

## Eligibility

1. Employees must be eighteen (18) years of age or older to operate a NLLS vehicle.
2. All employees who operate a NLLS vehicle must possess a valid Canadian driver's license suitable for the vehicle being operated
3. Employees who hold a GDL driver's license or equivalent are not permitted to drive cargo vehicles.
4. Employees must provide a signed driver's abstract consent form annually; Appendix S –Driver Abstract Consent form.
5. All new hires may be required to supply a five (5) year loss experience letter. This is a "Claims Experience Letter" requested from their insurance company.
6. Employees must notify NLLS immediately of any change in the status of their driver's license or their insurability. Failure to do so may result in disciplinary measures, up to and including termination.

## Usage

7. All Employees must complete a vehicle tracking sheet with each use of a NLLS vehicle.
8. Employees may start or end at the closer destination (headquarters or home) when using a NLLS vehicle outside of normal business hours.
9. NLLS vehicle usage must be approved by department manager or Executive Director with paper or electronic approval.
10. Vehicles must be signed out appropriately with each use.
11. The Executive Director's use of NLLS vehicles is outlined by employment contract. Usage outside the employment contract must be approved by the Board Chair.
12. Employees must acknowledge that NLLS vehicles may be monitored and tracked by GPS and/or other monitoring systems.
13. Employees are responsible for adhering to the rules of the road and for ensuring the vehicle is operated in a safe manner in accordance with local laws and regulations, including those related to speed limits and parking. Employees are personally responsible for any fines related to parking, speed, or other traffic infractions incurred while in control of the vehicle.

## Rental for Personal Usage

14. Daily rates will be set annually and based on the lowest price of an economy car rentals-from rental companies at the Edmonton International airport.
15. Employees may utilize an NLLS vehicle on a cost recovery basis for personal use, if:
  - a. They sign a personal use vehicle contract, and clearly indicate the date(s) of usage.
  - b. They obtain authorization from their Department Manager or Executive Director, and the vehicle is not booked for company business. Company business will always take precedence.
  - c. They meet all eligibility requirements to use a NLLS vehicle.
  - d. They return the vehicle with a full tank of gas at their own expense.
  - e. They return the vehicle at the same level of cleanliness as loaned.

- f. They report any damage in a timely manner to the NLLS administration.
- g. Vehicles damaged during personal use may result in future suspension of vehicle usage, and in cases of negligence or deliberate misuse, disciplinary measures, up to and including termination.
- h. Damages to vehicles where an insurance claim is necessary may require the staff member to pay the insurance deductible.
- i. Vehicles operated for personal use are subject to all other NLLS policies.

#### Fleet Replacement

- 16. NLLS may replace passenger vehicles at 150,000km or five (5) years whichever comes first.
- 17. NLLS may replace cargo vehicles at 250,000km or three (3) years whichever comes first.
- 18. Based on available funding, vehicle reliability, and/or safety record, the vehicle's replacement time may be extended or shortened.
- 19. NLLS administration shall consider environmental sustainability when purchasing new or replacement vehicles.
- 20. Divestment of NLLS vehicles will follow the Sale of Capital Items policy.

# STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 3

Subject: **BOOK ALLOTMENT** | Sec 3, 1P

Reviewed: NEW | Revised: NEW | **Effective: 2022/03/04**

## SECTION 3 – 1.P

### BOOK ALLOTMENT

Northern Lights Library System (NLLS) understands that ~~libraries~~, at their core, ~~are dependent upon~~ ~~libraries~~ depend on relevant, robust, and community-centred collections. One of the primary roles of a library system is to ensure that libraries maintain their collections through regular acquisitions. To this end, the Book Allotment ~~is comprised of~~ ~~comprises~~ a portion of the combined board and municipal system levy and set aside for collection development at member libraries.

1. The amount of the system levy set aside for Book Allotment purchases, as required by the membership agreement (schedule C, 1.2), is set by Board policy.
2. The Book Allotment will be \$2.15/capita of the ~~municipal membership~~ levy.
3. ~~Seven (7) percent of the Book Allotment will be allocated to purchasing electronic materials in Overdrive. NLLS staff will administer this portion of Book Allotment centrally.~~
4. All funds should be expended each fiscal year; however, libraries may roll over unexpended funds ~~into the first quarter of the following year. After which the funds will be transferred to the System's collection budget.~~
  - a) ~~Beginning 2023 rollover funds not spent within the first quarter of the year will revert to the system's collection budget.~~
5. No purchases against Book Allotment funds will be permitted in the month of December to accommodate fiscal close.
6. Purchases may be made through NLLS's acquisitions specialist or directly by the library.
  - a) Purchases made directly by the library are known as outside purchases.
  - b) Outside purchases will be reimbursed to the library or a designated employee through Electronic Funds Transfer only, ~~and~~ with proper submission of an outside purchase form with receipts.
7. Items eligible for Book Allotment purchase include:
  - a) Print materials of various formats
  - b) ~~Audiobooks in various formats~~
  - c) Digital media in physical and electronic formats
  - d) ~~Electronic books and audiobooks (i.e. Overdrive, etc.)~~
8. Materials purchased with book allotment funds must be shared with system members.
9. ~~Libraries are strongly encouraged to expend Book Allotment funds on print materials and to allocate other funding for electronic resources or ebooks when possible.~~
10. System members with more than ~~one (1)~~ library (generally counties) may direct book allotment funds between their libraries at their discretion.
  - a) Funding ratios must be provided to ~~the~~ NLLS administration ~~prior to~~ ~~before~~ March 30th of each calendar year.
  - b) Where members do not specify funding ratios the funds will be divided equally between eligible libraries.

