

# MEETING AGENDA – EXECUTIVE MEETING

## MEETING INFORMATION

---

***Date: May 25, 2019***

***Time: 8:30 am***

***Attendees:***

## PREPARATION FOR MEETING

---

***Please Read: Minutes of the Executive Meeting May 3<sup>rd</sup>, 2019***

## ACTION ITEMS FROM PREVIOUS MEETING

---

1. Send email to all Board members and Library Boards, along with a copy of the letter that was sent to the minister, to ask for stories from their libraries – Larry Tiedemann
2. Direction to Advocacy Committee to have meeting and to draft terms of reference and bring back to Executive Committee – Advocacy Committee
3. Send out an information package for Chair and Zone representation elections and committee elections – Terri Hampson
4. Decision on internally restricted vs. earmark reserves – Policy Committee
5. Direction for Julie to investigate costs of different websites – Julie Walker
6. Direction for Julie to explore some costs of getting a Parliamentarian to attend our Board meetings – Julie Walker

## REPORTS

---

1. LMC Report
2. Chair's Report
3. Director's Report
4. Financial Report
5. Policy Report

## AGENDA ITEMS

---

1. Additions to agenda
2. Approval of Minutes from May 3<sup>rd</sup>, 2019
3. Building Committee
  - Motion for contracts
4. Personnel – In-camera

## NEW ACTION ITEMS

---

Next Executive Meeting will be held on

# MEETING MINUTES – EXECUTIVE MEETING

## MEETING INFORMATION

---

**Date:** May 25, 2019

**Time:** 1:00 pm

**Attendees:** Vicky Lefebvre, Maxine Fodness (for Laurent Amyotte), Jill McLuckie, Warren Griffin, Craig Lukinuk, Elaine Sorochan, Cyndy Heslin, Justin Thompson, Larry Tiedemann, Julie Walker, Kelly McGrath, Heather Elliott, Tracy Paradis

**Missing:** Karen Shaw, Terri Hampson

Meeting called to order at 1:00 p.m.

## ACTION ITEMS FROM PREVIOUS MEETING

---

### REPORTS

---

1. LMC Report
  - no report
2. Chair's Report
  - no report
3. Executive Director's Report
  - no report
4. Financial Reports
  - no report
5. Policy Report
  - no report

### AGENDA ITEMS

---

- Vicky Lefebvre is the new Board Chair for NLLS
- Vice-Chair required for Executive Committee
  - Craig nominates Warren – Warren accepts
  - Cyndy nominates self
  - Elaine nominates Larry – Larry accepts
  - Warren declared as Vice-Chair

#### **Motion to destroy ballots – Craig Lukinuk – carried**

- Parliamentary
- develop a by-law with procedures on how meetings need to be conducted
- direction to have Policy Committee look at PLSB on their procedures for Board meetings

#### **Motion to have Policy Committee to draft a procedural by-law for meetings – Jill McLuckie – carried**

- send letters to Parliamentarians thanking them for their time and letting them know the Board has decided not to proceed
- Committees
  - Vicky will send letter to all Committees asking for them to elect a Chair and letting them know they need to set up their meeting times
- Finish the Executive Director review
- Board members liked the set-up of the Boardroom
- LMC draft minutes to be sent to Executive Committee once they are received by Administration; Jodi will discuss at next LMC meeting and report back to Executive
- We will use links to send reports for the Executive and Board meetings
- Discussed the format of minute taking – decided that only motions will be recorded in the minutes and notes will accompany in the binder.

Meetings Dates and Times:

**Executive Meetings:**

Friday, June 21, 2019 at 10:00 a.m.  
Friday, August 2, 2019 at 9:00 a.m.  
Saturday, September 21, 2019 at 8:30 a.m.  
Saturday, November 23, 2019 at 8:30 a.m.  
Saturday, February 29, 2020 at 8:30 a.m.

**Board Meetings:**

Saturday, September 21, 2019 at 10:00 a.m.  
Saturday, November 23, 2019 at 10:00 a.m.  
Saturday, February 29, 2020 at 10:00 a.m.

**NEW ACTION ITEMS**

---

- Review policy on distribution of Executive Minutes – Policy Committee
- Send letters to Parliamentarians thanking them for their time and letting them know the Board has decided not to proceed

**Motion to adjourn 2:05 p.m. – Craig Lukinuk – carried**

**Approved By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Chair report to the Executive Committee  
May 3, 2019

The main reason my report is not in your package, is because I expected events at Jasper would have to be part of the report.

