
**ALBERTA LIBRARY TRUSTEES ASSOCIATION 2024 VIRTUAL
ANNUAL GENERAL MEETING
Thursday, May 30, 2024 at 7:00 P.M.
Online via Zoom**

- 1. Call to OrderJenn**
Welcome, introductions
- 2. Approval of AgendaJenn**
- 3. Approval of minutes of 2023 Annual General MeetingJenn**
- 4. Special Resolution.....Jenn**
 - 4.1. Special ResolutionJenn**
 - 4.2. ALTA BylawsJenn**
- 5. Election of Board of DirectorsJenn**
- 6. Presidents ReportJenn**
- 7. Treasurer’s ReportJenn**
 - 7.1. Reviewer’s Report of 2023 Financial StatementsJenn**
 - 7.2. Review of 2023 Financial StatementsJenn**
 - 7.3. Approval of 2024 Operating Budget.....Jenn**
- 8. Adjournment.....Jenn**

**ALBERTA LIBRARY TRUSTEES ASSOCIATION
ANNUAL GENERAL MEETING
Wednesday, June 14, 2023 at 6:00 p.m.
Via Zoom**

1. Call to Order

As there was a quorum present, J. Anheliger called the meeting to order at 18:01.

2. Approval of Agenda

MOTION No. AGM-2023-01: To approve the AGM agenda as presented.

Moved by: C. Kolebaba CARRIED

3. Approval of minutes of 2022 Annual General Meeting

MOTION No. AGM-2023-02: To approve the AGM meeting minutes of June 11, 2022 as presented.

Moved by: B. Green Seconded by: CARRIED

4. Business Arising from the Minutes

There was no business arising from the minutes.

5. Presidents Report

J. Anheliger spoke to her report previously distributed in the meeting package.

MOTION No. AGM-2023-03: To accept the President's annual report.

Moved by: C. Howells CARRIED

6. Treasurer's Report

6.1 Unaudited 2022 Financial Statements

B. Green spoke to the financial statements previously distributed in the meeting package.

MOTION No. AGM-2023-04: To accept the reviewed financial statements as presented.

Moved by: B. Green CARRIED

6.2 Approval of 2023 Operating Budget

B. Green presented the draft 2023 Operating Budget.

MOTION No. AGM-2023-05: To approve the 2023 Operating Budget as presented.

Moved by: C. Howells CARRIED

7. Election of Officers

The following list of officers have been elected:

2023 ALTA Board of Directors Election

Area	Director	Alternate	
1 (Peace)	Brad Pearson	Open	2023 - 2025
2 (YRL)	Hendrik Smit	Wayne Rothe	2022 - 2024
3 (Parkland)	Barb Gilliat	Bill Windsor	2023 - 2025
4 (Marigold)	Natasha Roberts	Melody Christofferson	2023 - 2024
5 (Chinook Arch)	Doug Logan	Vic Mensch	2023 - 2025
6 (Shortgrass)	Chris Howells	Open	2022 - 2024
7 (Metro Edm.)	David Atkinson	Open	2023 - 2025
8 (NLLS)	Jennifer Anheliger	Open	2022 - 2024
EPL	Sandra Marin		???? - ????

MOTION No. AGM-2023-06: To approve the election of the officers of the ALTA Board and Alternates.

Moved by: C. Kolebaba CARRIED

8. Adjournment

MOTION No. AGM-2023-07: To adjourn the ALTA 2023 Annual General Meeting

Moved by: M. Christofferson CARRIED

The meeting adjourned at 18:19 p.m.

Approval
of the minutes on

Date Jenn Anheliger
President

List of Attendees:

- | | |
|-----------------------|------------------|
| Cole Boychuk | Carolyn Kolebaba |
| Renee LeBlanc | David Atkinson |
| Bob Green | Donna Rudolf |
| Chris Howells | Joy-Anne Murphy |
| Jenn Anheliger | Mary Arnold |
| Cal Mosher | Trish Gaudet |
| Harry Ezio | Barb Gilliat |
| Melody Christofferson | Barry Fildes |

Jame Waikle
Daniel Hrycyk
Donna Smith
Doug Logan
Elaine Garrow
Jennifer MacAulay
Linda Ladouceur
Lindsay Brown
Marie Logan
Mark Liboiron
Pat Ewanishan
Pat Shorrock
Paul Ryzuk
Rhonda Maki

