
**ALBERTA LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING
July 18, 2024
Online via Zoom
7:00 p.m. – 9:00 p.m.**

- 1. Call to OrderHank**
 - 2. Adoption of AgendaHank**
 - 3. Approval of Minutes**
 - 3.1. Approve Board of Directors meeting minutes of 2024-04-18Hank
 - 4. Items for Decision**
 - 4.1. Appointment of President, Vice President, & Treasurer Hank
 - 4.2. Renewal of Contract with The Alberta Library Hank
 - 4.2.1. Quote from The Alberta Library
 - 4.2.2. TAL Engagement Letter from 2022 (for information)
 - 5. Items for Information**
 - 5.1. Unaudited financial statements for the period ending June 30, 2024Hank
 - 6. Next Meeting Dates**

Meetings are generally held on the 3rd Thursday of the month. Meetings will start at 7:00 p.m. unless otherwise noted.

2024
 - 7. AdjournmentHank**
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**ALBERTA LIBRARY TRUSTEES ASSOCIATION
BOARD OF DIRECTORS MEETING**

April 18, 2024

Zoom meeting

7:00 p.m. – 9:00 p.m.

ONLINE:

Jenn Anheliger - President

Hank Smit

Barb Smith

Barb Gilliat

Melody Christofferson

Bill Windsor

Sandra Marin

Doug Logan

Gillian Hynes

Cole Boychuk - Recorder

Regrets:

Natasha Roberts

Vic Mensch

Chris Howells

Aaron Noga

Brad Pearson

1. Call to Order

As a quorum was present, the President called the meeting to order at 19:00 hours.

2. Adoption of Agenda

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

MOTION No. 2024-018: The agenda is approved as amended.

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

3. Approval of Minutes

3.1 Approve Board of Directors meeting minutes of 2024-03-21.

MOTION No. 2024-019: To approve the Board of Directors meeting minutes of 2024-03-21 as presented.

Moved by: S. Marin CARRIED UNANIMOUSLY

4. Item for Decision

4.1 Signing Authority

MOTION No. 2024-020: Move to remove Chris Howells and Jennifer Anheliger as a signing authority from the ALTA TD Bank Account.

Moved by: G. Hynes CARRIED UNANIMOUSLY

MOTION No. 2024-021: To add Hank Smit as a signing authority for the ALTA TD Bank Account.

Moved by: M. Christofferson..... CARRIED UNANIMOUSLY

MOTION No. 2024-022: Sandra Marin to remain as a signing authority.

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

5. Items for Discussion

2024 AGM Package

6. Items for Information

6.1 The President's report was presented.

MOTION No. 2024-023: To accept the President's report as presented.

Moved by: G. Hynes CARRIED UNANIMOUSLY

6.2 Unaudited financial statements for the period ending March 31, 2024

MOTION No. 2024-023: To accept the Unaudited financial statements as presented.

Moved by: S. Marin CARRIED UNANIMOUSLY

6.3 ALTA and LAA Meeting

7. Next Meeting Dates

Meetings will be held on the 3rd 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 19:24 hours.

Approval

of the minutes on

Date

Jennifer Anheliger
President

Appointment of President, Vice-President, and Treasurer

ISSUE

Appoint a President, Vice-President, and Treasurer of the Board of Directors.

BACKGROUND

The typical duties of the executive officers are:

President

- Chairs the meetings of the Board of Directors, including setting the agenda
- Chairs the Annual General Meeting
- Constructs and seeks approval of the board calendar
- Constructs board meeting agendas and provides information for board information packages
- Works closely with the administrative and financial services provider (currently The Alberta Library, or TAL)
- Serves as an official spokesperson for ALTA and represents ALTA at official functions
- Participates in orientations for new Directors
- May have signing authority for ALTA, as defined by policies
- Presents the Board of Directors report to the Members
- Ensures policy decisions added to policy manual
- Maintains a list of board members

Vice-President

- Acts in the Presidents place when the President is absent
- Helps construct board meeting agendas and take minutes of meetings
- Serves as a representative of ALTA at official functions
- Votes as a member of the Board of Directors
- Elected by the Board from amongst its members
- Organize director and member meetings
- Maintain company records
- Ensuring compliance with governance laws, meet requirements of regulatory authorities

Treasurer

- Supervise the organization's financial condition
- Presents the budget and financial reports to the Board
- Coordinates the independent annual review of ALTA's books
- Presents the financial statements to the members at the AGM
- May have signing authority for ALTA, as defined by policies

CONSIDERATIONS

The Alberta Library (TAL) assists with these duties as defined in the Engagement Letter with TAL.