First, Julie and I, have continued to present our report to our partners. We are continuing to present to municipalities who have requested our attention. In April we had a request from the Viking Library Board (Apr 9) and the Holden presentation (Apr 15) was a joint presentation to the Council and to the Library Board. The response to our presentation continues to be good; however, both of the Library Boards raised new questions. Both of the Boards were concerned about Northern Lights customer service. Both of these Libraries are small and need Northern Lights to do more for them. Both of these Libraries feel they don't have the staff time to take full advantage of what Northern Lights has to offer. This needs further discussion. With our current shortage of staff, I'm not sure we have more support to give either!

Now to Jasper. As always, the Jasper Library Conference was a good conference, with many opportunities to discuss common concerns with other trustees from around the province. The course content, as usual, was good. However, this year, there were more meetings with the other system chairs and directors, than in past years.

This year there were changes to discuss. With a new Provincial Government (as of April 16), there was lots of speculation as to what to expect from the new Government; lots of ideas of what to expect in the days to come. On April 30<sup>th</sup>, the new premier was to appoint his new Ministers, and there was a fear Libraries would be moved to the Culture Ministry. Thankfully, Libraries have remained in Municipal Affairs.

A Systems, and Nodes, meeting was organized by Yellowhead, and hosted by St Albert Library, on Friday night. Lots of ideas were tossed about, until an agreement was reached. First, a congratulatory letter would be sent to the new Minister (Kaycee Madu), as soon as possible after his appointment is announced. This letter was sent on May 1<sup>st</sup>, with all of the systems and nodes logos on the letterhead and signed by all of the Chairs. By sending just 1 letter, from everyone, it shows the Minister the Library Community is standing together, and working together. Since the Minister will be receiving many letters, we wanted to do something to make sure our letter gets noticed. As far as I know, this is the first time all of the Systems, and the Nodes, have signed a single letter.

This was a great first step, but the next step moves to the Libraries. We need to gather, and forward to the Minister, stories from our patrons, to show how Libraries are being used, by the public, to achieve "the Alberta Government goals of strengthening our economy, seeking a smarter approach to innovation, and welcoming and supporting newcomers and creating a better place for Albertans to raise their children." This is just the beginning of a long term campaign.

It was felt, the first step had to be done immediately; the next steps are a lot less urgent but are also quite important. The goal is to maintain our current Library funding from the Provincial Government, and to begin the work to increase the contribution by the Province.

Thanks

Larry Tiedemann

# LIBRARY MANAGER'S COUNCIL REPORT

NLLS Executive Meeting – May 25, 2019

---

## LMC Executive

- Jodi Dahlgren, Chair (Wainwright Public Library)
- Tracy Woloshyniuk, 1st Vice Chair (Newbrook Public Library)
- Donna Williams, 2nd Vice Chair (Vegreville Public Library)
- Isabelle Cramp, Secretary (Morinville Public Library)
- Maureen Penn, Past Chair (Lac La Biche County Libraries)

## Innovative User Group Conference

I also had the opportunity to attend the IUC conference in Phoenix, AZ from May 5-9, 2019. The conference included sharing what the plans are for Innovative and Polaris for 2019 and beyond. The CEO, Jim Tallman stepped down to Executive Chairman due to health reasons and the new CEO was announced to be Shaheen Javadizadah. Another announcement that was made was that Innovative is developing a new ILS system. They already have developed the discovery layer (for web searching) and will follow with the ILS portion. I attended the following sessions.

### *Polaris Roadmap and Strategy – Polaris 2019 and Beyond*

Polaris priorities are as follows: enhancements informed by idea lab, continued enhancements to Leap, transformative patron experiences with Inspire Discovery, security, privacy and accessibility requirements and 2+ major releases per year. They explained what will be happening with the two updates in 2019 and the plans for the 2020 updates.

### *Using Polaris Leap Web application*

This session went through details on using Leap for Library staff.

### *Collection Analysis Tool*

This is a tool that a library created to even out their collection between branches.

### *Polaris Reporting for Staff Accountability*

The library system presenting this session created a report to see how quickly the various branches checked in the shelf ready items. They tracked how this affected the number of circulations and how quickly holds were filled for patrons. Then, they created a report to if branches are finding items on their picklists daily. They shared this information with all branches and it created a bit of informal rivalry and pushed staff to improve performance.

### *Full Time Supervision for the Part Time Employee*

Supervising employees can have several issues and this session went through different types of issues and ways to prevent or deal with them. We went through hiring the right person, orientation, on the job training, motivating staff and volunteers and evaluations.

### *Polaris Prioritization – Spend your money wisely*

Innovative has an Idea lab for Polaris where users can submit ideas for enhancements. We were split into groups, given 10 ideas that had been submitted to Idea Lab and takes with going through them and choosing which one we would spend our "\$100" on. It was a very interesting process to go through and we were able to see how it works for the Innovative team.

