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**ALBERTA LIBRARY TRUSTEES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
March 21, 2024  
Online via Zoom  
7:00 p.m. – 9:00 p.m.**

- 1. Call to Order ..... Jenn**
  - 2. Adoption of Agenda ..... Jenn**
  - 3. Approval of Minutes**
    - 3.1 Approve Board of Directors meeting minutes of 2024-01-18 ..... Jenn
  - 4. Items for Decision**
    - 4.1 Stronger Together Briefing note & MOU..... Jenn
    - 4.2 2024 Budget Approval ..... Jenn
    - 4.3 Quorum Special Resolution ..... Jenn
  - 5. Items for Information**
    - 5.1 President's report ..... Jenn
    - 5.2 Unaudited financial statements for the period ending December 31, 2023 ..... Jenn
    - 5.3 Unaudited financial statements for the period ending February 29, 2024..... Jenn
    - 5.4 Final Costs for ALTA Symposium..... Jenn
    - 5.5 Marigold Library Conference ..... Jenn
  - 6. Directors Only Session**
  - 7. Next Meeting Dates**

Meetings are generally held on the 3<sup>rd</sup> Thursday of the month. Meetings will start at 7:00 p.m. unless otherwise noted.
  - 8. Adjournment ..... Jenn**
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**ALBERTA LIBRARY TRUSTEES ASSOCIATION  
BOARD OF DIRECTORS MEETING  
January 18, 2024  
Zoom meeting  
7:00 p.m. – 9:00 p.m.**

**ONLINE:**

Jenn Anheliger - President  
Hank Smit  
Barb Gilliat  
Sandra Marin  
Gillian Hynes  
Barb Smith  
Natasha Roberts  
Cole Boychuk - Recorder

**Regrets:**

Brad Pearson  
Wayne Rothe  
Aaron Noga  
Vic Mensch  
Chris Howells  
Bill Windsor  
Melody Christofferson  
Doug Logan

**1. Call to Order**

As a quorum was present, the President called the meeting to order at 19:03 hours.

**2. Adoption of Agenda**

There were no additions, amendments, or deletions to the agenda.

**MOTION No. 2024-001: The agenda is approved as presented.**

**Moved by: S. Marin ..... CARRIED UNANIMOUSLY**

**3. Approval of Minutes**

3.1 Approve Board of Directors meeting minutes of 2023-10-19.

**MOTION No. 2024-002: To approve the Board of Directors meeting minutes of 2023-10-19 as presented.**

**Moved by: B. Gilliat..... CARRIED UNANIMOUSLY**

#### **4. Item for Decision**

##### **4.1 Budget 2024 Approval**

Stronger Together financials are not yet finalized and are not reflected in the budget draft in this package.

All board members present are fine to bring this draft budget back to the March meeting.

**MOTION No. 2024-003: To approve the 2024 budget as information.**

**Moved by: H. Smit..... CARRIED UNANIMOUSLY**

#### **5. Items for Discussion**

##### **5.1 Bylaws for review**

J. Anheliger will create a business case for reducing the quorum needed for AGMs, and will bring it back to a later meeting for discussion and decision.

##### **5.2 Policies for review**

**MOTION No. 2024-004: To accept the Bylaws and Policies for review as information.**

**Moved by: G. Hynes ..... CARRIED UNANIMOUSLY**

#### **6. Items for Information**

##### **6.1 The President's report was presented.**

**MOTION No. 2024-005: To accept the President's report as presented.**

**Moved by: B. Gilliat..... CARRIED UNANIMOUSLY**

##### **6.2 Welcome New Directors**

##### **6.3 Calgary Public Library Representatives for ALTA**

##### **6.4 Unaudited financial statements for the period ending 2023-12-31**

These numbers may change due to not having the full updated Symposium numbers.

**MOTION No. 2024-006: To accept the financials as information.**

**Moved by: B. Smith ..... CARRIED UNANIMOUSLY**

##### **6.5 Coffee Chats**

##### **6.6 Symposium Breakdown**

#### **7. Next Meeting Dates**

Meetings will be held on the 3<sup>rd</sup> Thursday of the month, excluding July, August, and December. All meetings will start at 7:00 p.m. unless otherwise noted.

## 8. Adjournment

J. Anheliger declared the meeting adjourned at 20:27 hours.

## Approval

of the minutes on

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Date

Jennifer Anheliger  
President

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## Briefing Note: Stronger Together Conference

ALTA will become a partner with The Alberta Library, Library Association of Alberta, Northern Lights Library System, Peace Library System and Yellowhead Regional Library for the 2024 Stronger Together Conference, contributing \$7500 to the operation of the 2024 conference.