Sandra Marin
Shannon Wilcox
Tanya Boman
Tracy Mills-Carr
Vic Mensch
Vicky Lefebvre
Wendy Knudson
Wendy Kalkan
Donna Rudolf
Karen Egge
Tamara Miyanaga
Leanne LaRocque
Donald Dingman

DRAFT

CERTIFICATE

ALBERTA LIBRARY TRUSTEES ASSOCIATION
("the Society")

SPECIAL RESOLUTION OF THE MEMBERS

Whereas:

- A. The Society has deemed it advisable to amend its present By-Laws; and
- B. Proposed By-Laws incorporating all amendments, a copy of which By-Laws are attached to this Special Resolution, have been presented to the Members as a matter of Special Business at an Annual General Meeting of the Members to consider and, if deemed advisable by the Members, approve the proposed By-Laws:

RESOLVED, AS A SPECIAL RESOLUTION OF THE MEMBERS OF THE SOCIETY, THAT:

- 1. The present By-law 4.7 of the Society be deleted and replaced with 4.7 The quorum for all General or Special Meetings shall be 10 Members.

I, Jennifer Anheliger, President of the Alberta Library Trustees Association, hereby certify that the attached is a full, true and complete copy of the Special Resolution enacted at an Annual General Meeting of the Members of the Society duly called and held on the 16th day of May, 2024, at which meeting a quorum was present and acting throughout, and that such Special Resolution is in full force and effect, and unamended, on this date.

DATED at Morinville, Alberta, this 16th day of May, 2024.

President of the Alberta Library Trustees Association

ALBERTA LIBRARY TRUSTEES' BYLAWS

1. NAME

- 1.1. The name of the Society shall be the Alberta Library Trustees' Association.
- 1.2. For the purpose of these bylaws, the expressions:

2. DEFINITIONS

- 2.1. "ALTA" means the Alberta Library Trustees' Association
- 2.2. "Board of Directors" means the ALTA board of directors.
- 2.3. "Library Board" means a "board" as that term is defined in the Alberta Libraries Act RSA 2000 c.L-11, as amended or revised from time to time.
- 2.4. "Meeting" means a Special Meeting or General Meeting (including the Annual General Meeting).
- 2.5. "Member" means a member of ALTA in good standing of one of the member categories described in Article 3 MEMBERSHIP.

3. MEMBERSHIP

- 3.1. There shall be the following classes of Members:
 - 3.1.1. Voting Member
 - 3.1.1.1. Voting members are those Library Board Trustees who represent a library board that is a member in good standing of ALTA.
 - 3.1.1.2. ALTA Directors that are completing their elected term of service.
 - 3.1.2. Non-Voting Member
 - 3.1.2.1. Non-voting members may be Honourary Life Members. Honourary Life Members are individuals who have made a significant contribution to the library community in Alberta and upon whom a honorary lifetime membership in ALTA has been conferred. Nominations must be submitted to the Board of Directors by Members. The Board of Directors may select one or two persons to receive honorary lifetime membership from among those nominated prior to the end of each calendar year. The Board of Directors reserves the right to determine how many honorary lifetime memberships (if any) are to be awarded each year.
 - 3.1.2.2. Non-voting members may be Past Trustee Members. Past Trustees are individuals who have previously served as a Library Board Trustee within Alberta.
 - 3.1.2.3. Non-voting members may be Independent Trustees Members.

Independent Trustees are current Alberta Library Board Trustees serving on a library board that is not a member in good standing of ALTA.