### *Polaris Circulation Forum – Q & A Open discussion*

This session was a round table type discussion sharing ideas for both using Polaris and library service in general. Some of the interesting things discussed were how there are several libraries are going fine free. Some mentioned that they do automatic renewals and one has a seven-day grace period. It was also mentioned that a large number of libraries removed the security gates. In addition to the gates being finicky, they felt that it creates a negative impression when a patron first comes into the library by telling them that we do not trust them. There was also discussion over finding items on the shelf that missed being checked in. Several libraries shared procedures that they have implemented in order to alleviate this such as checking in 10 items, checking the screen and then clearing the screen after making sure all 10 were checked in. Another method was double check in where one staff member checks in and places in a box and a second staff member check them in again to make sure.

### *You Should Know This by Now – Getting your staff tech skills on the same page*

I thought this session was amazing!! This library system created a checklist for technology competencies that each off their staff should know. The competency checklist is different for each staff position based on what is required for them to do their jobs. The list needs to be very specific and they included everything from running Polaris to using the photocopier to setting the voice mail on the phone. Everyone in the library system completes the checklist, from the Library Director down to the pages. Their process involved developing the competencies and then distributing them to staff. The staff were given 2 months to prepare and they found during this time, there was a lot of team building going on between staff. When it came time to do the assessment, they had a supervisor go through each point on the checklist with each employee. The employee needed to demonstrate that they could do each item without prompting in a reasonable amount of time. They decided that each employee needed a 95% to pass. I thought this would be a great thing to utilize in any library or system and could also be used as a training tool for new staff or as a self-train tool for employees.

### *The Library as a Community Hub – A Discussion Forum*

This session asked the question "Why can't Libraries be the hub of the community?" Libraries are already doing great things such as Storytime, makerspaces, hot spots, geocaching, lending sports kits, adult education, movie nights and so much more. The library system in Los Angeles has just announced that they will be doing a high school diploma program. There was some great discussion and one of the things that stood out was the partnerships with the schools. There were a few libraries that reported they use the student ID cards as their library cards instead of issuing another card for the student. There were also several libraries that were very integrated with the school divisions and all the kids get a free library card. It was an "opt out" vs. "opt in" system

so the school shared the information with the library unless the parent said no. The libraries promoted it to the school as we are saving you xx amount of money because now you can use our databases instead of subscribing yourselves. Another couple of libraries had a library work service delivery system where patrons can place holds and the items will be delivered to their workplace.

#### *Taking Your Library to the Next Level – A Lightning Round*

There were supposed to be three people presenting in this session and one had some flight issues and didn't make it. The first presenter was from Innovative and talked about what is ahead in workshops and training for Polaris. They are building some onboarding type of programs that Polaris users will be able to use when they are newly hired. They have training subscriptions that can be purchased and can do workflow analysis and consulting to identify opportunities for improvement. The second presenter talked about cataloguing and authority control. The third presenter was supposed to talk about email marketing which is what I was most excited about.

#### *What's New in Polaris and Leap*

This session discussed what has happened in the last couple of Polaris upgrades and what is in development for the next few upgrades. They did state that Innovative's plan is no longer to fully develop Leap. They will still do updates but likely Leap will never have the acquisitions and cataloguing portion. The new plan is to develop the new ILS Inspire and libraries can choose to move over to the new one if they like.

#### *Leap Training on a Budget – Let FOSS Work for You*

The last session I attended was using Free and Open Source Software (FOSS) to create training videos that staff can access.

## Updates

Smoky Lake Public Library is turning 75 in 2019 and they are holding a celebration on June 12, 2019. There will be a family BBQ from 3-5pm and an adult "wine and cheese" event with presentations from 6-8pm. Congratulations Smoky Lake Public Library on 75 years of great service to your community!

## LMC Meeting

We have a Library Manager's Council meeting on Wednesday, May 22, 2019 where we will be discussing another system's Interlibrary Loan procedure and how it is affecting us. We will also be asking Library Managers for feedback on Polaris reports and if we would like to see additions or tweaks to make them more useful.

Our Next LMC Meeting is on October 2, 2019 at 10am.