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NLLS Executive Board Chair

March 4, 2022

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Date of Approval

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **BOARD CODE OF ETHICS** | Sec 2, 1F

Reviewed: 2021/03/30 | Revised: 2021/05/29 | **Effective: 2017/05/13**

## SECTION 2 – 1.F

### BOARD CODE OF ETHICS

1. The Board and its members shall operate in an ethical and professional manner representing the Board in a positive light, taking no private action that will compromise the Board and its decisions.
2. Board trustees shall follow the common law and ethical responsibilities of Alberta Board Trustees.
3. Legal required obligations:
  - a) A library trustee is expected to manage the affairs of the library with the same degree of skill and hard work and care he or she brings to their own affairs (this can apply to councilors and their knowledge about municipal affairs)
  - b) A library trustee has a duty to become informed about the business of the board, including: applicable legislation, and what is required in order to be an effective trustee.
  - c) A library trustee must keep confidential private information he/she learns as a result of their activity as a trustee, and may not personally benefit from it, either during the term or after. In camera.
  - d) A library trustee must put the best interests of the board before their own or any other.
  - e) A library trustee may not make advance agreement with another person or organization to vote a certain way. (“contracting the vote”) exception shall be given to allow trustees to campaign for Board Chair one (1) month prior as well as the Annual General Meeting (election meeting).
  - f) If a library trustee stands to make a personal profit from any activity of the board, he/she must declare your interest, and may not participate in discussion or vote in relation to it. (i.e. no conflicts of interest)
4. Ethical however not legal required obligations:
  - a) A library trustee must want to serve as a trustee.
  - b) A library trustee must endorse, without reservation, the mission of the library board.
  - c) A library trustee must believe in the value of libraries.
  - d) Trustees are expected to take responsibility for their personal development through continuing education opportunities and are encouraged to participate in provincial and national library organizations.
5. Trustees should support intellectual freedom in the selection of library material.
6. When a trustee is delegated by the Board to attend a specific function, those expenses reimbursed by any other group may not be claimed from Northern Lights Library System.
7. Written submission regarding a potential breach of Board policy must result in a review in camera of the breach by the Executive Committee within thirty (30) days of receipt of written submission.
8. Breach of Board policy after Executive Committee review of the breach may result in a letter of notice to the municipality for action.

9. Breaches of Board policy may result in a letter of reappointment request to the municipality to have the NLLS Board member replaced for the remainder of their term of appointment.



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**NLLS Executive Board Chair**

May 29, 2021

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**Date of Approval**

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **BOARD CODE OF ETHICS** | Sec 2, 1F

Reviewed: | Revised: 2024/05/23 | **Effective:**

Purpose: To ensure the Board and its members operate ethically and professionally, representing the Board positively and taking no private action that will compromise the Board and its decisions.

### Board members will maintain:

#### 1. **Ethical Conduct:**

- Represent the Board positively, avoiding any actions that could compromise the Board.
- Adhere to the common law and ethical responsibilities expected of Alberta Board Trustees.
- Act with integrity and honesty in all decisions and actions.
- Prioritize the best interests of the library system and the Board, over personal interests or any other affiliations.

#### 2. **Confidentiality:**

- Keep any private information learned during their tenure as a member confidential, both during and after the term, and not use it for personal gain.

#### 3. **Voting Integrity:**

- Not agree in advance to vote a certain way or turn a decision in a particular direction, with the exception of campaigning for the position of Board Chair, one month before, and during the Annual General Meeting.

#### 4. **Adherence to Legislation:**

- Ensure all actions and decisions comply with the Libraries Act and Regulation, promoting proper governance and accountability.
- Inform themselves about the Board's business, applicable legislation, and requirements to be effective trustees.

#### 5. **Support for Intellectual Freedom:**

- Uphold intellectual freedom as defined by the Canadian Federation of Library Associations (CFLA), including the right to access, seek, receive, and impart information and ideas through various media, regardless of personal preferences or beliefs.
- Ensure equitable access to a wide variety of content, resist censorship, and promote access to a wide range of knowledge and opinions.

#### 6. **Transparency, Accountability, and Data Protection:**

- Conduct Board decisions and operations openly, ensuring they are accessible to the public.
- Maintain mechanisms for holding Board members accountable for their actions and decisions.
- Safeguard patrons' privacy and personal data, ensuring compliance with relevant laws and best practices in data security.

#### 7. **Conflict of Interest:**

- Disclose any conflicts of interest and recuse themselves from discussions or votes related to such conflicts.

#### 8. **Expense Reimbursement:**

- Ensure that when attending a function as a representative of NLLS, any expenses reimbursed by another group are not also claimed from the Northern Lights Library System.

### The Executive Committee will handle policy breaches by its members as follows:

- Review written submissions regarding potential breaches of Board policy by members in camera within 30 days of receipt.

- After confirming a breach of policy, send a letter of notice to the member’s municipality for appropriate action or request the municipality to replace the trustee for the remainder of their term.



**References:**

- Alberta Library Trustees Association (ALTA) Code of Ethics and Trustee Handbook.
- Canadian Federation of Library Associations (CFLA) Statement on Intellectual Freedom and Libraries.
- Public Library Services Branch (PLSB) Guidelines.

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Employee(s) | Chapter: Code of Ethics | Page(s): 1

Subject: **WHISTLEBLOWER POLICY** | Sec 1, 3C Appendix X

Reviewed 2021/11/19 | Revised: 2022/03/04 | **Effective: 2017/05/13**

**[Original]**

### SECTION 1 - 3.C APPENDIX X

#### WHISTLEBLOWER POLICY

1. Northern Lights Library System (NLLS) recognizes that personnel may be confronted in their positions with ethical and or morally challenging situations that are unclear, uncomfortable, and/or push the limits of personal and professional boundaries.
2. Employee(s) will report ethical/moral situations or concerns directly to the Executive Director and/or a designate.
3. Employee(s) will report ethical/moral situations or concerns directly to the Board Chair if the situation pertains to the Executive Director, executivechair@nlls.ab.ca.
4. NLLS staff that report such situations to management may expect that:
  - a) Management will maintain confidentiality with regard to the information that is presented by the employee(s), and act on it according to applicable legislation and company policy, such as: NLLS Grievance and Code of Ethics policies.
  - b) Management will inform employee(s) who report such situations, that they are entitled to seek expert legal advice if they feel a reasonable solution is not found within the organization directly.
5. Whistleblowers
  - a) NLLS realizes that whistleblowers are people who act in 'good faith' and feel obligated to report:
    - i. A criminal offence.
    - ii. A breach of a legal obligation.
    - iii. A miscarriage of justice.
    - iv. A danger to the health and safety of any individual.
    - v. The deliberate covering up of information tending to show any of the above.
6. It will be considered a serious matter if retaliatory action is taken against the whistleblower by ANY personnel, management or otherwise, and disciplinary measures up to and including termination of employment will be considered.
7. If Whistleblower has been found to have maliciously made a false accusation, disciplinary measures up to and including termination of employment will be considered.