### Background/Rationale

#### General information

2023 participation in Stronger Together brought together over 100 Trustees, Library Managers and Regional Library Directors to connect and learn about library governance.

In 2024 the Stronger Together conference will be held at the DoubleTree by Hilton in West Edmonton. Venue amenities include the following

- Free parking
- Affordable room rates (\$175-\$195 per night)
- Fitness center and pool
- Increased venue capacity for up to 500 participants in main ballroom
- Multiple breakout session spaces for a variety of audience sizes
- Possibility of reduced rates for Mayfield dinner theatre (social event)
- Exhibits room for vendors
- Hot buffet breakfast, hot buffet lunch, plus two coffee breaks with snacks

Focus Communications has been hired as the conference organizers, meaning less time commitment from partner organizations and a high-level of professional experience in conference planning. This includes the benefit of existing relationships with venues and vendors leading to savings for the 2024 Stronger Together Conference

The conference will be primarily in person, with recorded sessions or livestreams being considered.

#### Financial Clauses in the MOU

4.8. The cost of the conference will be covered by the following revenue: the initial contribution by each Party, registration fees as determined by Clause 4.1, and sponsorships and vendor tables.

4.9. Each party shall provide \$7,500 towards the conference. TAL shall invoice ALTA, LAA, NLLS, PLS, and YRL for \$7,500 each upon signing of this Memorandum.

4.10. Any surplus funds remaining because of the Conference (initial contributions by each party plus registration and sponsorship dollars less conference expenses) will be shared equally among the Parties. TAL shall provide the Parties with a financial statement of the conference and their equal share, if applicable, within 60 days of the end of the

#### Estimated Registration Fees

Each partnering organization will charge the same amount for members, it is estimated that this amount will be between \$190 - \$250 for a two-day conference.

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**MEMORANDUM OF UNDERSTANDING AMONG:**

ALBERTA LIBRARY TRUSTEES ASSOCIATION (ALTA)

And

LIBRARY ASSOCIATION OF ALBERTA (LAA)

And

NORTHERN LIGHTS LIBRARY SYSTEM ("NLLS")

And

PEACE LIBRARY SYSTEM ("PLS")

And

THE ALBERTA LIBRARY ("TAL")

And

YELLOWHEAD REGIONAL LIBRARY ("YRL")

WHEREAS ALTA, LAA, NLLS, PLS, TAL and YRL, all serving their members in the Province of Alberta, seek to support and promote connectivity, learning, and engagement for their members.

WHEREAS ALTA, LAA, NLLS, PLS, TAL, and YRL wish to join efforts in providing a 2-day conference, Stronger Together to take place in Edmonton, Alberta on October 3 & 4, 2024.

AND WHEREAS ALTA, LAA, NLLS, PLS, TAL, and YRL have agreed to enter this Memorandum of Understanding to establish their respective rights and responsibilities for the conference, Stronger Together.

NOW THEREFORE this Memorandum sets out the understanding between the parties as follows:

**1. DEFINED TERMS**

- 1.1. "Memorandum" means this Memorandum of Understanding, including any schedules, appendices, addenda, or other documents incorporated by reference.
- 1.2. "Conference" means the event "Stronger Together".
- 1.3. "Fees" means any monies collected from registration fees or sponsorship fees for the Conference.

1.4. "Parties" means, collectively, ALTA, LAA, NLLS, PLS, TAL, and YRL, and "Party" means any one of them.

1.5. "Team" means the Conference Planning Team.

## 2. NATURE OF THE MEMORANDUM

2.1. This Memorandum establishes the framework by which the parties will work together to plan and host the Conference.

2.2. This Memorandum does not restrict the parties from participation in similar projects or activities with other institutions, organizations, businesses, or individuals.

2.3. This Memorandum does not affect any other agreements, covenants, or contracts existing between the parties.

2.4. This Memorandum constitutes the entire understanding between the parties. There are no oral or written representations, warranties, forms, conditions, undertakings, or collateral agreements, expressed or implied or statutory between the parties other than as expressly set forth in this Memorandum.

2.5. This Agreement shall be governed by the laws of the Province of Alberta and the parties attorn to the jurisdiction of the courts of Alberta.

## 3. SCOPE OF PROJECT

Each Party will provide support as detailed below and assigned by the Conference Planning Team in a timely manner to ensure the success of the Conference.