- 3.1.2.4. Non-voting members may be Friends of ALTA. Any individual may become a Friend of ALTA.
- 3.2. All applications for membership shall be in such form as the Board of Directors shall prescribe.
- 3.3. Fees for each category of Member shall be established at the Annual General Meeting by a vote of not less than two-thirds (2/3) of the Members present and shall be payable on the first day of the next fiscal year.
- 3.4. Voting Members may make nominations and propose resolutions at Meetings, vote in ALTA elections, attend, speak and vote on resolutions and bylaws at Meetings, hold office on the Board of Directors and receive Member rates at the Alberta Libraries Conference (ALC) and at ALTA sponsored workshops.
- 3.5. A Voting member may only vote once irrespective of the number of Library Boards they serve on.
- 3.6. Non-Voting members in good standing may attend and speak at Meetings.
- 3.7. Any Member wishing to withdraw from membership may do so upon a notice in writing to the Board of Directors via the ALTA office. If any Member is in arrears for fees or assessments for any year, such Member shall be automatically suspended on April 1st and shall thereafter be entitled to no membership privileges or powers in ALTA until reinstatement by payment of their annual membership fee or any other outstanding assessments. Any Member upon a two-thirds vote of all Members may be expelled from membership for any cause ALTA may deem reasonable.

4. MEETINGS

- 4.1. There shall be an Annual General Meeting (AGM) for the preceding year at which ALTA shall receive the auditor's financial review and announce the election of the Board of Directors and its officers on or before June 30th of each year.
- 4.2. The AGM shall be called on not less than twenty-one (21) days' notice. Notice shall be given by the ALTA office staff, under the supervision of the Executive Director, to all Members as of the date of the call of the AGM, at their last known email addresses.
- 4.3. Special Meetings shall be called by the Board of Directors or at the request of any 25 individual Members, or any 5 Library Board Members. Such request shall be made to the Executive Director via the ALTA office.

- 4.4. A Special Meeting may be called on not less than twenty one (21) days' notice given by the Secretary to all Members at the date of the call of the Meeting at their last known email address.
- 4.5. The notice of any Special Meeting shall contain a statement of the items to be discussed and only those items contained in the notice shall be considered at the Meeting.
- 4.6. Any notice of General or Special Meeting required to be given pursuant to any section of this article shall be emailed to the last known email address of each Member entitled to be present. Additionally, notices of the Meeting may be placed on the ALTA website and such other media as the Board of Directors shall deem advisable. The distribution of such notices shall be deemed to be sufficient notice of each and every Meeting provided that the notices were posted in conformity with any time limits described herein.
- 4.7. The quorum for all General or Special Meetings shall be 10 Members.
- 4.8. Only Members shall be eligible to vote at any General Meeting or Special Meeting.
- 4.9. The Rules of Order of ALTA will be Robert's Rules of Order, latest edition.

5. BOARD OF DIRECTORS

- 5.1. There shall be a Board of Directors of ALTA comprised of Directors elected to represent each of eight geographic areas, and a Director appointed by each of the public library boards in the cities of Edmonton and Calgary.
 - 5.1.1. Each geographical area plus the public libraries of the cities of Edmonton and Calgary, shall appoint an alternate member, which may attend all meetings of the Board of Directors but shall not have a vote unless it is a proxy vote of their representative.
 - 5.1.2. At its first meeting following the Annual General Meeting, the Board of Directors shall elect from among its membership a President for a two year term, a Vice President and a Treasurer, each for a term of one year. The President may be re-elected for a maximum of three (3) consecutive two (2) year terms.
- 5.2. The Board of Directors shall have full control of the affairs of ALTA and shall have such powers as are necessary to accomplish the objectives of ALTA.
- 5.3. The Board of Directors shall report to ALTA, through the President, at each Meeting.
- 5.4. Such Members entitled to vote shall, through either electronic voting or mail-in ballots, elect one Director from each of eight (8) geographic areas only. Each Member shall vote for a Director to represent his/her particular

geographic area only.