**[UPDATE]**

### SECTION 1 - 3.C WHISTLEBLOWER POLICY

The Northern Lights Library System (NLLS) acknowledges that personnel may face ethical or morally challenging situations that are unclear, uncomfortable, and push the limits of personal and professional boundaries. This policy aims to support the NLLS community in resolving these situations.

#### 1. Reporting Ethical/Moral Situations

- Employees must report ethical or moral concerns directly to the Executive Director or their designate.
- If the concern pertains to the Executive Director, employees must report directly to the Board Chair at chair@nlls.ab.ca.

#### 2. Management's Responsibility



- Management will maintain confidentiality regarding information presented by employees, and act according to applicable legislation and company policy, including NLLS Grievance and Code of Ethics policies.
- Management will inform employees reporting such situations that they are entitled to seek expert legal advice.

### 3. Whistleblower Protections

NLLS recognizes that whistleblowers act in good faith and feel obligated to report ethical or moral breaches of conduct. In Alberta, the types of wrongdoing that can be reported and are considered whistleblowing are described in the Public Interest Disclosure (Whistleblower Protection) Act (PIDA). These may include but are not limited to:

- A criminal offence
- A breach of a legal obligation
- A miscarriage of justice
- A danger to the health and safety of any individual
- The deliberate covering up of information tending to show any of the above

### 4. Protection Against Retaliation

- Retaliatory actions against whistleblowers by personnel, including management, are considered serious matters. Disciplinary measures up to and including termination of employment will be considered.
- If a whistleblower is found to have maliciously made a false accusation, disciplinary measures up to and including termination of employment will be considered.

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**NLLS Executive Board Chair**

**Date of Approval:**

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NLLS Executive Board Chair

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**Date of Approval**

Acknowledgement of Whistleblower Policy

I, \_\_\_\_\_, agree to and understand the current NLLS Sec 1, 3C Whistleblower policy.

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Employee

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Date

# STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 2

Subject: **FACILITY USE RENTAL** | Sec 3, 1L Appendix V

Reviewed: 2021/03/30 | Revised: 2024/06/19 | **Effective: 2018/04/03**

## Application Process

1. Applicants requesting facility use may submit a ~~must send in a fully~~ completed Appendix V- Facility Use Application form to [ask@nlls.ab.ca](mailto:ask@nlls.ab.ca).
2. ~~Use of space~~ A change of purpose after application approval must be submitted to [ask@nlls.ab.ca](mailto:ask@nlls.ab.ca) for consideration.
  - ~~a. on the Facility Use Application form.~~
  - ~~b. Change of purpose after application approval must be submitted in writing to: NLLS Reception for consideration.~~
  - ~~c. In an event of an emergency or act of God, please see cancellation below.~~

## Cost

3. Rental Rates will be based on fair market value.
4. Functions and applicants closely related to the work of Northern Lights Library System (NLLS), may receive discounted rates at the discretion of NLLS administration. ~~Library Board, ALTA or NLLS Board members and NLLS Employee(s) get a 50% discount based on fair market value.~~
- ~~5. A rental rate will be assessed to the applicant as outlined on the Facility Use Application form. A \$50 deposit is due upon booking. signing of the memorandum of agreement. (if required)~~
6. The total ~~amount~~ rental cost is due the day of the event.

## Food and Beverages

- ~~7. Catering arrangements are to be made directly with the NLLS reception.~~
- ~~8. Shared kitchen rental costs are separate~~

## Cancellation

9. Cancellations made more than ~~prior to~~ five (5) business days ~~of before~~ the scheduled event will ~~result in~~ receive a full refund.
10. Cancellations made ~~prior to~~ five (5) business days ~~of or less before~~ the scheduled event will ~~result in~~ receive a full refund minus the deposit.
11. ~~In the case of an should the event require rescheduling due to and~~ Where an emergency or Act of God, ~~makes rescheduling impossible, an alternate date cannot be agreed upon,~~ a full refund will be ~~returned to the applicant.~~ issued.

## Facility details and fees

12. All spaces include access to wireless internet.
13. ~~Additional charges may apply for electronic devices or meeting accessories. Any electronic devices or meeting accessories will be charged over and above facility fee.~~
- ~~14. Meeting rooms will be rented and charged on an hourly basis.~~
15. Catering is not included in the rates.

16. GST will be applied to all costs.

~~7. Rental Rates based on fair market value. Library Board, ALTA or NLLS Board members and NLLS Employee(s) get a 50% discount based on fair market value.~~

## STATEMENT OF POLICY AND PROCEDURE

Section: Finance | Chapter: General | Page(s): 2

Subject: **FACILITY USE RENTAL** | Sec 3, 1L Appendix V

Reviewed: 2021/03/30 | Revised: 2024/06/19 | **Effective: 2018/04/03**

### Application Process

1. Applicants requesting facility use may submit a completed Appendix V-Facility Use Application form to [ask@nlls.ab.ca](mailto:ask@nlls.ab.ca).
2. A change of purpose after application approval must be submitted to [ask@nlls.ab.ca](mailto:ask@nlls.ab.ca) for consideration.