Respectfully Submitted  
Jodi Dahlgren, LMC Chair  
librarian@wainwrightlibrary.ab.ca

# *Executive Director* **NLLS REPORT**



**May 2019**

## **Staffing:**

1. NLLS this year hired 4 summer students.
  - a. Summer reading program – Cari Graus (returning)
  - b. IT – Jacob Drombroski (new)
  - c. 2 for Admin and bib services – Dana Gibson (new) & Sam Pindroch (new)
2. Heather received her MLIS so we were up to 4 MLIS, for a day. Kayla in public services handed in her resignation the following day. Kayla is going to Banff Public Library, and we wish her well.
  - a. Job ads have been posted to Library Partnership Board (across Canada), Foothills Library Association (Alberta), Linked in, Indeed, List serves, the NLLS website and social media. We have also approached the UofA faculty of Information science for new MLIS to try to entice more candidates. New strategy for retaining MLIS professionals is the idea of a work at home scenario to work with the libraries that are closer to the Edmonton area. This position will be under the new PS manager.
  - b. Interviews started the week of the 13<sup>th</sup> May for both the public services and the bib services. The prospects look good in filling at least one of these positions very soon

## **Contracts and New Negotiations**

1. NLLS has Just signed a contract for Lynda.com, a learning database. This database will be set up by the end of May. We will have 75 concurrent user accounts for a system our size. Patrons can access Lynda from anywhere at anytime and on any device. After 20 minutes of inactivity the patron will automatically be logged off.
3. At ALC I met with several vendors. TRAC is looking at RBDigital amalgamation for their magazines, negotiating 200 titles instead of the 50 for about the same price. With the indigenous funding I am also looking at partnering with a company called whitehots for their popup library service. I am looking at buying



# *Executive Director* **NLLS REPORT**



one of the popups and trying them out in those service areas, if it is successful then we I will have talks with those libraries and gather their thoughts on the device

4. TRAC has also signed a contract for SOLUS: a mobile app that helps with digital literacy and inclusion. It offers patron discovery, full account access and intuitive interface that transcends the physical library into a virtual space. TRAC released the contract with Boopsie over a year ago due to maintenance issues, plus the interface was not very intuitive. Kelly and I saw SOLUS at ALA last year and brought it to the group for discussion, several apps were discussed and SOLUS is what was decided on.

## **Professional Development and Meetings**

1. 3 NLLS staff members, the LMC chair and the 4 board members attended ALC on behalf of NLLS. 3 staff members (technicians) went to the Alberta Library Technicians Association. 1 staff member will be going to Interop. 1 staff member went to Ontario Library Association. 2 staff members – myself and Kelly – and the LMC chair attended the Innovative User Group. I continued on to the Director's Link symposium where Michelle Tombs and myself met with our new iii representative to negotiate a new strategic plan. Both Michelle and I have reservations as to how Innovative will continue to develop Polaris and Leap; therefore, we are starting to meet with other ILS vendors to see what else is out there. That week we met with an OCLC representatives that have a new ILS platform called WISE that has just taken over some Polaris customers.

## **Presentations**

1. Larry and I have presented to 20 council and 1 library board. My team and myself have also visited a library board to help provide solutions for the board and library manager.

# *bibliographic* **NLLS REPORT**

---

**May 2019**

- We have two summer students that will be working in the bibliographic services department relieving for drivers, ILL and processing.
- Currently, cataloguing has a back log of 4 to 6 weeks
- Smart Apple, knowbuddy and JAppleseed are on display for library managers to browse
- Approximately 40% of the overall book allotment has been spent with 3 libraries spending 100%
- Ashley, Darby and Rhonda attended the Alberta Association of Library Technician conference
- Dolores attended the Alberta Library Conference
- Diane has sent out fund reports to the libraries on what is spent, what is encumbered and what they have left
- Diane is willing to do Bibliographic services training with the libraries on a one on one. If you require to go through Acquisitions and the CCD tool training, please contact Diane.
- Packaging AV materials reminder: if you do not have the AV cardboard packs please wrap the AV materials in bubble wrap and then secure with a rubber band.
- We have a few of our libraries that are repackaging their AV materials into plastic cases and sleeves for a small charge. If you require this service, then let Dolores know



# BOARD REPORT

---

## IT Report for May 2019

- The new wireless access points have been rolled out and are all in place.
- The test of the open wireless for two of our libraries have been successful, we have included two more libraries and will continue monitoring the bandwidth load
- The second quarterly purchase of computers for our libraries has just started, we will be getting quotes from our vendors shortly.
- NLLS IT staff is currently doing conducting a forensics on our network, we may be asking to leave equipment at libraries to help in this objective
- In the month of April our Exinda (traffic shaper) went offline, during this time many of our libraries, Non-NGN sites, experienced a major slow down of the internet. This has been rectified and the Exinda has been replaced.
- One of our VR labs are down due a repair that is needed on the laptop, the second on is up and functioning as normal
- We have sent out an email on the discontinuation of Windows 7 Pro, and with any library that has asked we have sent the inventory we currently have for them.
- During the next few months we will be having a staff member and our IT summer student going to all libraries to do an update of the computer inventory.
- The NLLS Fortigates will have the warranty upgraded in June, I have decided to go with a 3-yr. warranty as the Forigates currently handles all of our needs, and barring any major unforeseen changes will continue to do so for the next 3 yrs.