- 5.4.1. Area boundaries shall be determined from time to time by the Board of Directors. The areas shall be designated by number and are hereby listed according to their geographical locations: 1. Peace; 2. Yellowhead; 3. Parkland; 4. Marigold; 5. Chinook Arch; 6. Shortgrass; 7. Metro Edmonton; 8. Northern Lights, Edmonton and Calgary. The areas include but are not limited to the regional library systems.
- 5.4.2. The term of office of elected Directors shall be two (2) years with four (4) elected every second year and the remaining four elected in alternate years whenever possible.
- 5.5. Any member of the board of directors may be re-elected for a maximum of three (3) consecutive two (2) year terms. Upon completion of 3 consecutive terms, a one year period must pass before that member may seek re-election to the board of directors.
- 5.6. Each member of the Board of Directors shall be entitled to vote on all questions placed before the Board of Directors. However, if a member of the Board of Directors has a personal or pecuniary interest in a question before the Board of Directors, that member shall be required to so declare such interest before discussion begins and refrain from discussion, unless asked to answer questions of fact, and shall abstain from voting on the question.
- 5.7. Any elected member of the Board of Directors who is absent from three (3) consecutive meetings of the Board of Directors shall be deemed to have resigned unless such absence has received, by motion, the prior consent of the Board of Directors.
- 5.8. Any Director or Officer may be removed from office, for any cause the Board of Directors may deem reasonable, by a Special Resolution passed by a majority of not less than three fourths (3/4) of such Members entitled to vote as are present in person at a Meeting.
- 5.9. In the event that a vacancy shall arise on the Board of Directors the following rules shall apply:
 - 5.9.1. If the vacancy is in the office of President, the Vice President shall immediately become President.
 - 5.9.2. If the vacancy is in the office of the Vice President or Secretary Treasurer, the Board of Directors, at its next meeting, shall elect another member of the Board of Directors to fill the vacant position.
 - 5.9.3. If the vacancy is in the office of any of the elected Directors, an Alternateshall complete the remainder of the term. In the event there is no Alternate, the Board of Directors may appoint a Member to fill the vacant position for the remainder of the term.

- 5.9.4. Any member of the Board of Directors may continue to serve in this capacity until the term expires, even though they may no longer be a library trustee, as long as they continue to be a Member and continue to reside in the geographic area they represent or, in the case of the President, as long as they reside in Alberta.
- 5.10. No member of the Board of Directors shall receive any remuneration from ALTA in connection with their service on the Board of Directors.
- 5.11. Every member of the Board of Directors or Alternate shall receive such out of pocket expenses as may be approved by the Board of Directors.
- 5.12. The Board of Directors shall have all powers needed to properly discharge the affairs of ALTA included but not limited to:
- 5.12.1. The Board of Directors may hire such staff or enter into contracts for required services as it deems necessary.
- 5.12.2. The Board of Directors, may, for the purpose of carrying out the objects of ALTA, borrow or raise or secure the payment of money in any legal manner it sees fit.
- 5.12.3. The Board of Directors may, by Special Resolution passed by a majority of not less than three fourths (3/4) of such Members entitled to vote as are present in person at a Meeting, cause debentures to be issued in the name of ALTA.
- 5.12.4. The Board of Directors may, for the purpose of carrying out its objectives draw, make, accept, endorse, discount, and exchange any other negotiable or transferable instruments.
- 5.12.5. By Special Resolution passed by a majority of not less than three fourths (3/4) of such Members entitled to vote as are present in person at a Meeting, the Board of Directors may conduct business for ALTA regarding real estate or personal property, acquire and take by purchase, donation, devise or otherwise, all kinds of real estate and personal property and may sell, exchange, mortgage, lease, let, improve and develop it and may erect and maintain necessary buildings.
- 5.12.6. Article 5.12.5 shall not be construed as to prevent the Board of Directors from authorizing the purchase of needed operational supplies.
- 5.13. The quorum for all meetings of the Board of Directors shall be a simple majority of the board members.

6. OFFICERS

- 6.1. The President shall preside at all meetings of Board of Directors and shall

be, ex officio, a member of all committees of the Board of Directors. The President shall represent ALTA in its relations with other agencies.

6.2. The Vice President shall fulfill the functions of the President when the President is unable to act.

6.3. The Treasurer shall:

6.3.1. Attend all Meetings of ALTA and the Board of Directors.

6.3.2. Have charge of the seal of ALTA and shall, together with the President or Vice President, authenticate, by signature, the use of the seal.

6.3.3. Receive, or cause to be received, all monies paid to ALTA and shall promptly deposit them, or cause them to be deposited, to the credit of ALTA, in such bank, credit union or treasury branch as the Board of Directors shall, from time to time, direct.

6.3.4. Properly account for the funds of ALTA, and keep, or cause to be kept, such books as directed by the Board of Directors.

6.3.5. Present a fully detailed account of the receipts and disbursements of ALTA to each meeting of the Board of Directors.