PROPOSED MOTIONS

MOTION: That _____ by appointed as President of the Board of Directors and the Alberta Library Trustees Association.

MOVED BY: _____ **SECONDED BY:** _____

MOTION: That _____ by appointed as Vice-President of the Board of Directors and the Alberta Library Trustees Association.

MOVED BY: _____ **SECONDED BY:** _____

MOTION: That _____ by appointed as Treasurer of the Alberta Library Trustees Association.

MOVED BY: _____ **SECONDED BY:** _____

Renewal of Contract with The Alberta Library

ISSUE

The contract with The Alberta Library.

BACKGROUND

Since 2021, ALTA has contracted with The Alberta Library (TAL) to provide ALTA with administrative and financial support services. TAL also holds all ALTA's records in their offices and is the official address for ALTA.

CURRENT STATUS

The current engagement ended May 31, 2024, and was extended to June 30, 2024. A quote for services is attached for the Board to consider. A copy of the last Engagement Letter signed by ALTA with TAL is also attached.

PROPOSED MOTION

PROPOSED MOTION: To accept the quote from The Alberta Library and engage with them to provide ALTA with various administrative and financial support services, effective July 1, 2024 to June 30, 2026.

MOVED BY: _____ **SECONDED BY:** _____

Attachments (if any)

- *Quote from The Alberta Library*
 - *Prior Engagement Letter*
-



Jenn Anheliger
Alberta Library Trustees Association
anheliger@gmail.com

May 27, 2024

RE: Quote for Administrative and Financial Support Services

Dear Ms. Anheliger,

The current engagement with The Alberta Library (TAL) for administrative and financial support services ends on May 31, 2024. TAL will extend the current agreement to June 30, 2024 and is pleased to provide the following quote for the service requirements for the Alberta Library Trustees Association (ALTA) for a two-year period effective July 1, 2024, to June 30, 2026. The rates in this quote are for an all-inclusive contract, if only a portion of the services is required a new quote may be requested.

Administrative Support Services

Monthly fee **\$525.00**

- Provide the official ALTA mailing address.
- Arrange Board meetings and AGM.
- Prepare and electronically distribute meeting packages.
- Attend Board meeting to record minutes.
- Prepare meeting minutes and action lists.
- Prepare and submit Alberta Annual Return.
- Provide records management.
- Basic website maintenance (subcontracted by TAL).

Financial Support Services

Monthly fee **\$505.00**

- Maintain bookkeeping for ALTA in the latest version of QuickBooks Premier, Non-Profit Edition accounting software.
- Deposit cheques received through mail.
- Reconcile bank statements.
- Produce monthly financial reports and unaudited financial statements.
- Liaise with external accountants and provide any documents and reconciliations required.
- Arrange for annual audit or financial review.
- Prepare Registered Charity Information Return T3010.

Document Storage:

Monthly fee **\$ 50.00**

Provide a secure storage location for ALTA documents, including reasonable access privileges during office hours. Documents will be stored at TAL's offices at: The Alberta Library, #623 7 Sir Winston Churchill Sq NW, Edmonton, AB T5J2V5.

- Maintain a logbook of accessed files.

Other Services Available

The services listed below are project based and not considered on-going support services and will be quoted for separately as needed and billed at an hourly rate.

Billed at hourly rate **\$ 125.00**

- Technical support for meetings, conferences, or training sessions.
- Updating ALTA website with content supplied by ALTA.
- Website content creation, maintenance, and administration.

Services Team

As a non-profit multi-sector library consortium, TAL has an experienced team in place that provides services to our members across Alberta, including public libraries, regional library systems, academic and special libraries. TAL also provides services to K-12 schools and other non-profit library associations.