3.1. Project Management: Overall project management for the Conference will be outsourced to a professional conference planner. The conference planner will be responsible for:

- Work plan, monthly check-in meetings.
- Provide options for event venue.
- Build and manage event website, create conference graphics, gather sponsor logos, speaker bios, and topic descriptions.
- Manage online registrations.
- Create content for promotion of conference.
- Support the Program Advisory Committee to identify and book speakers.
- Provide staffing at conference to manage event.
- Create name tags and manage attendee arrival.
- Work with venue on meeting rooms and guestroom block.
- Develop room layout, book coat check, oversee room set up on conference dates.
- Order/manage all beverage and food service.
- Manage audio-visual requirements.
- Write MC script.

- Create and set up tabletop programmes and directional signage.
- Post-event follow-up, event review meeting

3.2. Conference Planning Team: All parties will be responsible to contribute to and participate in Conference planning by assignment of people to the Conference Planning Team (Team). The Team consists of staff or directors from all Parties, and includes, but is not limited to the following members:

Jen Anheliger, ALTA

Laura Winton, LAA

Charlie Crittenden, NLLS

Jill Kergan, PLS

Louisa Robson, PLS Director (liaison to participating Regional Library directors)

Cole Boychuk, TAL

Renée LeBlanc, TAL (Financial Management)

Jocie Wilson, YRL

The Team will be responsible to:

- Determine location of Conference and maximum number of people (includes paid and comped attendees, vendors, and speakers)
- Call for and select appropriate speakers.
- Create conference programme.
- Seek out sponsorships.
- Ensure vendors have appropriate location for displays and presentations.
- Support the promotion of the conference through their own media.
- Create a budget and manage conference finances as per Section #4 of this Memorandum.
- Provide a draft programme with topic streams, keynote, and session speakers to the directors for approval.

A Chair will be elected from Team members to schedule and provide agendas for Team meetings and liaise with the conference planner.

**The signatories of this memorandum will approve the final conference programme, topic streams, keynote, and session speakers.** Once the program is approved, the Team will work with the conference planner to implement the approved program.

Other staff of the Parties may be called upon to assist the Team. Staff time spent on Conference planning, management, and evaluation will be considered contributions in kind to the Conference.

Google Docs will be used to facilitate conference planning, ensure timelines are met, assign tasks, and maintain communication with the Team.



#### 4. FINANCE MANAGEMENT

- 4.1. Registration Fees: the Team will determine rates for registration to meet the budgetary needs of the conference; they will aim to strike a balance between keeping fees down while also ensuring adequate funds are available to properly fund the conference.
- 4.2. Sponsorships: each Party will contact potential sponsors. Sponsorship Management will be done by one party on behalf of the Team to liaise with confirmed sponsors, provide sponsors with Conference Sponsorship Agreement, forward completed Agreements to TAL for financial documentation, and manage door prizes.
- 4.3. Agreements: The Team will prepare agreements relating to the Conference. This includes, but is not limited to: Keynote Presentation Agreement, Paid Session Agreement, Conference Sponsorship Agreement.
- 4.4. Evaluations & Reporting: The Parties agree to share metrics, evaluations, and reports, including financial reporting on the Conference with each other.
- 4.5. Budget: TAL will prepare an initial budget for the Conference, with input from the Team. The budget will be approved by the Signatories of this Memorandum. The forecast compared to budget will be updated through the planning process and presented at Team meetings.
- 4.6. Cashier Activities: TAL will be the Party responsible for receiving fees and disbursing funds for authorized budgetary expenses for the Conference.
- 4.7. Authorized Signatory: TAL will be the signatory for contracts relating to approved expenditures for the Conference.
- 4.8. The cost of the conference will be covered by the following revenue: the initial contribution by each Party, registration fees as determined by Clause 4.1, and sponsorships and vendor tables.
- 4.9. Each party shall provide \$7,500 towards the conference. TAL shall invoice ALTA, LAA, NLLS, PLS, and YRL for \$7,500 each upon signing of this Memorandum.
- 4.10. Any surplus funds remaining because of the Conference (initial contributions by each party plus registration and sponsorship dollars less conference expenses) will be shared equally among the Parties. TAL shall provide the Parties with a financial statement of the conference and their equal share, if applicable, within 60 days of the end of the Conference.

#### 5. CONFIDENTIALITY

- 5.1. Each party acknowledges that in the process of carrying out obligations under this Memorandum it may come into possession of confidential information of the other party. Accordingly, each party agrees that it will only use such confidential information for the purposes of furthering discussions under this Memorandum and that it will not, without the prior, written consent of the other party, disclose to any third party such confidential information. For the purposes of this Memorandum, confidential information shall not

include:

- 5.1.1. information that was already in the public domain;
- 5.1.2. information that comes into the public domain through no act of the receiving party;
- 5.1.3. information that was independently developed by the receiving party or;
- 5.1.4. information that the receiving party is compelled by law to disclose. The receiving party will return the confidential information of the other party upon the termination of this Memorandum or upon receipt of a written request from the other party to do so. The confidentiality obligations contained in this section shall survive the expiry or termination of the Memorandum.