6.3.6. Prepare a statement, reviewed or audited by a duly qualified accountant, of the financial position of ALTA for presentation to the Annual General Meeting.

7. FINANCIAL CONTROLS

7.1. The Board of Directors shall each year appoint a duly qualified professional bookkeeper to audit the year end books, accounts and financial records of ALTA so that financial statements may be presented at the Annual General Meeting for approval.

7.2. The books, accounts and records of ALTA shall be available for inspection by any Member by appointment with the staff, at an agreed upon location, and in the presence of a member of the Board of Directors.

7.3. These bylaws may be rescinded, amended or added to by:

7.3.1. A Special Resolution passed by a majority of not less than three fourths (3/4) of such Members entitled to vote as are present in person at an Annual General Meeting of which twenty-one (21) days' notice of intention to propose the motion as a Special Resolution has been given, OR by a majority of not less than three-fourths (3/4) of such Members entitled to vote as are present in person, or have mailed in a ballot, at any Special Meeting; OR at a General Meeting of which less than twenty-one (21) days' notice has been given, provided that all

Members entitled to be present and vote have agreed, in writing or by motion at the Meeting, to consider the motion.

- 7.3.2. A Special Resolution at any Special Meeting passed by a majority of not less than three-fourths (3/4) of such Members entitled to vote as are present in person, or have mailed in a ballot.

8. COMMITTEES

- 8.1. The Board of Directors may appoint such committees as it deems necessary to fulfill the objectives of ALTA.
- 8.2. Any committee appointed by the Board of Directors shall have such powers as are necessary to enable the committee to fulfill the mandate issued by the Board of Directors on its establishment. Any such committee shall be funded through the Board of Directors and shall report to the Board of Directors. All expenses must be pre-approved by the Board of Directors, either as individual items or components of a project budget.

9. GRIEVANCES

- 9.1. Any Member, employee or contractor having a grievance against ALTA or an officer or an employee of ALTA shall:
 - 9.1.1. Convey the grievance, in writing, to the President within fourteen (14) days of the occurrence which gave rise to the grievance.
 - 9.1.2. If unsatisfied with the response of the President, convey the grievance, in writing, within fourteen
 - 9.1.3. (14) days of receipt of the response from the President, to the Board of Directors whose decision shall be final and binding.
 - 9.1.4. No Member shall have recourse to the courts, nor any medium of complaint, for redress, in connection with any dispute arising from their relationship to ALTA, until all remedies provided for in these Bylaws have been exhausted.



2024 ALTA Board of Directors Election

Area	Director	Alternate
1 (Peace)	Brad Pearson	Open
2 (YRL)	Hendrik Smit	Wayne Rothe
3 (Parkland)	Barb Gilliat	Bill Windsor
4 (Marigold)	Natasha Roberts	Melody Christofferson
5 (Chinook Arch)	Doug Logan	Vic Mensch
6 (Shortgrass)	Open	Open
7 (Metro Edm.)	Open	Open
8 (NLLS)	Barb Smith	Open
EPL	Sandra Marin	
CPL	Gillian Hynes	Aaron Noga

Officers Being Elected are identified in Bold.

President's Report

Date: May 30, 2024

Submitted by: Jenn Anheliger

Dear members,

Thank you for your continued support and membership with Alberta Library Trustees Association. Your willingness to support ALTA is greatly appreciated and we value the privilege to connect and get to know our many members.

I would like to thank the ALTA board for all their hard work, dedication, advocacy and passion for libraries. The knowledge and skill that makes up the ALTA board is a phenomenal asset and the key to ALTA achieving success through its members.

Highlights

- ALTA Board member fees remain the same for 2024.
- We have created additional opportunities for members to connect with one another through the province.
- Our Monthly coffee chats continue and create a platform for support and education among your library peers.
- In person and virtual board training has allowed ALTA the opportunity to visit our various boards and offer support and education.
- Our First Ever ALTA Symposium was attended by 110 library professionals and was a great success.

Identified Needs

- Members continue to expect additional opportunities to learn and network in person.
- Opportunities for in person professional development MUST be cost effective to ensure equity among trustees and Library Boards
- Organizational structure review to address dwindling member engagement.