These are the qualified people employed at TAL who will provide ALTA with services if awarded the contract:

Renée LeBlanc, CPA, CMA

Finance Manager

A designated Chartered Professional Accountant and Certified Management Accountant with over 24 years of experience (12 of them with TAL), Renée will be overseeing the administrative and financial support services provided by TAL.

Cole Boychuk, MLS

Infrastructure Librarian

Knowledgeable and friendly, Cole will be assisting with meetings. They provide technical support to TAL members and other non-profits TAL contracts with. Cole has been recognized by Karla Palichuk, Director

of Yellowhead Regional Library System (YRL) for their professionalism, responsiveness, and knowledge in assisting YRL with investigating CRM products.

Client Recommendation

TAL provides administration and financial services to other non-profits of a comparable size to ALTA. Client references can be provided upon request.

Conclusion

If ALTA decides to engage TAL, we will draft an engagement letter to confirm our understanding of the terms and objectives of our engagement, the responsibilities of each party, and the nature and limitations of the services TAL will provide.

Sincerely,

A handwritten signature in black ink, appearing to read "Darel Bennedbaek", with a large, sweeping flourish at the end.

Darel Bennedbaek
Chief Executive Officer
The Alberta Library



May 23, 2022

Jennifer Anheliger
President - Alberta Library Trustees Association
T: (780-340-7296
E: president@librarytrustees.ab.ca
W: www.librarytrustees.ab.ca

RE: Engagement Letter

Dear Jenn:

We appreciate the opportunity to provide financial and administrative support services to the Alberta Library Trustees Association (ALTA). This letter is to confirm our understanding of the terms and objectives of our engagement, the responsibilities of each party, and the nature and limitations of the services The Alberta Library (TAL) will provide.

Responsibilities of TAL

Beginning June 1, 2022 we will provide the following:

Administrative Support Services

We will rely on the timely information you provide. It may be necessary to ask for clarification of some of the information provided.

- Provide the official ALTA mailing address.
- Arrange Board meetings and AGM.
- Preparation and electronic distribution of meeting packages.
- Preparation of meeting minutes and action lists.
- Election management: send nomination form and ballot, arrange for vote on website.
- Prepare and submit Alberta Annual Return.
- Records management.
- Updating ALTA website with content supplied by ALTA.
- Basic website maintenance (parts subcontracted by TAL).

Financial Support Services

We will rely on the accuracy and completeness of the documents and information you provide. It may be necessary to ask for clarification of some of the information provided.

- Record all transactions for ALTA in the most recent version of QuickBooks Premier, Non-Profit Edition accounting software.
- Deposit cheques received through mail.
- Reconcile bank and credit card statements.
- Produce monthly financial reports and unaudited financial statements.
- Liaise with external accountants and provide any documents and reconciliations required.
- Arrange for annual audit or financial review.

#623, 7 Sir Winston Churchill Sq NW

Edmonton, AB T5J 2V5

P: 780.414.0805

Document Storage

Your company's documents will be securely stored at TAL's offices at: Rm 623, 7 Sir Winston Churchill Sq NW, Edmonton, AB, T5J 2V5.

- Maintain logbook of accessed files.
- Current files assessable in locked file cabinet.
- Archived files taped and shelved in secure storage room.

Financial Services Not Provided

- TAL will make no attempt to adjust the records prior to January 1, 2021 to reflect Generally Accepted Accounting Principles nor to reflect proper tax record keeping.
- TAL will make no audit or other verification of the data submitted by ALTA.
- TAL will not perform any compilation, review, or audit of any of the financial information.
- TAL will not at any time provide legal services of any type.
- TAL has not been requested to discover errors, misrepresentations, fraud, illegal acts, or theft; therefore, no procedures have been designed to discover such acts, and ALTA agrees TAL has no responsibility to do so.

Other Services Available

ALTA may request additional services at a future date not contemplated by this engagement letter. A separate quote will be prepared regarding the scope and estimated costs of these additional services.

- Grant applications ready for signature.
- Technical support for meetings, conferences, or training sessions.

