

**ALBERTA LIBRARY TRUSTEES ASSOCIATION
 2022 VIRTUAL ANNUAL GENERAL MEETING
 Saturday, June 11, 2022 at 10:00 a.m.
 Via Zoom**

- 1. Call to OrderJenn**
 Welcome, introductions
- 2. Approval of AgendaJenn**
- 3. Approval of minutes of 2021 Annual General MeetingJenn**
- 4. Business Arising from the MinutesJenn**
- 5. President’s ReportJenn**
- 6. Treasurer’s ReportBob**
 - 6.1 Review of Unaudited 2021 Financial Statements***
 - 6.2 Unaudited 2021 Financial Statements**
 - 6.3 Appointment of Financial Reviewer**
 - 6.4 Approval of 2022 Operating Budget**
- 7. Election of Officers..... ??**
 The following list of officers have been nominated:

Area 1	(Peace), Denise Joudrey	2021 - 2023
Area 2	(Yellowhead), Hank Smit	2022 - 2024
Area 3	(Parkland), Bob Green	2021 - 2023
Area 4	(Marigold), OPEN	2022 - 2024
Area 5	(Chinook Arch), Wendy Kalkan	2021 - 2023
Area 6	(Shortgrass) Chris Howells	2022 - 2024
Area 7	(Metro Edmonton), David Atkinson	2021 - 2023
Area 8	(Northern Lights), Jennifer Anheliger	2022 - 2024
EPL	Sandra Marin	2022 - 2023
CPL	Jocelyn Phu	2022 - 2023
Alternates		
Area 2	(Yellowhead), Wayne Rothe	2021 - 2023
Area 3	(Parkland), Bill Windsor	2021 - 2023
- 8. AdjournmentJenn**

*Document provided at meeting

MINUTES

**ALBERTA LIBRARY TRUSTEES ASSOCIATION
2021 VIRTUAL ANNUAL GENERAL MEETING
Saturday, June 19, 2021 at 10:00 a.m.
Via Zoom**

1. Call to Order

As there was a quorum present, J. Anheliger called the meeting to order at 10:11 a.m.

2. Approval of Agenda

MOTION No. AGM-01-2021: To approve the AGM agenda as presented.

Moved by: Dwayne Mayr. Seconded by: Lorna Storoschuk CARRIED

3. Approval of minutes of 2020 Annual General Meeting

A minor correction was made to the spelling of a last name.

MOTION No. AGM-02-2021: To approve the AGM meeting minutes of June 13, 2020 as amended.

Moved by: Vicky Lefebvre. Seconded by: Pat High-Shorrock CARRIED

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. President's Report

Jenn Anheliger spoke to her report in the meeting package.

MOTION No. AGM-03-2021: To accept the President's annual report.

Moved by: Leanne LaRocque. Seconded by: Wendy Kalkan CARRIED

6. Financial Report

Bob Green spoke to the financial statements contained in the meeting package.

The Executive Director position has been eliminated in an effort to reduce administrative costs. TAL has been contracted to provide, administrative, financial and website support which has reduced the administrative costs by 75%.

MOTION No. AGM-04-2021: To accept the 2020 financial review as presented.

Moved by: John Moen. Seconded by: Dwayne Mayr CARRIED

7. ALTA Resolution

MOTION No. AGM-05-2021: Be it resolved, as a special resolution of the members of the society, that:

1. The present By-law 7.1 of the Society be deleted and replaced with 7.1 The Board of Directors shall each year appoint a qualified professional bookkeeper to review the year end books, accounts and financial records of ALTA so that year end financial statements may be presented at the Annual General Meeting for approval.

Moved by: Jason Shewchuk. Seconded by: Dave Kush..... CARRIED

MOTION No. AGM-06-2021: To appoint Elite Bookkeeping to review the financials for the 2021 fiscal year.

Moved by: Chris Howels. Seconded by: Wendy Kalkan..... CARRIED

2021 ALTA Projects

- An organizational review was undertaken.
- Webinar series has been launched.
- Monthly coffee chats have been launched and has been successful.