# marketing

















## NLLS REPORT

### Executive / Board Meeting

Saturday May 25, 2019

### Social Engagement

Examples of top posts from NLLS Facebook:

05/08/2019 7:00 AM		What a great tip 🙌			6.8K	
03/30/2019 9:14 AM		Libraries add value to their communities and the 2018 statistic			2.6K	
01/16/2019 1:42 PM		Family Literacy Week and Winter Reading Program!!! What an			2.1K	
05/01/2019 10:20 AM		Be a research Hulk ;) If you need assistance with citations; visit:			1.9K	

- Be a social media ambassador; support libraries and the systems on social media to build community excitement and spread the word that libraries are so much more than books

### Website

- Under the Board → Agenda organized by dates
- Under the Board → Minutes organized by dates
- Under the Board → Board-Exec Reports you will notice an 'ALL REPORTS PER MEETING' added at the end of the list. Clicking on 'All Reports per Meeting' will display all of the reports/financials/handouts alphabetically and organized by the dates of the meetings.
  - Under the Board-Exec Reports, you will still be able to search for a specific report from the list
- Library Manager's website update:
  - Areas that the managers have requested improvement is the eResource page (Completed) and the document library because of the difficulties locating document (the document library has added categories and a naming convention was created).
  - An eResource promotional material page has been created with links to promotion material available directly from the individual eResource (may include print ready material, both website and social media graphics)

### Social Media



#### Statistics

##### Facebook:

Oct 25 likes – 399  
Feb 11 likes – 432  
May 13 likes - 444

##### Twitter:

Oct 25 - 234 followers  
Feb 11 - 242 followers  
May 13 - 242 followers

##### Instagram

Oct 25 - 215 followers  
Feb 11 – 226 followers  
May 13 – 231 followers

##### Pinterest

Feb 11 - 168  
monthly views  
May 13 – 1429  
Monthly views

##### LinkedIn

Oct 25 - 15 followers  
Feb 11 – 15 followers  
May 13 – 16 followers

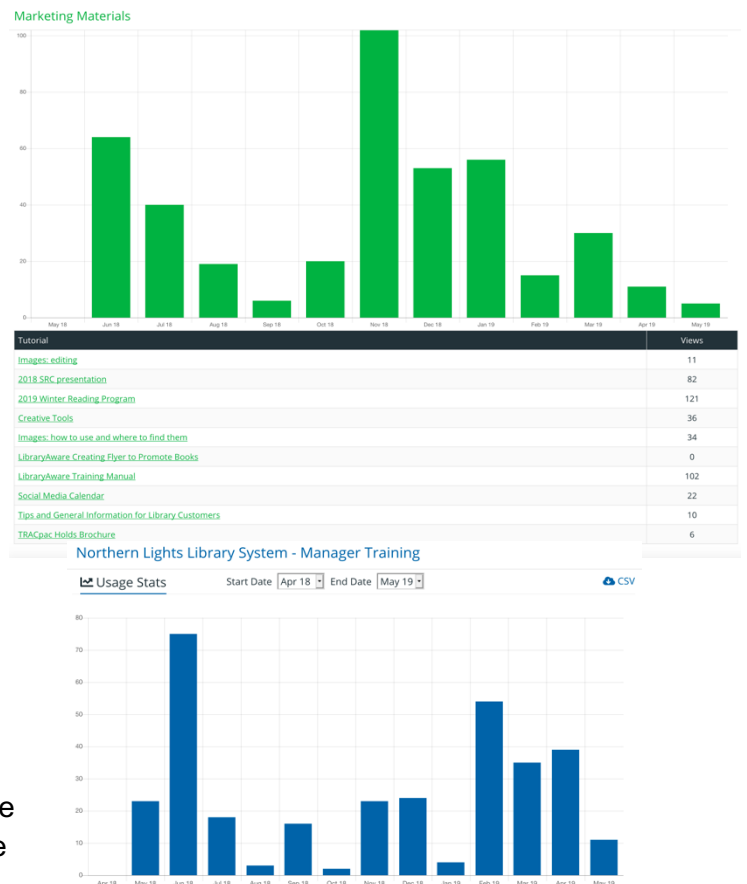


## Library Aware

- To better assist libraries, an online Marketing Request Form is available on the website: <https://nllsadmin.wufoo.com/forms/z11iqeus0gg05ql>. The request is sent to the helpdesk.
- one-on-one tutorial are available, contact for an appointment.
- The tipsheets for eResources and promotional posters are available on the manager's website; they can be printed and used but if the library would like to have their own branding it must be edited in LibraryAware