Other Services Not in Scope

This engagement letter does not include the following services:

- Support for ALTA Committees.

Responsibilities of ALTA

You are responsible for adopting sound accounting policies, for maintaining an adequate and efficient accounting system, for safeguarding assets, authorizing transactions, retaining supporting documentation for those transactions, and for devising a system of internal controls that will, among other things, help assure the preparation of proper financial statements. In addition, you are responsible for identifying and ensuring that ALTA complies with applicable laws and regulations.

Administrative Information

You will provide access to all information that is relevant to TAL to provide administrative support services including:

- Provision for official mailing address.
- Content for updates to websites.
- Dates for all meetings requiring meeting packages, meeting minutes and action lists.
- Content for meeting agendas to be compiled into meeting packages.
- Board member listing with contact information.

- Copy of Nomination form and ballot used for elections.
- Copy of last Alberta Annual Return.

Financial Information

You will provide timely access to information that is relevant to provide for Financial Support Services, including:

- Bank Statements.
- Copies of purchase or lease contracts, grant agreements, loan agreements.
- Passwords for and access to accounting software and company file currently in use.
- Documents necessary for correct account reporting including member account information, member invoices, deposit receipts, vendor information, purchase orders, vendor invoices and payments, and any other information required to complete the work of this engagement.
- Additional information that TAL may request for the purpose of financial support services.

Confidentiality

TAL acknowledges that in the process of carrying out its obligations under this Engagement it may come into possession of confidential information of ALTA. Accordingly, TAL agrees that it will only use such confidential information for the purposes of providing services outlined in this Engagement letter and that it will not, without the prior, written consent of ALTA, disclose to any third party such confidential information. For the purposes of this Engagement, confidential information shall not include:

- Information that was already in the public domain.
- Information that comes into the public domain through no act of the receiving party.
- Information that the receiving party is compelled by law to disclose.

TAL will return the confidential information of ALTA upon the termination of this Engagement or upon receipt of a written request from ALTA to do so. The confidentiality obligations contained in this section shall survive the expiry or termination of the Engagement.

Communications

In connection with this engagement, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary, or special damages, such as loss of data, revenues, or anticipated profits.

If you do not consent to our use of electronic communications, please notify us in writing.

Use and Distribution of Financial Reports

Any financial reports or statements are solely for the use of ALTA for information purposes. We make no representations or warranties of any kind to any third party in respect of financial reports or statements prepared for ALTA and we accept no responsibility for their use by any third party. All reports and statements provided to ALTA from TAL are unaudited.

Governing Legislation

This engagement letter is subject to and governed by the laws of the Province of Alberta. The Province of Alberta will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

Hardware and Software Warranties

During the engagement, TAL may recommend a purchase and installation of computer technological hardware, software, communications, or services by ALTA. Warranties, to the extent they exist, are provided only by the manufacturer/vendor of the computer products.

Indemnification

Each Party, being TAL and ALTA, ("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 Engagement 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 Engagement, 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 Engagement.

Time Frames

This engagement will span 12 months and begin on June 1, 2022 and end on May 31, 2023 with an option to renew for one year at the same price.

Fees

TAL's fee for these services will be:

- | | |
|------------------------------------|-----------|
| 1. Administrative Support Services | \$ 200.00 |
| 2. Financial Support Services | \$ 800.00 |
| 3. Document Storage | \$ 50.00 |

Invoices are rendered monthly and are payable on presentation. GST will be added to all fees.

Termination

If we elect to terminate our services for nonpayment, or for other reason provided for in this letter, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us through to the date of termination.

Conclusion

This engagement letter includes the relevant items that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all the parties.

If you have questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements and if the above terms are acceptable to you, please sign this letter in the space provided and return the original signed letter to us, keeping a fully executed copy for your records. We appreciate the opportunity to be of service to the ALTA.

Sincerely,

Renée LeBlanc, CPA, CMA
Finance Manager
The Alberta Library

The terms of the engagement set out in the above letter are in accordance with our requirements and are acceptable to us and hereby agreed to.