### Cost

3. Rental Rates will be based on fair market value.
4. Functions and applicants closely related to the work of Northern Lights Library System (NLLS), may receive discounted rates at the discretion of NLLS administration.
5. A \$50 deposit is due upon booking.
6. The total rental cost is due the day of the event.

### Cancellation

7. Cancellations made more than five (5) business days before the scheduled event will receive a full refund.
8. Cancellations made five (5) business days or less before the scheduled event will receive a full refund minus the deposit.
9. Where an emergency or Act of God makes rescheduling impossible, a full refund will be issued.

### Facility details and fees

10. All spaces include access to wireless internet.
11. Additional charges may apply for electronic devices or meeting accessories.
12. Catering is not included in the rates.
13. GST will be applied to all costs.

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **ROLE OF BOARD CHAIR** | Sec 2, 1D

Reviewed: 2021/11/19 | Revised: 2022/03/04 | **Effective: 2017/05/13**

### SECTION 2 – 1.D

#### ROLE OF BOARD CHAIR

1. The role of the Chair is:
  - a) To ensure the integrity of the Board’s governance.
  - b) To represent the Board to outside parties in accord with positions consistent with Board policies and resolutions.
  - c) To uphold the Board’s own policies and rules and those legitimately imposed upon the Board from outside the organization.
  - d) To chair Board meetings with all the commonly accepted powers of a meeting Chair, including ruling and recognizing; with the goal of keeping deliberations timely, fair and orderly.
  - e) To restrict meeting agendas and discussion to matters of Board governance.
  - f) To make governing decisions within the policies and direction of the Board.
  - g) To chair the Advocacy Committee.
  - h) To attend the Library Managers’ Council meetings.
2. The Vice Chair, in the absence of the Chair, is the de facto designate and will assume and perform the duties and functions of the Chair.
3. The Board Chair or designate is not ex officio, and not required to attend all committees, however, may attend without compensation.

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**NLLS Executive Board Chair**

March 4, 2022

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**Date of Approval**

## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 2

Subject: **ROLE OF EXECUTIVE COMMITTEE** | Sec 2, 1E

Reviewed: 2021/03/30 | Revised: 2024/05/22 | **Effective: 2017/05/13**

## SECTION 2 – 1.E

### ROLE OF EXECUTIVE COMMITTEE

1. The role of the Executive Committee is to:
  - i. Act for the Board within the framework of existing policy, budgets, and strategic plans approved by the Board,
  - ii. Oversee the preparation of all governing policies for approval by the Board.
  - iii. Represent the Board at provincial meetings or when presenting recommendations on provincial library policy.
  - iv. Orient and ensure appropriate professional development of the Board.
  - v. Set the agenda for Board meetings and report to the Board on actions or resolutions from past meetings.
  - vi. Ensure that minutes are taken of all Executive meetings and that draft and approved minutes are made available to the general membership

### Personnel

2. The Executive Committee is responsible for hiring and managing the Executive Director. The Executive Director will hire and supervise all other required staff in accordance with budgets and policies established by the Board. The Executive Committee has authority to:
  - i. Hire the Executive Director.
  - ii. Evaluate the Executive Director's performance through the Executive Director Evaluation Committee policy.
  - iii. Terminate the Executive Director. Prior to a termination decision, the Executive Committee shall:
    1. Present to the Grievance Committee details regarding the performance of the Executive Director,
    2. Obtain a written report from the Grievance Committee with a recommendation for or against retaining the Director,
    3. Obtain legal counsel on the merits of termination and a legal recommendation to proceed,
    4. Hold a special meeting of the Executive Committee to review the recommendations from the Grievance Committee and legal counsel before a final decision to terminate.

### Committee Organization

3. From its membership, the Executive Committee shall elect, at the first Executive Committee meeting after the Board's annual organizational meeting, a:
  - i. Vice-Chair, to act in the absence of the Chair,
  - ii. Treasurer, to serve as a liaison between the Administration and the Board pertaining specifically to the overall NLLS Budget.
4. Special meetings of the Executive Committee may be called by the Chair or any two (2) members of the Committee.
5. Should a sitting member of the Executive Committee be unable to continue as a member of the committee prior to the conclusion of their two (2) year term, representatives from that municipality or group of municipalities may appoint a new representative to the Executive Committee at the next **General Board** meeting.
6. In the event of the Board Chair's resignation or removal, the Vice-Chair will act as Chair until the next general Board meeting, at which time an election will be held.
7. In the event of the Board Chair and Vice-Chair's resignation or removal, the Executive Committee will elect an interim chair until the next general Board meeting, at which time an election will be held.

### Role of the Chair

The role of the Chair is:

- ~~a) To ensure the integrity of the Board's governance.~~
- ~~b) To represent the Board to outside parties in accord with positions consistent with Board policies and resolutions.~~
- ~~c) To uphold the Board's own policies and rules and those legitimately imposed upon the Board from outside the organization.~~
- ~~d) To chair Board meetings with all the commonly accepted powers of a meeting Chair, including ruling and recognizing; with the goal of keeping deliberations timely, fair and orderly.~~

- ~~e) To restrict meeting agendas and discussion to matters of Board governance.~~
- ~~f) To make governing decisions within the policies and direction of the Board.~~
- ~~g) To chair the Advocacy Committee.~~
- ~~h) To attend the Library Managers' Council meetings.~~

~~2. The Vice Chair, in the absence of the Chair, is the de facto designate and will assume and perform the duties and functions of the Chair.~~

~~3. The Board Chair or designate is not ex officio, and not required to attend all committees, however, may attend without compensation.~~

#### Governance Oversight:

- a) Ensure the integrity of the Board's governance.
- b) Uphold the Board's policies and rules, including those imposed by external sources.
- c) In the event of the absence or disability of the Treasurer, will assume and perform the duties and function of the Treasurer.