5.2. The Parties shall consult with one another prior to the issuance of any press release or public statement relating to this Memorandum. Such consultation shall include prior notification of a party's intent to issue a press release or public statement accompanied by a copy of the proposed language of such press release or public statement. If a party has a concern with the proposed wording of the other party's press release or public statement, it shall notify the other party immediately and the parties shall work together to ensure that the press release or public statement is acceptable to both parties. In the event the parties cannot agree on the content of a press release, then no press release shall be permitted.

## 6. TERMINATION

- 6.1. Each Party may terminate this Memorandum on 30 days' written notice to the other Party.
- 6.2. In the event of termination of this Memorandum, the terminating Party shall pay all reasonable fees and disbursements incurred for their pro-rated portion of the conference in accordance with this Memorandum up to the date of termination.

## 7. LIABILITY AND INDEMNIFICATION

- 7.1. Each Party ("Indemnifying Party") shall be liable to the other party ("Indemnified Party") for, and shall, indemnify and hold harmless the Indemnified Party from and against any and all liabilities, damages, costs, claims, suits or actions, including reasonable and proper legal costs, brought by third parties resulting from, occasioned by, or as a result of the negligent acts, omissions, willful misconduct or breach of obligations assumed under this Memorandum by the Indemnifying Party or its employees, officers, agents, and contractors. Notwithstanding the foregoing, in no event shall either Party be liable for any special, indirect, consequential, punitive damages, or incidental claims incurred by any Indemnified Party resulting from or arising out of this Memorandum, including without limitation, loss of use or loss of profit, however the same may be caused and regardless of either party's sole or concurrent negligence. The obligations contained in this section shall survive the

expiry or termination of the Memorandum.

## 8. WARRANTY

8.1. Each Party will work together in the pursuit of the objectives set out herein in accordance with appropriate professional standards. Neither Party makes any representations or warranties, either express or implied, as to any matter including, without limitation, the existence or non-existence of competing technology, non-infringement, the condition, quality, or freedom from error of any part thereof, any merchantability, or its fitness for any particular purpose. All warranties and conditions, express or implied, statutory, or otherwise are hereby disclaimed.

## 9. INSURANCE

9.1. Each Party shall purchase, provide, and maintain General Liability and other forms of insurance or self-insurance, in such amounts or limits, as it deems appropriate, acting reasonably, to meet its indemnity obligations herein.

## 10. NOTICES

10.1. All notices to be given pursuant to this Memorandum shall be in writing communicated to the following individuals:

Library Association of Alberta		Alberta Library Trustees Association	
Name:	Laura Winton	Name:	
Position:	1st Vice President	Position:	
Email:	1stvicepresident@libraryassociation.com	Email:	

Northern Lights Library System		Peace Library System	
Name:		Name:	Lousia Robison
Position:		Position:	CEO
Email:		Email:	lrobison@peacelibrarysystem.ab.ca

The Alberta Library		Yellowhead Regional Library	
Name:		Name:	
Position:		Position:	
Email:		Email:	

Notice shall be deemed to be received on the date of delivery if transmitted by email.

## 11. SIGNATURES

In WITNESS WHEREOF the parties have caused this Memorandum to be executed on the dates indicated below.


A duly authorized signatory Alberta Library Trustees Association

*Note: ALTA may be signing later, their signature page will be added as an addendum.*

A duly authorized signatory Library Association of Alberta



A duly authorized signatory Northern Lights Library System



A duly authorized signatory Peace Library System



A duly authorized signatory The Alberta Library

<b>Karla Palichuk</b>	Digitally signed by Karla Palichuk Date: 2024.02.16 14:41:05 -07'00'
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A duly authorized signatory Yellowhead Regional Library

<b>Darel Bennedbaek</b>	Digitally signed by Darel Bennedbaek Date: 2024.02.16 15:32:07 -07'00'
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# Alberta Library Trustees Association