ALTA

DATED: May 26, 2022

Title: President

PER: 

Print Name: Jennifer Anheliger

Alberta Library Trustees Association
Statement of Financial Position
As of 30 June 2024

	<u>30 Jun 24</u>
ASSETS	
Current Assets	
Chequing/Savings	
1100 · TD Chequing Account	49,625.30
Total Chequing/Savings	<u>49,625.30</u>
Other Current Assets	
1200 · Prepaid Expenses	1,051.41
Total Other Current Assets	<u>1,051.41</u>
Total Current Assets	50,676.71
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>
TOTAL ASSETS	<u><u>50,676.71</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · GST/HST Payable	-166.93
Total Other Current Liabilities	<u>-166.93</u>
Total Current Liabilities	<u>-166.93</u>
Total Liabilities	-166.93
Equity	
3100 · Operating Reserve	36,706.02
Net Income	14,137.62
Total Equity	<u>50,843.64</u>
TOTAL LIABILITIES & EQUITY	<u><u>50,676.71</u></u>

Alberta Library Trustees Association
Statement of Operations - Budget vs. Actual
January through June 2024

	Jan - Jun 24	Budget	Over Budget	% of Budget
Income				
4100 · Project Grants				
4102 · Lorne McRae Grant	977.00	0.00	977.00	100.0%
Total 4100 · Project Grants	<u>977.00</u>	<u>0.00</u>	<u>977.00</u>	<u>100.0%</u>
4200 · Service Income				
4201 · Membership Fees	21,145.00	25,000.00	-3,855.00	84.58%
Total 4200 · Service Income	<u>21,145.00</u>	<u>25,000.00</u>	<u>-3,855.00</u>	<u>84.58%</u>
Total Income	<u>22,122.00</u>	<u>25,000.00</u>	<u>-2,878.00</u>	<u>88.49%</u>
Expense				
6000 · Administration Expenses				
6003 · Insurance	664.02	1,250.00	-585.98	53.12%
6007 · Website & Domain Name	126.26			
6008 · Bank & Merchant Fees	150.01	500.00	-349.99	30.0%
6011 · Communications	0.00	500.00	-500.00	0.0%
6013 · Software Subscriptions	0.00	220.00	-220.00	0.0%
Total 6000 · Administration Expenses	<u>940.29</u>	<u>2,470.00</u>	<u>-1,529.71</u>	<u>38.07%</u>
6100 · Contract Services				
6101 · Audit Fees	200.00	150.00	50.00	133.33%
6103 · Admin & Finance	6,457.50	12,915.00	-6,457.50	50.0%
Total 6100 · Contract Services	<u>6,657.50</u>	<u>13,065.00</u>	<u>-6,407.50</u>	<u>50.96%</u>
6200 · Board Expenses				
6201 · Annual General Meeting	0.00	300.00	-300.00	0.0%
6202 · Trustee Recognition	0.00	250.00	-250.00	0.0%
6203 · Membership to Affiliate Orgs	0.00	550.00	-550.00	0.0%
Total 6200 · Board Expenses	<u>0.00</u>	<u>1,100.00</u>	<u>-1,100.00</u>	<u>0.0%</u>
6206 · PD - Conferences	386.59			
6300 · Trustee Projects				
6302 · Trustee Education Development	0.00	15,000.00	-15,000.00	0.0%
6304 · Trustee Awards	0.00	250.00	-250.00	0.0%
6306 · Trustee Resources	0.00	615.00	-615.00	0.0%
Total 6300 · Trustee Projects	<u>0.00</u>	<u>15,865.00</u>	<u>-15,865.00</u>	<u>0.0%</u>
Total Expense	<u>7,984.38</u>	<u>32,500.00</u>	<u>-24,515.62</u>	<u>24.57%</u>
8000 · INTERFUND TRANSFER				
8001 · Transfer from Operating Reserve	0.00	7,500.00	-7,500.00	0.0%
Total 8000 · INTERFUND TRANSFER	<u>0.00</u>	<u>7,500.00</u>	<u>-7,500.00</u>	<u>0.0%</u>
Excess/(Deficiency of Revenue over Expenses)	<u>14,137.62</u>	<u>0.00</u>	<u>14,137.62</u>	<u>100.0%</u>