## Niche Academy

- 19 tutorials have been added between Jan - March
  - Completed an integration of the Manager Training Academy & Marketing Material Academy into one so that all tutorials display on one page
    - **Public tutorial:** Feb – 181 views, Mar – 252 views, April - 355 views & May 196
    - **Manager tutorials:** Feb – 54 views, Mar – 35 views, April – 39 views & May – 11 views
    - **Marketing tutorials:** Feb – 15 views, Mar – 30 views, April – 11 view & May – 5 views
- The stats from the Marketing Material Academy did not transfer once the two academies merged but I have a screen shot of that data (green) and included the usage for the managers training over the year
- Included at the end of the report are the usage stats – name of the tutorial and the number of times the tutorial has been reviewed since the beginning of the Manager's Training Academy, May 2018.



Tutorial	Apr 18	May 18	Jun 18	Jul 18	Aug 18	Sep 18	Oct 18	Nov 18	Dec 18	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Total
Polaris Training by Jodi Dalgren	0	0	0	1	1	5	0	11	0	0	30	1	0	0	49
Posting to the Database	0	0	0	0	0	0	0	2	0	1	0	0	0	1	4
How to create inventory reports using Simply reports	0	0	0	0	0	0	0	0	0	0	0	1	0	1	2
Setting Up and Using Offline Circ Form by Richard Kenig	0	0	0	0	0	0	0	0	0	0	1	9	0	0	10
VDX Manual for Member Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Social Media Calendar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Facebook – From Signing Up To Setup	0	0	0	0	0	0	0	0	0	0	0	0	4	0	4
Instagram – Share Your Moments	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
LinkedIn – Social Networking for Job Seekers and Professionals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pinterest – The World's Catalog of Ideas	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Twitter – For People Who've Never Tweeted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Microsoft Office - Word	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Microsoft Office - Excel	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Microsoft Office - PowerPoint	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Microsoft Office - Publisher	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Microsoft Outlook	0	0	0	0	0	0	0	0	0	0	6	0	0	0	6
Checking the Funds Account	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Creating an Order using ULS Website	0	0	0	0	0	0	0	0	0	0	0	1	1	0	2
How to Fill Out Cataloguing Sheet	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Printing an Invoice: Amazon & Chapters	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
Steps to Add Items in Polaris	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3
Volume Control Manual	0	0	0	0	0	0	0	0	0	0	0	6	2	2	10
Working with the Collaborative Collection Development (CCD) Tool	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
Computer Basics	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Internet Basics	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Windows Basics	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3
IT - Deepfreeze How to Guide	0	0	0	0	0	0	0	0	1	0	9	8	2	0	20
Inventory: How to Guide Computer: Name, RAM, OS	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3
Inventory: How to Guide: Printers	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1
Inventory: How to Guide: Software	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Minecraft Guide	0	0	0	0	0	0	0	0	0	0	0	2	0	1	3
Scan to Email Setup for Libraries	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2
TRAC Operational Guidelines	0	0	0	0	1	0	0	1	2	0	0	0	0	0	4
TRACpac Holds Brochure	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
How to Place a Hold on a Multi Part Item	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Tips and General Information for Library Customers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TRACpac Bookmark	0	0	0	0	0	3	0	2	1	0	0	0	0	0	6
ALA - Code of Ethics	0	0	0	0	0	0	0	0	0	0	1	0	1	0	2
Code of Ethics for New Directors	0	0	0	0	0	0	0	0	0	2	5	0	6	0	13
LibraryAware Creating Flyer to Promote Books	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
LibraryAware Training Manual	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Website - Adding Hyperlinks	0	2	30	2	0	2	1	0	0	0	0	2	0	0	39
Website - Create an Event	0	9	18	0	0	1	0	0	0	0	0	0	0	0	28
Website - Linking NLLS eResource Page	0	0	0	0	0	0	0	3	12	0	0	1	0	0	16
Website - Creating and Adding Photo Album	0	0	13	0	0	1	0	0	8	0	0	0	5	0	27
Website - To Promote Library Events	0	12	14	14	0	0	1	3	0	0	0	0	0	0	44
Website - updating library hours	0	0	0	1	0	4	0	1	0	0	1	0	0	0	7
Weeding Guidelines	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Factors in Selecting Library Materials	0	0	0	0	0	0	0	0	0	1	0	1	1	1	4
Weeding Philosophy & Method	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Selection Tools Available to NLLS Members	0	0	0	0	0	0	0	0	0	0	0	0	0	1	1
Creating a Tutorial	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
Staff Information about ME Libraries	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
The Alberta Library Card	0	0	0	0	0	0	0	0	0	0	0	0	3	0	3
TAL card Procedure	0	0	0	0	0	0	0	0	0	0	0	0	1	1	2
Creative Tools	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Images: how to use and where to find them	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Images: editing	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2019 Winter Reading Program	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2018 SRC presentation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	23	75	18	3	16	2	23	24	4	54	35	39	12	328