#### Representation and Leadership:

- d) Represent the Board to external parties in alignment with Board policies and resolutions.
- e) Chair Board and Executive Committee meetings with full authority, including the ability to rule and recognize, aiming to maintain timely, fair, and orderly deliberations.
- f) Make governing decisions within the Board's established policies and directions.

#### Committee Responsibilities:

- g) Chair the Advocacy Committee.
- h) Attend Library Managers' Council meetings.
- i) Chair the Executive Director evaluation committee.
- j) The Board Chair or their designate is not ex officio and is not mandated to attend all committees but may attend voluntarily and without compensation.

## Role of the Vice Chair

2. The Vice Chair, in the absence of the Chair, is the de facto designate and will assume and perform the duties and functions of the Chair.

## Role of the Treasurer

1. The role of the Treasurer is to work with administration to ensure the integrity of the Northern Lights Library System budget, to draft motions pursuant to the budget, and to ensure the budget reflects the strategic goals of the system. They act as liaison between system administration and the Executive Committee on matters of budget.
2. The Treasurer:
  - a) Is elected or appointed by, and from within, the Executive Committee.
  - b) Represents the interests of the Board in discussions and development of the system budget, with administration.
  - c) Presents motions to the board pursuant to the budget, whereas the Executive Director communicates about, and reports on, the financial matters of the system to the Board and other stakeholders.
  - d) Reviews the budget to ensure it reflects the strategic priorities identified by the Board.
  - e) Does not have authority to advise administration beyond policies created by the Board.
  - ~~f) The Board Chair or Vice Chair, in the event of the absence or disability of the Treasurer, will assume and perform the duties and function of the Treasurer~~
  - ~~g) Does not have signing authority~~
  - ~~h) It is expected that the Treasurer will meet (in-person or virtually) 5-8 times per year with administration~~

## ELECTION OF EXECUTIVE COMMITTEE

8. The election of the Executive Committee will be held at the Annual General Meeting and as needed throughout the year.
  - a. The Executive Committee will consist of 10 Board members.
  - b. The Board Chair is elected by the general membership for a two-year term, and accounts for one seat on the committee. The Chair does not represent a specific zone.
  - c. All municipalities with a population of 15,000 or more will automatically get a seat on the Executive Committee.
    - i. The population used to determine eligibility will be the same as the population used by the provincial government to calculate library grants.
    - ii. a maximum of three (3) automatic seats will be awarded;
    - iii. where there are more than three (3) municipalities with a population greater than 15,000, the three (3) seats will be filled by the eligible representatives as elected by the General Board.
  - d. Each zone of the system has a seat on the Executive Committee.
    - i. Zone 1 = Athabasca County/County of Thorhild/Smoky Lake County
    - ii. Zone 2 = Lac La Biche County/M.D of Bonnyville/County of St. Paul/ County of Two Hills
    - iii. Zone 3 = Sturgeon County/Lamont County/Beaver County
    - iv. Zone 4 = County of Minburn/M.D of Wainwright/County of Vermilion River
  - e. Zone 1 & 3 are elected on odd years for a two-year term
  - f. Zone 2 & 4 are elected on even years for a two-year term
  - g. The summer villages have one (1) automatic seat on the Executive Committee between them. This seat will be elected by the General Board membership for a two-year term.
  - h. Indigenous communities that are members of NLLS have one (1) automatic seat on the Executive Committee between them. This seat will be elected by the General Board membership for a two-year term.
  - i. Where there are no representatives willing to serve from members with automatic seats, the seat will be opened to a vote for a member-at-large position.
  - j. If an Executive Committee member is no longer the representative appointed by the community they were elected to represent, they will lose their seat on the Executive Committee (i.e. Zone 1, Indigenous, Summer Village).
  - k. Any remaining seats will be elected from the General Board Membership for a two-year term, as members-at-large.
9. At the meeting before the Annual General Meeting, members interested in running for Board Chair or Zone representation can submit their name and information to NLLS administration. NLLS will distribute this information via email to all member municipalities and publish it on the website.
10. At the Annual General Meeting (or election meeting) self-nominations from the floor will be accepted.
11. If the member is unable to attend the Annual General Meeting, they are responsible to provide their information to NLLS administration. This information will be read on their behalf before the election.
12. Each nominee will have three (3) minutes to speak and describe themselves and their desire to stand.
13. A Board member may represent more than one (1) municipality; however, each representative has one (1) vote.
14. If the municipality has not paid the yearly levy, the representative will not be eligible to be nominated, run for, or hold any Executive or Committee position(s), and will not be reimbursed for mileage or meeting remuneration from notification of arrears until their municipality is considered in good standing.
15. In a municipal election year, any person elected to the Executive Committee before the Annual General Meeting will hold that position for two (2) years plus the time between their election and the Annual General Meeting.
16. In a municipal election year and a full turnover of NLLS Board members, a letter will be sent to the municipality of the Board Chair, requesting their continuance until the next Annual General Meeting, at which a new Board Chair will be elected.

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**NLLS Executive Board Chair**

May 22, 2024

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**Date of Approval**



## STATEMENT OF POLICY AND PROCEDURE

Section: NLLS Board | Chapter: Vision and Policy Statements | Page(s): 1

Subject: **ROLE of BOARD TREASURER** | Sec 2, 1R

Reviewed: NEW | Revised: NEW | **Effective: 2021/05/29**

### SECTION 2 – 1.R

#### ROLE of BOARD TREASURER

1. The role of the Treasurer is to work with administration to ensure the integrity of the Northern Lights Library System budget, to draft motions pursuant to the budget, and to ensure the budget reflects the strategic goals of the system. They act as liaison between system administration and the Executive Committee on matters of budget.
2. The Treasurer:
  - a) Is elected by and from within the Executive Committee
  - b) Represents the interests of the Board in discussions and development of the system budget with administration
  - c) Presents motions to the board pursuant to the budget, whereas the Executive Director communicates about and reports on the financial matters of the system to the Board and other stakeholders
  - d) Reviews the budget to ensure it reflects the strategic priorities identified by the Board
  - e) Does not have authority to advise administration beyond policies created by the Board
  - f) The Board Chair or Vice Chair, in the event of the absence or disability of the Treasurer, will assume and perform the duties and function of the Treasurer
  - g) Does not have signing authority
  - h) It is expected that the Treasurer will meet (in-person or virtually) 5-8 times per year with administration