8. Election of Officers

The following list of officers have been elected:

Area 1	(Peace), Denise Joudrey	2021 - 2023
Area 2	(Yellowhead), Hank Smit	2020 - 2022
Area 3	(Parkland), Bob Green	2021 - 2023
Area 4	(Marigold), OPEN	2020 - 2022
Area 5	(Chinook Arch), Wendy Kalkan	2021 - 2023
Area 6	(Shortgrass) Chris Howells	2020 - 2022
Area 7	(Metro Edmonton), David Atkinson	2021 - 2023
Area 8	(Northern Lights), Jennifer Anheliger	2020 - 2022
EPL	Sandra Marin	2019 - 2021
CPL	Jocelyn Phu	2019 - 2021
Alternates		
Area 2	(Yellowhead), Sandra Morton	2019 - 2021
Area 3	(Parkland), Bill Windsor	2019 - 2021
Area 7	(Metro Edmonton), Meagan Olive	2019 - 2021
	Crystal Manyfingers	2019 - 2021

MOTION No. AGM-07-2021: To approve the 2021 ALTA Board and Alternates.

Moved by: Sandra Marin. Seconded by Vicky Lefebvre..... CARRIED

9. Adjournment

MOTION No. AGM-08-2021: To adjourn the 2021 Annual General Meeting.

Moved by: Dwayne Mayr. Seconded by: Jason Shewchuk CARRIED

The meeting adjourned at 10:50 a.m.

Approval

of the minutes on

Date

[Name of President]

DRAFT

President's Report

Date: May 19, 2022

Submitted by: Jenn Anheliger

Dear members,

Thank you for your continued support and membership with Alberta Library Trustee's Association during another challenging year. I understand that your decision to continue your ALTA membership may have been a difficult one as library boards face ongoing fiscal challenges. We appreciate your willingness to support ALTA and we appreciate the privilege to connect and get to know many members this year and look forward to fostering those further and building new connections with other boards.

I would like to thank the ALTA board for all their hard work and dedication through this process. The dedication of the ALTA board is a phenomenal asset and the key to ALTA achieving success during this time of transition. The skill and enthusiasm of our board is the epitome of volunteerism and working alongside the board members is a great privilege.

Highlights

- Implementation of priorities identified in our 2020 organizational review.
- Transition of all administrative, IT and financial services to The Alberta Library which will reduce ALTA's operating expenses by over 70% over the next 2 years.
- Membership survey conducted – webinar series to cover important topics identified by members.
- Webinar series for library board trustees across the province.
- Increased communication with members.

Issues Resolved

- Reduction of operating costs by over 70%. This includes review of insurance policies required. Transition to a bookkeeper for financial review rather than a large auditing firm. Administrative costs reduced.
- ALC committee dissolved. Liabilities and reduced capacity of the board identified ALC as no longer being feasible for ALTA to participate in.
- Increased networking opportunities for trustees to be able to connect on a consistent basis.
- Increased availability of ALTA board members to offer support, education, and mentorship to members.
- Increased access of educational tools and learning opportunities through online webinars.

Issues ongoing

- ALTA is looking for opportunities to support conferences in the province in lieu of Alberta Library Conference.
- As ALTA transitions to a working board format the need to attract experienced and enthusiastic board members continues.

It is a privilege to be able to connect and learn from experienced trustees across the province and provide opportunity to strengthen our impact in our communities by the services provided by our local libraries.

ALTA continues to offer direct support to library trustees and their boards in a variety of formats. We offer consultation opportunities either in person, videoconference, email, and telephone. It remains a priority of ALTA to be sure we can support library boards and assist them in being the voices of their community. Our Webinar

series is well underway, and we have had great feedback from trustees who have been using them to improve their capacity as trustees.

ALTA remains confident that we can continue to provide trustees with the tools needed to translate their legislative responsibilities into the skills needed to shape the libraries and communities they serve. Your membership to ALTA ensures that trustees become better trained, better informed, more confident, and best able contribute to their communities.

All the best for a successful 2022.