2024 will see ALTA providing more in person professional development, including participation in the Marigold Library Conference and full partnership in the upcoming 2 day Stronger Together conference in partnership with Yellowhead Regional Library System, Peace Library System, Northern Lights Library System, Library Association of Alberta and The Alberta Library.

It remains 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 local libraries.

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 trustees become better trained, better informed, more confident, and best able to contribute to their communities.

All the best for a successful 2024.

Regards,

Jenn Anheliger

President – Alberta Library Trustees Association



Elite Bookkeeping Service

Olds, AB. (403) 804-2221

mkinsella@elitebookkeeping.org

April 14, 2024

Alberta Library Trustees Association
614-7 Sir Winston Churchill Sq NW
Edmonton, AB T5J 2V5

Dear Members,

As requested by the Alberta Library Trustees Association, I have reviewed the financial statements from January 1, 2023, to December 31, 2023, as supplied by Renee Lablanc.

The undersigned hereby certify as follows:

1. The Statement of Financial Operations and the Statement of Financial Position accurately represent the financial position of the Alberta Library Trustees Association ending December 31, 2023.
2. My review verified the accuracy and completeness of payments, and receipt of income and does not constate any addition audits.
3. In my opinion the financial documents, and statement referred to above give a true and fair view in all aspects and represent the financial position of the Alberta Library Trustees Association as of December 31, 2023.

Respectfully,

M. Kinsella

A handwritten signature in black ink, appearing to read 'M. Kinsella', written over a horizontal line.

Maria Kinsella

Maria Noren Kinsella
Elite Bookkeeping Service
mkinsella@elitebookkeeping.org
403-804-2221

ALBERTA LIBRARY TRUSTEES ASSOCIATION

Financial Statements

Year Ended December 31, 2023

(Unaudited)

Alberta Library Trustees' Association
STATEMENT OF FINANCIAL POSITION
December 31, 2023
(Unaudited)

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 55,345	\$ 75,284
Accounts Receivable	-	-
GST Recoverable	715	641
Prepaid Expenses	498	608
	56,558	76,533
CAPITAL ASSETS (Note 2)	-	-
	\$ 56,558	\$ 76,533
 Year Ended December 31, 2023		
CURRENT		
Accounts Payable & Accrued Liabilities	\$ 4,832	\$ 23,224
Deferred Membership Fee Revenue	15,020	12,738
	19,852	35,961
 FUND BALANCES		
Unrestricted Funds	36,706	40,572
Internally Restricted Advocacy Fund	-	-
	36,706	40,572
	\$ 56,558	\$ 76,533

Alberta Library Trustees' Association
STATEMENT OF OPERATIONS
December 31, 2023
(Unaudited)

	2023	2022
REVENUE		
Membership Fees	\$ 22,455	\$ 24,825
Lorne McRae Grant	928	-
Other Income	4,858	9,509
Fund Transfer from Operating Reserve	3,866	-
	<u>32,107</u>	<u>34,334</u>
EXPENSES		
Administration	15,891	14,741
Trustee Education Development (Note 4)	15,687	-
Board Expenses	528	519
	<u>32,106</u>	<u>15,260</u>
(DEFICIENCY)/EXCESS OF REVENUE OVER EXPENSES	<u><u>\$ 0</u></u>	<u><u>\$ 19,074</u></u>

Alberta Library Trustees' Association
STATEMENT OF CHANGES IN OPERATING FUND BALANCE
December 31, 2023
(Unaudited)

	2023	2022
FUND BALANCE - BEGINNING OF YEAR	\$ 40,572	\$ 21,498
(Deficiency)/Excess of Revenue over Expenses	-	19,074
Fund Transfers	<u>(3,866)</u>	-
FUND BALANCE - END OF YEAR	\$ 36,706	\$ 40,572

Alberta Library Trustees' Association
Notes to the Financial Statements
December 31, 2023
(Unaudited)

1. PURPOSE OF ORGANIZATION

Alberta Library Trustees' Association (ALTA) 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	2023 Net Book Value
Computer Equipment	\$ 4,833	\$ 4,833	\$ -
Furniture & Fixtures	900	900	-
	\$ 5,733	\$ 5,733	\$ -

Year Ended December 31, 2023

3. COMPARATIVE FIGURES

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

4. TRUSTEE EDUCATION DEVELOPMENT

ALTA hosted a Symposium for Library Trustees, a day-long workshop focused on non-profits boards, governance, best practices, and offered networking opportunities and sessions.