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**NLLS Executive Board Chair**

May 29, 2021

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**Date of Approval**

**NLLS BUDGET CURRENT WORKING**

		GL Code(s)	BUDGET 2024 - 1.5%	BUDGET 2025 - 1.5%	BUDGET 2026 - 1.5%	BUDGET 2027 - 1.5%	COMMENTS / NOTES
<b>REVENUE</b>							
<b>Municipal and Library Board Levies</b>	Municipalities	4010	\$1,275,429	\$1,288,821	\$1,302,413	\$1,316,209	Municipal levy \$5.47/capita OR \$10.94 without a board
	Book Allotment - EXPENSE	6007	-\$382,661	-\$382,661	-\$382,661	-\$382,661	Book Allotment \$2.15/capita
	Library Board Levy	4040	\$622,388	\$631,723	\$641,199	\$650,816	Local Library Board Levy \$5.47/capita
<b>Total</b>			<b>\$1,515,155.53</b>	<b>\$1,537,883.35</b>	<b>\$1,560,951.20</b>	<b>\$1,584,364.00</b>	
<b>Provincial Grants</b>	Provincial Operating Grant	4041	\$878,532	\$878,532	\$878,532	\$878,532	\$4.75 per resident; 2019 population
	Rural Services Grant - REVENUE	4042	\$3,578.00	\$358,574.00	\$358,574.00	\$358,574.00	\$5.60/capita
	Rural Services Grant - EXPENSE	6301		-\$354,988.00	-\$354,988.00	-\$354,988.00	Transfer payments minus 1% NLLS admin fee
	OROS - System portion	4043	\$64,458.00	\$64,458.00	\$64,458.00	\$64,458.00	Indigenous OROS Grant (runs Apr-Mar) 4.75 x 2019 pop
	OROS - local board portion REV	4047		\$86,630.10	\$86,630.10	\$86,630.10	Indigenous OROS Grant (runs Apr-Mar) 5.60 x 2019 pop
	OROS - local board portion EXP	6081		-\$86,630.10	-\$86,630.10	-\$86,630.10	Transfer payments to local library boards for Indigenous support
	Provincial Establishment Grant	4044		\$0.00	\$0.00	\$0.00	Only received when new members join the system
<b>Total</b>			<b>\$946,568.00</b>	<b>\$946,576.00</b>	<b>\$946,576.00</b>	<b>\$946,576.00</b>	
	Other Revenue - General	4530	\$5,000.00	\$12,000.00	\$12,000.00	\$12,000.00	Bell rental of NLLS land for supernet infrastructure, Credit Card Points, Asset sales, Department Revenue, etc
	Grants and Sponsorships	4550	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00	Grants, Sponsorships
	Rebills and Resales REVENUE	4510 4520	\$5,000.00	\$215,000.00	\$215,000.00	\$215,000.00	Local library supply orders (IN/OUT)
	Rebills and Resales EXPENSE	6618		-\$215,000.00	-\$215,000.00	-\$215,000.00	Invoiced out
	Interest	4610	\$60,000.00	\$110,000.00	\$100,000.00	\$90,000.00	Bank/Investments Interest
	Office Rentals	4552	\$30,000.00	\$32,000.00	\$32,000.00	\$32,000.00	Offices and board room rentals
<b>Total</b>			<b>\$104,000.00</b>	<b>\$158,000.00</b>	<b>\$148,000.00</b>	<b>\$138,000.00</b>	
<b>Reserves</b>	Reserve Out		<b>-\$235,386.47</b>	<b>-\$78,023.82</b>	<b>-\$208,293.47</b>	<b>-\$165,939.72</b>	<b>Approx - Transfer from reserves to budget over 4 years</b>

**NLLS BUDGET CURRENT WORKING**

		GL Code(s)	BUDGET 2024 - 1.5%	BUDGET 2025 - 1.5%	BUDGET 2026 - 1.5%	BUDGET 2027 - 1.5%	COMMENTS / NOTES
	Reserves In		-\$235,386.47	-\$78,023.82	-\$208,293.47	-\$165,939.72	<b>-\$687,643.48</b>
<b>TOTAL OPERATING REVENUE</b>			<u><b>\$2,565,723.53</b></u>	<u><b>\$2,642,459.35</b></u>	<u><b>\$2,655,527.20</b></u>	<u><b>\$2,668,940.00</b></u>	

**NLLS BUDGET EXPENSES - CURRENT WORKING**

		GL Code(s)	BUDGET 2024	BUDGET 2025	BUDGET 2026	BUDGET 2027	COMMENTS / NOTES
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**NLLS BUDGET EXPENSES - CURRENT WORKING**