## Draft 2024 Operating Budget

January through December

	2023	2023	2024
	Budget	Actual	Proposed Budget
<b>Income &amp; Grants &amp; Fund Transfers</b>			
4102 · Lorne McRae Grant	-	928	977
4201 · Membership Fees	25,000	22,455	25,000
4600 · Other Income	-	4,858	-
8001 · Transfer from Operating Reserve	7,500	3,696	6,925
<b>Total Funds Available</b>	<b>32,500</b>	<b>31,937</b>	<b>32,902</b>
<b>Expenses</b>			
<b>6000 · Administration Expenses</b>			
6003 · Insurance	1,250	1,328	1,350
6004 · Office Supplies	-	291	-
6007 · Website & Domain Name	-	111	110
6008 · Bank & Merchant Fees	500	676	700
6011 · Communications	500	-	-
6012 · Other Admin Expenses	-	-	-
6013 · Software Subscriptions	220	226	235
<b>Total 6000 · Administration Expenses</b>	<b>2,470</b>	<b>2,632</b>	<b>2,395</b>
<b>6100 · Contract Services</b>			
6101 · Audit Fees	150	175	200
6103 · Admin & Finance	12,915	12,915	12,915
<b>Total 6100 · Contract Services</b>	<b>13,065</b>	<b>13,090</b>	<b>13,115</b>
<b>6200 · Board Expenses</b>			
6201 · Annual General Meeting	300	-	300
6202 · Trustee Recognition	250	-	250
6203 · Membership to Affiliate Orgs	550	528	-
<b>Total 6200 · Board Expenses</b>	<b>1,100</b>	<b>528</b>	<b>550</b>
<b>6300 · Trustee Projects</b>			
6302 · Trustee Education & Development	15,000	14,759	15,000
6303 · Lorne McRae Award	-	928	977
6304 · Trustee Awards	250	-	250
6306 · Trustee Resources	615	-	615
<b>Total 6300 · Trustee Projects</b>	<b>15,865</b>	<b>15,687</b>	<b>16,842</b>
<b>Total Expenses</b>	<b>32,500</b>	<b>31,937</b>	<b>32,902</b>
<b>Excess of Revenue over Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Operating Reserve Fund Balance, Beginning of Year</b>			<b>36,876</b>
<b>Transfer to Operating Budget for Trustee Education &amp; Development</b>			<b>(6,925)</b>
<b>Projected Operating Reserve Fund Balance, End of Year</b>			<b>29,951</b>

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## Briefing Note: Quorum Special Resolution

### ISSUE

Attendance to ALTA AGMs continues to decline, including the postponement of the 2023 AGM due to inability to achieve Quorum. Various factors may contribute to this, including the cancellation of ALC and an in-person AGM, reduced engagement from trustees which is in line with current trends being experienced by various non-profits.

### CURRENT STATUS

**Current AGM quorum is 25 trustee members of ALTA in good standing.**

2019 – 189 Registered (In person at ALC)

2020 – 78 Trustees (12 staff or other ALTA supporters)

2021 – 25

2022 – 25 (Meeting started late as only 23 trustees were in attendance, last minute phone calls to additional trustees were made and 2 additional trustees attended)

2023 – 40 (Original AGM failed due to lack of Quorum. 8 members were from Town of Morinville Library Board who graciously participated as part of their regular board meeting)

### CONSIDERATIONS

- ALTA structure includes Directors from each region (8), including a director from EPL, CPL and a node library.
- Each director is responsible to represent the needs of their area and communicate the business of ALTA back to their regions.
- Most directors are selected from their regional and appointed to ALTA to represent their board.
- There have been multiple board meetings since 2020 that have failed to reach quorum just for regular meetings.
- Since 2018 there have not been any objections to any ALTA business moving forward at the AGM including the substantial fee changes in 2021
- AGMs have been run on Saturday Mornings, and a week day evening. Difficulty achieving quorum persists regardless of the day.

### PROPOSED MOTION:

**MOVED BY:** \_\_\_\_\_ **SECONDED BY:** \_\_\_\_\_

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## **President's Report**

Date: March 21, 2024

Submitted by: Jenn Anheliger

- I attended YRL's board meeting to discuss ALTA in February
  - I ran a session at Grant MacEwan for 2<sup>nd</sup> year LIT students about advocacy and how they as staff can support their boards through advocacy and who's role advocacy is.
  - Have had multiple meetings with The Stronger Together Conference Planning Team
  - Met with Laura of Marigold Library System and committed to running a session at the Marigold Library Conference in Calgary on May 15<sup>th</sup>.
  - Hank and I will present one session at Marigold.
  - Research and discussion with partners regarding quorum needs of ALTA
  - Continued discussion with board chairs regard potential structure changes that ALTA could embrace moving forward for 2025 year.
-