Alberta Library Trustees Association
Draft 2024 Operating Budget
January through December

	2023	2023	2024
	Budget	Actual	Proposed Budget
Income & Grants & Fund Transfers			
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
Total Funds Available	32,500	31,937	32,902
Expenses			
6000 · Administration Expenses			
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
Total 6000 · Administration Expenses	2,470	2,632	2,395
6100 · Contract Services			
6101 · Audit Fees	150	175	200
6103 · Admin & Finance	12,915	12,915	12,915
Total 6100 · Contract Services	13,065	13,090	13,115
6200 · Board Expenses			
6201 · Annual General Meeting	300	-	300
6202 · Trustee Recognition	250	-	250
6203 · Membership to Affiliate Orgs	550	528	-
Total 6200 · Board Expenses	1,100	528	550
6300 · Trustee Projects			
6302 · Trustee Education & Development	15,000	14,759	15,000
6303 · Loinne McRae Award	-	928	977
6304 · Trustee Awards	250	-	250
6306 · Trustee Resources	615	-	615
Total 6300 · Trustee Projects	15,865	15,687	16,842
Total Expenses	32,500	31,937	32,902
Excess of Revenue over Expenses	-	-	-
<hr/>			
Operating Reserve Fund Balance, Beginning of Year			36,706
Transfer to Operating Budget for Trustee Education & Development			(6,925)
Projected Operating Reserve Fund Balance, End of Year			29,781

Alberta Library Trustees Association
Statement of Financial Position
As of March 31, 2024

	Mar 31, 24
ASSETS	
Current Assets	
Chequing/Savings	
1100 · TD Chequing Account	52,284.86
Total Chequing/Savings	52,284.86
Accounts Receivable	
1300 · Accounts Receivable	715.13
Total Accounts Receivable	715.13
Other Current Assets	
1200 · Prepaid Expenses	1,383.42
Total Other Current Assets	1,383.42
Total Current Assets	54,383.41
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
TOTAL ASSETS	54,383.41
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2400 · GST/HST Payable	-78.75
Total Other Current Liabilities	-78.75
Total Current Liabilities	-78.75
Total Liabilities	-78.75
Equity	
3100 · Operating Reserve	36,706.02
Net Income	17,756.14
Total Equity	54,462.16
TOTAL LIABILITIES & EQUITY	54,383.41

Alberta Library Trustees Association

Statement of Operations

January through March 2024

	<u>Jan - Mar 24</u>
Ordinary Income/Expense	
Income	
4100 · Project Grants	
4102 · Lorne McRae Grant	977.00
Total 4100 · Project Grants	<u>977.00</u>
4200 · Service Income	
4201 · Membership Fees	20,595.00
Total 4200 · Service Income	<u>20,595.00</u>
Total Income	<u>21,572.00</u>
Gross Profit	21,572.00
Expense	
6000 · Administration Expenses	
6003 · Insurance	332.01
6007 · Website & Domain Name	110.52
6008 · Bank & Merchant Fees	144.58
Total 6000 · Administration Expen...	<u>587.11</u>
6100 · Contract Services	
6103 · Admin & Finance	3,228.75
Total 6100 · Contract Services	<u>3,228.75</u>
Total Expense	<u>3,815.86</u>
Net Ordinary Income	<u>17,756.14</u>
Net Income	<u><u>17,756.14</u></u>

Alberta Library Trustees Association
Statement of Cash Flows
January through March 2024

	<u>Jan - Mar 24</u>
OPERATING ACTIVITIES	
Net Income	17,756.14
Adjustments to reconcile Net Income to net cash provided by operations:	
1200 · Prepaid Expenses	-885.47
2000 · Accounts Payable	-4,831.96
2200 · Deferred Membership Fees	-15,020.00
2400 · GST/HST Payable	-78.75
	<hr/>
Net cash provided by Operating Activities	-3,060.04
Net cash increase for period	-3,060.04
Cash at beginning of period	55,344.90
Cash at end of period	<u><u>52,284.86</u></u>