# *public services* **NLLS REPORT**

---

## **Board Meeting Report: May 25, 2019**

### **Winter Reading Program:**

The Winter Reading program, “*Get Your Mitts on a Good book!*” was a complete success with 954 participants reading a total of 23003 hours. The winners of the tablets were Kya N. from Vegreville Centennial Library, Easton E. from Cold Lake Public Library, Tara S. from Chauvin Municipal Library, Kelly B. from Morinville Public Library, Cheryl O. from Holden Municipal Library, and Patricia M. from Rochester Municipal Library.

### **NLLS Conference:**

Northern Lights will hold its next conference on May 28<sup>th</sup> and 29<sup>th</sup> 2020. We have decided to move our conference to May instead of September, when it had been held in the past, to avoid the conflict of over lapping conferences that we have encountered with other system conferences for the past few years. This will be a wonderful time celebration Northern Lights Library System’s 30 years!

### **Summer Reading Program:**

The Entertainer this year is a magician named Steve Harmer. Steve is a teacher and principal from Calgary, who left teaching 16 years ago to pursue his dream and now combines his skills as a professional educator with his skills as a professional performer using magic, juggling, unicycles, storytelling and music to deliver messages. He has presented inspiring programs to over 3300 schools in Western Canada.

The promotional prizes have been ordered, and will be distributed to the libraries shortly. We are still waiting on the t-shirts and bags.

### **Block Collections:**

We’ve recently recalled all of the block collections that had been out longer than a year and we’ve seen some great turn over on the block collections that our libraries have out, and we hope that more libraries will continue to borrow our resources that we have available, including our Storytime kits and escape room kits.

### **Consultant Visits:**

As always, the consultants in Public Services are happy to come to member communities and help with staff or board training. Please give us a call or ask us for a copy of our Consultant Form to fill out. If you would like to see broader training opportunities offered regionally or at the system headquarters, let us know that as well. We hope that our member library staff are directing patrons to Niche Academy (<https://my.nicheacademy.com/v2/nlls>) for their library training needs. If you would like to see any training resources added, please let us know!

# *public services*

# NLLS REPORT

---

## **Makerspace Collections:**

A request for a quote has been submitted to Wintergreen Learning Materials for Makerspace programming kit materials. It was for Ozobots, a Gear building set, a construction set for children, and a LittleBits set. When they come in, they will be available for libraries to borrow to enhance their programming.

## **Indigenous Popup Libraries:**

A MOU was signed between NLLS and the Fishing Lake Metis Settlement for pop-up library service on the Settlement. It will be run by Shannon Souray, the Literacy Facilitator with Acimowins Literacy. The first pop-up was held April 16, and was very successful.



# Creative ways to procure MLIS candidates

## Advertising

1. Currently advertising on:  
NLLS website  
Subscribed list serves  
Foothills Library Association website, Alberta  
Partnership Job Board, Canada  
Linked-in that is linked to the job site Indeed  
Social media
2. Advertise on the ALA job site. ALA is the largest library association in the world and advertises for US and Canada.

If there are no suitable candidates from the above resources the following could be the next steps for recruitment

## Build a talent pool

3. Attend job fairs at universities that hold the MLIS program, build a talent pool
4. One University has a placement program for 3 and 6 months, after they graduate there could be the opportunity to hire the student and to build the talent pool

## Alternative Recruitment Methods

5. Hire a head hunter
6. Change the location after training so that the employee could work from home, closer to Edmonton or surrounding area. Conditions would apply.
7. System Librarians  
Hire librarians that are already within the system. One MLIS HQ position could potentially be split between the librarians interested in this position. Talks and negotiations would have to happen between NLLS, the librarians, and the Local library board, as to how this would look. Reports to the PS Manager.

# Northern Lights Library System

Balance Sheet As at 03/31/2019

## ASSET

### CURRENT ASSETS

Petty Cash	210.00	
USD Exchange Acct	5,154.20	
ATB Chequing Account	1,512,925.52	
ATB US Chequing Account	139.20	
ATB Investment Acct	1,538,855.19	
CASH TOTAL		3,057,284.11
A/R - General	28,763.95	
A/R - Yearend	2,150.14	
Allowance for Doubtful Accounts	-777.31	
AR Total		30,136.78
Prepaid Expenses and Deposits	77,650.67	
Total Prepaid		77,650.67
<b>Total Current Assets</b>		<b>3,165,071.56</b>