		GL Code(s)	BUDGET 2024	BUDGET 2025	BUDGET 2026	BUDGET 2027	COMMENTS / NOTES
<b>EXPENSES</b>							
<b>GOVERNANCE</b>							
<b>NLLS BOARD LMC</b>	General Board Meetings	6500	\$12,000.00	\$8,000.00	\$8,000.00	\$8,000.00	2 in-person meetings per year (online option available)
	Executive Meetings	6520	\$22,000.00	\$22,000.00	\$22,000.00	\$22,000.00	6 in-person meetings per year Mileage, PerDiem, Meals
	Committee Meetings	6502	\$6,000.00	\$3,000.00	\$9,000.00	\$3,000.00	Advocacy, Policy, Grievance, Performance, <b>Plan of Service</b> , Budget
	Outreach and Honoraria	6510	\$10,000.00	\$5,000.00	\$5,000.00	\$5,000.00	Board Chair Honorarium/Mileage for Executive travel to municipalities
	Professional & Legal Fees	6606	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	HR items, Legal contingency, Policy support
	LMC Meeting/Mileage/Meal	6208	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Budgeted here for 2 LMC Meeting/Mileage/Meals
	Lib Brd Chair Meeting/Mileage/Meal	6602	\$3,500.00	\$2,500.00	\$2,500.00	\$2,500.00	Budgeted here for 1 Library Board Chair Meeting/Mileage/Meals
Board Professional Development	6508	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	Conferences, Hotels, Travel, includes Board and LMC Chair	
<b>Governance Total</b>			<b>\$71,500.00</b>	<b>\$58,500.00</b>	<b>\$64,500.00</b>	<b>\$58,500.00</b>	
<b>ADMINISTRATION</b>							
<b>ADMINISTRATION</b>	Memberships	6616	\$12,000.00	\$12,000.00	\$12,500.00	\$13,000.00	AbMunis, RMA, ALA, APLAC, TAL, ALTA
	PD Training Total	5981	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Courses/Conference/Travel Costs/Hotels
	Education/Tuition	5985	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	Employment offers, Tuition subsidies, Education grants
	Staff Travel/Hosting	5984	\$48,000.00	\$50,000.00	\$50,000.00	\$50,000.00	MLS, IT, Admin, OPS, - meals, mileage
	Marketing	6608	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	Publicity, newsletter, supplies, service catalog, graphic artist, templates
	Office supplies	6620	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	General office supplies
	Staff recruitment	5987	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Job Ads and recruitment
	Equipment/Software	6600	\$40,000.00	\$18,000.00	\$18,000.00	\$18,000.00	Repairs, Small equipment/furniture/Photocopier
	Telecommunications	6622	\$12,000.00	\$12,000.00	\$12,000.00	\$12,000.00	NLLS Cell phones
	Caretaking & Landscape	6704	\$37,000.00	\$40,000.00	\$40,000.00	\$40,000.00	Year to year contract (janitorial, snow removal, lawn care)

**NLLS BUDGET EXPENSES - CURRENT WORKING**

		GL Code(s)	BUDGET 2024	BUDGET 2025	BUDGET 2026	BUDGET 2027	COMMENTS / NOTES
	Building Maintenance	6702	\$15,000.00	\$10,000.00	\$10,000.00	\$10,000.00	Paint, repairs, upkeep
	Utilities	6708	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Gas, electricity (Group rate for 2024-28), water, garbage.
	Accounting Bookkeeping & Banking	6612	\$28,000.00	\$30,000.00	\$30,000.00	\$30,000.00	Independent bookkeeping contract, Quickbooks, Plooto
	Audit and Support	6610	\$17,000.00	\$17,500.00	\$18,000.00	\$18,500.00	Contract with Metrix ends in 2028
	Insurance	6614	\$14,000.00	\$14,000.00	\$14,000.00	\$14,000.00	AMSC, Does not yet include cyber insurance
	Health & Safety	6706	\$2,100.00	\$2,200.00	\$2,200.00	\$2,200.00	Security system, safety workshops,
	NLLS Social Club	6522	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	Staff social events
<b>Administration Total</b>			<b>\$355,600.00</b>	<b>\$336,200.00</b>	<b>\$337,200.00</b>	<b>\$338,200.00</b>	
<b>OPERATIONS</b>							
<b>OPERATIONS</b>	Vehicle Expenses	6270	\$72,000.00	\$20,000.00	\$85,000.00	\$20,000.00	Maintenance (Purchase of new delivery van 2024/26) 69,000/van
	Vehicle Fuel	6271	\$42,000.00	\$42,000.00	\$42,000.00	\$42,000.00	Fuel
	Contract Drivers	NEW		\$91,000.00	\$91,000.00	\$91,000.00	Contract Drivers
	Materials Processing	6108	\$20,000.00	\$30,000.00	\$20,000.00	\$15,000.00	Laminating, mactac, barcodes, spine lables, dvd cases, library cards, stickers (Shelf-ready project in 2025)
	Postage	6266	\$6,000.00	\$4,000.00	\$4,000.00	\$4,000.00	Materials delivery
<b>Operations Total</b>			<b>\$140,000.00</b>	<b>\$187,000.00</b>	<b>\$242,000.00</b>	<b>\$172,000.00</b>	
<b>TECHNOLOGY SERVICES and INFRASTRUCTURE</b>							
<b>TECHNOLOGY SERVICES and INFRASTRUCTURE</b>	Internet Service	6169	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	Cybera (3 yr/3 Exinda warranty for upgrade of bandwidth)
	Website Services	6119	\$60,000.00	\$10,000.00	\$8,000.00	\$8,000.00	Website Hosting
	Computer Software Services	6114 6115	\$52,000.00	\$75,000.00	\$77,000.00	\$80,000.00	Helpdesk, GoToAssist, 1 Password, Adobe, Web Dewey, Deepfreeze, Power BI, Office 365, Princh wireless printing
	Network Security, and Hardware Services	6121	\$113,500.00	\$95,000.00	\$105,000.00	\$100,000.00	Vmware, Veeam, Sentinel One, Windows, Forti Switches