**Alberta Library Trustees Association**  
**Statement of Financial Position**  
As of December 31, 2023

	<u>Dec 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
1100 · TD Chequing Account	55,344.90
Total Chequing/Savings	<u>55,344.90</u>
Accounts Receivable	
1300 · Accounts Receivable	885.50
Total Accounts Receivable	<u>885.50</u>
Other Current Assets	
1200 · Prepaid Expenses	497.92
Total Other Current Assets	<u>497.92</u>
Total Current Assets	56,728.32
Fixed Assets	
1500 · Computer Equipment	4,832.90
1505 · Accum Amort - Computer Equip	-4,832.90
1510 · Furniture & Fixtures	900.00
1515 · Accum Amort - Furniture	-900.00
Total Fixed Assets	<u>0.00</u>
<b>TOTAL ASSETS</b>	<b><u>56,728.32</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · Deferred Membership Fees	15,020.00
Total Other Current Liabilities	<u>15,020.00</u>
Total Current Liabilities	<u>15,020.00</u>
Total Liabilities	15,020.00
Equity	
3100 · Operating Reserve	40,571.93
Net Income	1,136.39
Total Equity	<u>41,708.32</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>56,728.32</u></b>



**Alberta Library Trustees Association**  
**Statement of Cash Flows**  
January through December 2023

	<b>Jan - Dec 23</b>
<b>OPERATING ACTIVITIES</b>	
Net Income	1,136.39
Adjustments to reconcile Net Income to net cash provided by operations:	
1300 · Accounts Receivable	-885.50
1305 · GST Rebate Receivable	641.01
1200 · Prepaid Expenses	110.52
2000 · Accounts Payable	-223.57
2100 · Accrued Liabilities	-23,000.00
2200 · Deferred Membership Fees	2,282.50
Net cash provided by Operating Activities	-19,938.65
<b>FINANCING ACTIVITIES</b>	
3100 · Operating Reserve	20,210.07
32000 · *Retained Earnings	-20,210.07
Net cash provided by Financing Activities	0.00
Net cash increase for period	-19,938.65
Cash at beginning of period	75,283.55
Cash at end of period	<b>55,344.90</b>

**Alberta Library Trustees Association**  
**Statement of Operations - Budget vs. Actual**  
January through December 2023

	<b>Jan - Dec 23</b>	<b>Budget</b>	<b>Over Budget</b>
<b>Income</b>			
<b>4100 · Project Grants</b>			
4102 · Lorne McRae Grant	928.00	0.00	928.00
<b>Total 4100 · Project Grants</b>	<u>928.00</u>	<u>0.00</u>	<u>928.00</u>
<b>4200 · Service Income</b>			
4201 · Membership Fees	22,455.00	25,000.00	-2,545.00
<b>Total 4200 · Service Income</b>	<u>22,455.00</u>	<u>25,000.00</u>	<u>-2,545.00</u>
<b>4600 · Other income</b>	<u>4,857.50</u>		
<b>Total Income</b>	<u>28,240.50</u>	<u>25,000.00</u>	<u>3,240.50</u>
<b>Expense</b>			
<b>6000 · Administration Expenses</b>			
6003 · Insurance	1,328.00	1,250.00	78.00
6004 · Office Supplies	290.49	0.00	290.49
6007 · Website & Domain Name	110.52	0.00	110.52
6008 · Bank & Merchant Fees	676.35	500.00	176.35
6011 · Communications	0.00	500.00	-500.00
6013 · Software Subscriptions	225.77	220.00	5.77
<b>Total 6000 · Administration Expenses</b>	<u>2,631.13</u>	<u>2,470.00</u>	<u>161.13</u>
<b>6100 · Contract Services</b>			
6101 · Audit Fees	175.00	150.00	25.00
6103 · Admin & Finance	12,915.00	12,915.00	0.00
<b>Total 6100 · Contract Services</b>	<u>13,090.00</u>	<u>13,065.00</u>	<u>25.00</u>
<b>6200 · Board Expenses</b>			
6201 · Annual General Meeting	0.00	300.00	-300.00
6202 · Trustee Recognition	0.00	250.00	-250.00
6203 · Membership to Affiliate Orgs	527.88	550.00	-22.12
<b>Total 6200 · Board Expenses</b>	<u>527.88</u>	<u>1,100.00</u>	<u>-572.12</u>
<b>6300 · Trustee Projects</b>			
6303 · Lorne McRae Award	928.00	0.00	928.00
6304 · Trustee Awards	0.00	250.00	-250.00
6306 · Trustee Resources	0.00	615.00	-615.00
6308 · ALTA Symposium	9,927.10	15,000.00	-5,072.90
<b>Total 6300 · Trustee Projects</b>	<u>10,855.10</u>	<u>15,865.00</u>	<u>-5,009.90</u>
<b>Total Expense</b>	<u>27,104.11</u>	<u>32,500.00</u>	<u>-5,395.89</u>
<b>8000 · INTERFUND TRANSFER</b>			
8001 · Transfer from Operating Reserve	0.00	7,500.00	-7,500.00
<b>Total 8000 · INTERFUND TRANSFER</b>	<u>0.00</u>	<u>7,500.00</u>	<u>-7,500.00</u>
<b>Net Income</b>	<u><u>1,136.39</u></u>	<u><u>0.00</u></u>	<u><u>1,136.39</u></u>