Regards,
Jenn Anheliger
President – Alberta Library Trustees Association

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Financial Statements

Year Ended December 31, 2020

(Unaudited)

Alberta Library Trustees' Association
STATEMENT OF FINANCIAL POSITION
December 31, 2021
(Unaudited)

	2021	2020
ASSETS		
CURRENT		
Cash	\$ 62,289	\$ 44,781
Accounts Receivable	-	-
GST Recoverable	300	142
Prepaid Expenses	254	458
	62,842	45,381
CAPITAL ASSETS <i>(Note 2)</i>	-	254
	\$ 62,842	\$ 45,635
 LIABILITIES		
CURRENT		
Accounts Payable & Accrued Liabilities	\$ 25,679	\$ 3,336
Deferred Membership Fee Revenue	15,665	16,960
	41,344	20,296
 FUND BALANCES		
Unrestricted Funds	21,498	25,339
Internally Restricted Advocacy Fund	-	-
	21,498	25,339
	\$ 62,842	\$ 45,635

Alberta Library Trustees' Association
STATEMENT OF OPERATIONS
December 31, 2021
(Unaudited)

	2021	2020
REVENUE		
Membership Fees	\$ 27,685	\$ 24,179
Lorne McRae Grant	734	678
Municipal Affairs Grant	23,000	-
STEP/CJS Grant	-	4,200
Other Income	5,636	1,118
	<u>57,056</u>	<u>30,176</u>
EXPENSES		
Administration	34,952	54,276
Leadership Engagement	-	12,290
Trustee Education Development	23,075	10,727
Website Development & Delivery	-	4,167
Organizational Review	2,870	-
Trustee Recognition	-	703
(DEFICIENCY)/EXCESS OF REVENUE OVER EXPENSES	<u>60,897</u>	<u>82,163</u>
	<u>\$ (3,841)</u>	<u>\$ (51,987)</u>

Alberta Library Trustees' Association
STATEMENT OF CHANGES IN FUND BALANCES
December 31, 2021
(Unaudited)

	Unrestricted Fund	Internally Restricted Advocacy Fund	Externally Restricted Fund	2021
FUND BALANCES - BEGINNING OF YEAR	\$ 25,339	\$ -	\$ -	\$ 25,339
(Deficiency)/Excess of Revenue over Expenses	(3,841)	-	-	(3,841)
Fund Transfers	-	-	-	-
FUND BALANCES - END OF YEAR	\$ 21,498	\$ -	\$ -	\$ 21,498

Alberta Library Trustees' Association**Notes to the Financial Statements****December 31, 2021***(Unaudited)*

1. PURPOSE OF ORGANIZATION

Alberta Library Trustees' Association (the "association") is an organization serving the interests of member trustees throughout the Province of Alberta. The association is incorporated under the Societies Act of the Province of Alberta. The association is a registered charity under the Income Tax Act and is exempt from income taxes.

2. CAPITAL ASSETS

	Cost	Accumulated Amortization	2021 Net Book Value	
Computer Equipment	\$ 4,833	\$ 4,833	\$	-
Furniture & Fixtures	900	900		-
	<u>\$ 5,733</u>	<u>\$ 5,733</u>	<u>\$</u>	<u>-</u>

3. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

Alberta Library Trustees Association
Draft Operating Budget
 January through December

	<u>2022</u>	<u>2023</u>
	Budget	Proposed Budget
Income		
4200 · Service Income		
4201 · Membership Fees	30,000	25,000
Total 4200 · Service Income	<u>30,000</u>	<u>25,000</u>
Total Income	<u>30,000</u>	<u>25,000</u>
Expense		
6000 · Administration Expenses		
6003 · Insurance	1,500	1,500
6007 · Website Development & Delivery	4,500	0
6008 · Credit Card Merchant Fees	500	500
6011 · Communications	500	500
6012 · Other Admin Expenses	250	250
Total 6000 · Administration Expenses	<u>7,250</u>	<u>2,750</u>
6100 · Contract Services		
6103 · Admin & Finance	13,600	12,500
Total 6100 · Contract Services	<u>13,600</u>	<u>12,500</u>
6200 · Board Expenses		
6201 · Annual General Meeting	300	300
6202 · Trustee Recognition	250	250
6203 · Membership to Affiliate Orgs		550
6205 · Organizational Review	2,800	0
Total 6200 · Board Expenses	<u>3,350</u>	<u>1,100</u>
6300 · Trustee Projects		
6302 · Trustee Education Development	1,000	1,000
6304 · Trustee Awards	100	100
6305 · ALTA Exhibit	1,500	1,500
6306 · Trustee Resources	500	500
6307 · Other Trustee Projects	0	0
Total 6300 · Trustee Projects	<u>3,100</u>	<u>3,100</u>
Total Expense	<u>27,300</u>	<u>19,450</u>
Excess of Revenue over Expenses	<u>2,700</u>	<u>5,550</u>