**NLLS BUDGET EXPENSES - CURRENT WORKING**

		GL Code(s)	BUDGET 2024	BUDGET 2025	BUDGET 2026	BUDGET 2027	COMMENTS / NOTES
	Computer Hardware and Peripherals	6118	\$23,000.00	\$23,000.00	\$17,000.00	\$17,000.00	Laptops, Staff computers, Monitors Docking Stns etc
	Contract Services	6167	\$47,000.00	\$47,000.00	\$47,000.00	\$47,000.00	Contractor services: ACSI
	TRAC	6168	\$125,000.00	\$128,000.00	\$160,000.00	\$162,000.00	Cost of operations and maintenance of catalogue and Server at YRL
<b>Technology Totals</b>			<b>\$425,500.00</b>	<b>\$383,000.00</b>	<b>\$419,000.00</b>	<b>\$419,000.00</b>	
<b>MEMBER LIBRARY SERVICES</b>							
<b>MEMBER LIBRARY SERVICES</b>	System Collection	6080	\$10,000.00	\$12,000.00	\$12,000.00	\$12,000.00	Large Print, Professional collection, Ref, Audio, Kits and Blocks Makerspace
	Online databases/E-Resources	6280	\$120,000.00	\$128,000.00	\$132,000.00	\$134,000.00	TAL databases, LinkedIn, Ebsco, Overdrive, Cloud Library, Hoopla, Journals, Etc.
	Programming	6252	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	SRP, WRP, entertainer, prizes, story teller, author talks
	Library Staff Training & Development	6206	\$27,000.00	\$35,000.00	\$35,000.00	\$35,000.00	Stronger Together Conference and Workshops - LMC Workshop
	Indigenous Relations & Operations	6083	\$30,000.00	\$25,000.00	\$20,000.00	\$20,000.00	Honoraria, contract services, and other services for working with Indigenous communities.
<b>MLS Totals</b>			<b>\$197,000.00</b>	<b>\$210,000.00</b>	<b>\$209,000.00</b>	<b>\$211,000.00</b>	
<b>Operating Total</b>			<b>\$1,189,600.00</b>	<b>\$1,174,700.00</b>	<b>\$1,271,700.00</b>	<b>\$1,198,700.00</b>	
<b>STAFFING</b>							
<b>Staff 21 F/T 4P/T Staff members &amp; 3 Summer Students: 24.8 FTE</b>	Salaries	5500	\$1,451,000.00	\$1,391,516.37	\$1,433,261.86	\$1,476,259.72	Step & 2%
	Benefits	5542	\$159,610.00	\$153,066.80	\$157,658.80	\$158,720.00	Dental, Vision, Health, RRSP (10.24%)
	Special Events-Long Service	6521	\$900.00	\$1,200.00	\$1,200.00	\$1,200.00	Staff Long Service Awards.
<b>Staff Total</b>			<b>\$1,611,510.00</b>	<b>\$1,545,783.17</b>	<b>\$1,592,120.67</b>	<b>\$1,636,179.72</b>	
<b>TOTAL EXPENDITURES</b>			<b>\$2,801,110.00</b>	<b>\$2,720,483.17</b>	<b>\$2,863,820.67</b>	<b>\$2,834,879.72</b>	
<b>Budgeted Net Gain/Loss</b>			<b>-\$ 235,386.47</b>	<b>-\$ 78,023.82</b>	<b>-\$ 208,293.47</b>	<b>-\$ 165,939.72</b>	<b>-\$687,643.48</b>
<b>Budget deficit covered by capital and operating reserves</b>							
<b>Capital Purchases from Reserve</b>			<b>-\$ 132,000.00</b>	<b>\$ -</b>	<b>-\$ 70,000.00</b>	<b>\$ -</b>	<b>-\$202,000.00</b>
<b>Operating Purchases from Reserve</b>			<b>-\$ 103,386.47</b>	<b>-\$ 78,023.82</b>	<b>-\$ 138,293.47</b>	<b>-\$ 165,939.72</b>	<b>-\$485,643.48</b>

# NLLS Three-Year Financial Plan: Briefing Note

## Overview

Northern Lights Library System (NLLS) holds an investment reserve of \$1,789,221.26. Of this, \$1 million is required for contingent liabilities, including capital needs and system departure risks. This reserve safeguards the system against potential exits by major partners, legal actions, and similar liabilities, while also generating interest income. The remaining \$790,000 in the reserve is currently overfunded.

## How was this reserve acquired?

- They were initially planned for potential building upgrades starting in 2015, but the Board has since decided these upgrades are unnecessary.
- Reduced expenses during the pandemic for about 18 months.
- High staff turnover before the pandemic led to salary savings. This turnover has now stabilized.

## What is our plan for the reserve?

- To keep levy increases low over the next three years (2025-2027) at 1.5% annually.
- To supplement operating expenses and fund several service pilot projects.

## What happens when the reserve runs out?

- By 2028, we anticipate expenses will align with revenues by:
  - Funding pilot projects like “shelf-ready” materials processing aimed at achieving long-term operational efficiencies.
  - Exploring alternative revenue streams, such as leasing unused building space and attracting new member communities (reserves and settlements).

## Will levy increases exceed 1.5% after 2027?

- This is possible. However, we are focused on:
  - Recruiting new members.
  - Achieving operational efficiencies through pilot projects.
  - Advocating with the provincial government for better municipal funding.

## Conclusion

Over the next three years, we aim to effectively utilize the \$790,000 in overfunded reserves to ensure that levy increases remain modest and predictable.

Remember that this is based on budget projections, and we have consistently underspent the budget in the past three years.





Finance Funds Account policy [HERE](#)

Type of Fund	Allocation of Current funds	Balance as per Policy	Comments
<b>Unrestricted</b>			
Vehicle Replacement Funds	\$ 130,000	\$ 90,000	
Furniture & Equipment Funds	\$ 40,000	-	
Building Funds	\$ 250,000	\$ 250,000	
IT information Technology Funds	\$ 430,000	Min \$300,000	To a Max of 750,000
Contingent Liability and Consultation	\$ 100,000	\$ 50,000	
System departure liability	\$ 350,000	\$ 350,000	
<b>Restricted</b>			
Operational Restricted Reserve	\$ 504,750	-	
<b>Money in Investments Aug 31 2024</b>			
<b>TOTALS</b>	<b>\$ 1,804,750</b>	<b>\$ 1,040,000</b>	

**Restricted Funds Definition**

Only used for non-capital purpose (Operational & Contingency) - Need board approval to use or move

**Unrestricted Funds Definition**

Fund which can be accessed for capital purposes - Need Executive approval to use or move

**Allocation**

The amount of money proposed for the specific reserve category