# Alberta Library Trustees Association

## Statement of Financial Position

As of February 29, 2024

	Feb 29, 24
<b>ASSETS</b>	
Current Assets	
Chequing/Savings	
1100 · TD Chequing Account	54,185.33
Total Chequing/Savings	54,185.33
Accounts Receivable	
1300 · Accounts Receivable	885.50
Total Accounts Receivable	885.50
Other Current Assets	
1200 · Prepaid Expenses	166.00
Total Other Current Assets	166.00
Total Current Assets	55,236.83
Fixed Assets	
1500 · Computer Equipment	4,832.90
1505 · Accum Amort - Computer Equip	-4,832.90
1510 · Furniture & Fixtures	900.00
1515 · Accum Amort - Furniture	-900.00
Total Fixed Assets	0.00
<b>TOTAL ASSETS</b>	<b>55,236.83</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · GST/HST Payable	-52.50
Total Other Current Liabilities	-52.50
Total Current Liabilities	-52.50
Total Liabilities	-52.50
Equity	
3100 · Operating Reserve	36,876.36
Net Income	18,412.97
Total Equity	55,289.33
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>55,236.83</b>

**Alberta Library Trustees Association**  
**Statement of Cash Flows**  
January through February 2024

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	<u>Jan - Feb 24</u>
<b>OPERATING ACTIVITIES</b>	
Net Income	18,412.97
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · Prepaid Expenses	331.92
2000 · Accounts Payable	-4,831.96
2200 · Deferred Membership Fees	-15,020.00
2400 · GST/HST Payable	-52.50
	<hr/>
Net cash provided by Operating Activities	-1,159.57
Net cash increase for period	-1,159.57
Cash at beginning of period	55,344.90
Cash at end of period	<hr/> <b>54,185.33</b> <hr/>

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03/15/24

Accrual Basis

**Alberta Library Trustees Association**  
**Statement of Operations**  
January through February 2024

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	Jan - Feb 24
Ordinary Income/Expense	
Income	
4100 · Project Grants	
4102 · Lorne McRae Grant	977.00
Total 4100 · Project Grants	977.00
4200 · Service Income	
4201 · Membership Fees	20,050.00
Total 4200 · Service Income	20,050.00
Total Income	21,027.00
Gross Profit	21,027.00
Expense	
6000 · Administration Expenses	
6003 · Insurance	221.34
6007 · Website & Domain Name	110.58
6008 · Bank & Merchant Fees	129.61
Total 6000 · Administration Expen...	461.53
6100 · Contract Services	
6103 · Admin & Finance	2,152.50
Total 6100 · Contract Services	2,152.50
Total Expense	2,614.03
Net Ordinary Income	18,412.97
Net Income	<u>18,412.97</u>

## ALTA Symposium

### Financial Report

December 15, 2023

#### Revenue

Registrations	7,710.00
Total revenue	<u>7,710.00</u>

#### Expenses

Venue & catering	15,906.67
Administration fee	1,390.00
Credit card merchant fees (registration)	245.29
Total expenses	<u>17,541.96</u>
<b>Total cost of symposium</b>	<b><u>(9,831.96)</u></b>

## Booking Check

<b>Account:</b>	Yellowhead Regional Library	<b>Event Dates:</b>	<b>November 6, 2023 - November 13, 2023</b>			
<b>Post As:</b>	The Stronger Together Conference November 2023	<b>Contact:</b>	Jocie Wilson			
<b>Address:</b>	Box 4270, 433 King Street Spruce Grove, AB T7X 3B4	<b>Phone:</b>	(780) 962-2003 xx223			
		<b>E-mail:</b>	jwilson@yrl.ab.ca			
		<b>On Site Contact:</b>	Jocie Wilson			
		<b>On-Site Phone:</b>	(780) 962-2003 xx223			
<b>Method of Payment:</b>	Credit card (We accept all major credit cards)	<b>Event Manager:</b>	Sheena Lafleur			
<b>Thursday, November 09, 2023</b>						
<b>Food</b>						
<b>Qty</b>	<b>Name</b>	<b>Value</b>	<b>Subtotal</b>	<b>GST</b>	<b>Admin</b>	<b>Total</b>
3	Starbucks® coffee, and selection of Teavana® teas	\$180.00	\$540.00	\$32.67	\$113.40	\$686.07
102	IN THE MORNING	\$16.00	\$1,632.00	\$98.74	\$342.72	\$2,073.46
40	Assorted Bottled Juice	\$4.50	\$180.00	\$10.89	\$37.80	\$228.69
35	Assorted Regular and Diet Soft Drink	\$4.50	\$157.50	\$9.53	\$33.08	\$200.11
102	THE FIRST CLASS SANDWICH BAR COLD LUNCH BUFFET	\$38.00	\$3,876.00	\$234.50	\$813.96	\$4,924.46
3	Starbucks® coffee, and selection of Teavana® teas	\$180.00	\$540.00	\$32.67	\$113.40	\$686.07
<b>Additional Items</b>						
<b>Qty</b>	<b>Name</b>	<b>Value</b>	<b>Subtotal</b>	<b>GST</b>	<b>Admin</b>	<b>Total</b>
1	PW Quote	\$4,932.00	\$4,932.00	\$246.60	\$0.00	\$5,178.60
1	Service Charge	\$1,035.72	\$1,035.72	\$51.79	\$0.00	\$1,087.51
<b>Function Room Rental</b>						
<b>Qty</b>	<b>Name</b>	<b>Value</b>	<b>Subtotal</b>	<b>GST</b>	<b>Admin</b>	<b>Total</b>
1	River Cree Ballroom	\$1,000.00	\$1,000.00	\$60.50	\$210.00	\$1,270.50
<b>Daily Total</b>						
			<b>Subtotal</b>	<b>GST</b>	<b>Admin</b>	<b>Total</b>
Food			\$6,925.50	\$419.00	\$1,454.36	\$8,798.86
Additional Items			\$5,967.72	\$298.39	\$0.00	\$6,266.11
Function Room Rental			\$1,000.00	\$60.50	\$210.00	\$1,270.50

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food 8,798.86 +  
add'l items 6,266.11 +  
room 1,270.50 +  
Subtotal 16,335.47 \*

16,335.47 +  
Credit 428.80 -  
Total 15,906.67 \*

## Marigold Library Conference

Date: March 21, 2024

Submitted by: Jenn Anheliger

- Request from Laura Taylor of Marigold Library System to participate in their annual system conference in January.
- Zoom discussion – due to time constraints a full day symposium was not a feasible option at that time.
- Typical attendance is around 220 individuals.
- Request for a single 90 min session during the conference.
- Suggested budget of \$2500 to cover travel costs for Jenn and Hank to Calgary. (Within \$15 000 budgeted in 2024 for Trustee Education)

Session Submission:

**Contact Name/ Presenter 1:** Jenn Anheliger

**Email Address:** [anheligerj@gmail.com](mailto:anheligerj@gmail.com)

**Phone Number:** 7803407296

**Library or Organization Affiliation:** Alberta Library Trustees Association

**Names and Email Addresses of Other Presenters (if applicable):** Hank Smit - [chair@yrl.ab.ca](mailto:chair@yrl.ab.ca)

**Brief Biography for Presenter 1:** Self employed as a bookkeeper and Tax professional, Jenn is in her 9th year as a library trustee with Town of Morinville Library Board serving 6 years as board chair. She also chairs the Northern Lights Library System Board and is the President of the Alberta Library Trustees Association. With a passion for Libraries and governance, everything she learned about during her time as a trustee encouraged her to become an elected official for the Town of Morinville. Jenn believes that strong education, peer networks and collaboration are key for finding success in any governance role.

**Brief Biography for Additional Presenters:** As a long-term library board trustee, Hank remains passionate about libraries, how they improve communities and their value as essential services for all Albertans. Hank has served multiple years on the Town of Hinton Library Board, is the current chair of Yellowhead Regional Library System, Vice President of Alberta Library Trustees Association as well as spokesperson of the collaborative Systems Advocacy Group

**Title of Proposed Session:** You've been appointed to the library board. Now what?

**Description of Session:** A session for trustees who want more clarity and understanding around the roles and responsibilities of being a trustee. Better understand the relationships between board, staff and your municipality and learn what it takes to become a successful trustee in your community.

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