### FIXED ASSETS:

Vehicles	201,133.93	
Accum Amort - Vehicles	-119,842.33	
Computer Equipment	233,187.74	
Accum Amort - Computer Equipment	-204,811.00	
Furniture & Equipment	83,109.39	
Accum Amort - Furniture and Fix	-44,925.06	
Parking Lot	81,000.00	
Accum Amort - Parking Lot	-21,600.00	
Building	2,894,640.88	
Accum Amort - Building	-731,502.03	
Land	50,000.00	
Total Fixed Assets		2,420,391.52
<b>Total Fixed Assets</b>		<b>2,420,391.52</b>

<b>TOTAL ASSET</b>	<b>5,585,463.08</b>
--------------------	---------------------

## LIABILITY

### Current Liabilities

ATB Credit Card	31,189.89
Year Accounts Payable	12,500.00
Accounts Payable	39,320.28
Vacation Payable	34,477.76
Vacation Payable Link	1,453.18
El Payable	5,182.35
CPP Payable	12,313.02

Federal Income Tax Payable	11,218.95	
Rec Gen Payable: Total		28,714.32
R.R.S.P. Payable	-362.36	
Extended Health	-277.78	
Dental	-645.94	
LTD	-1,226.81	
STD	-930.54	
Other Deductions Payable	-788.02	
Deduction Payables Total		-4,231.45
WCB Payable		1,066.14
GST Charged On Operating Sales	-737.07	
GST Paid On Operating Purchases	-20,236.24	
GST Paid - Exempt Purchases	-9,436.03	
GST Total		-30,409.34
Library Acquisition Accounts		7,993.44
Deferred Grant Contributions		155,409.14
Deferred Contributions		1,247,080.45
<b>TOTAL CURRENT LIABILITIES</b>		<b>1,524,563.81</b>
 <b>Libraries Collection Development</b>		
Collection Development		411,936.67
<b>TOTAL - UNUSED COLLECTION DEVELOPME</b>		<b>411,936.67</b>
 <b>TOTAL LIABILITY</b>		<b>1,936,500.48</b>
 <b>EQUITY</b>		
 <b>Retained Earnings</b>		
Current Earnings		110,592.72
Opening Retained Earnings		2,365,058.81
Capital surplus		1,173,311.07
<b>Total Retained Earnings</b>		<b>3,648,962.60</b>
 <b>TOTAL EQUITY</b>		<b>3,648,962.60</b>
 <b>LIABILITIES AND EQUITY</b>		<b>5,585,463.08</b>

Generated On: 05/13/2019

So the motion is carried. Tracy can you please record this and add it to the executive agenda on May 25th.

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: casperti <[casperti@telus.net](mailto:casperti@telus.net)>  
Date: 2019-05-06 7:36 p.m. (GMT-07:00)  
To: "laurent.amyotte" <[laurent.amyotte@gmail.com](mailto:laurent.amyotte@gmail.com)>, [jmcluckie@mannville.ca](mailto:jmcluckie@mannville.ca), craig lukinuk <[clukinuk@smokylakecounty.ab.ca](mailto:clukinuk@smokylakecounty.ab.ca)>  
Cc: Barry Bruce <[barryrebruce@gmail.com](mailto:barryrebruce@gmail.com)>, 'Daryl Frank' <[daryl@vokitscoty.ca](mailto:daryl@vokitscoty.ca)>, Shaun Karst <[shaun@jen-col.com](mailto:shaun@jen-col.com)>, Bryce Knutson <[bknutson@jen-col.com](mailto:bknutson@jen-col.com)>, NLLS Reception Tracy <[tparadis@nlls.ab.ca](mailto:tparadis@nlls.ab.ca)>, Julie Walker <[jwalker@nlls.ab.ca](mailto:jwalker@nlls.ab.ca)>  
Subject: Re: Re next building committee meeting

i would also support the motion.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: "laurent.amyotte" <[laurent.amyotte@gmail.com](mailto:laurent.amyotte@gmail.com)>  
Date: 2019-05-06 6:29 PM (GMT-07:00)  
To: [jmcluckie@mannville.ca](mailto:jmcluckie@mannville.ca), craig lukinuk <[clukinuk@smokylakecounty.ab.ca](mailto:clukinuk@smokylakecounty.ab.ca)>, casperti <[casperti@telus.net](mailto:casperti@telus.net)>  
Cc: Barry Bruce <[barryrebruce@gmail.com](mailto:barryrebruce@gmail.com)>, 'Daryl Frank' <[daryl@vokitscoty.ca](mailto:daryl@vokitscoty.ca)>, Shaun Karst <[shaun@jen-col.com](mailto:shaun@jen-col.com)>, Bryce Knutson <[bknutson@jen-col.com](mailto:bknutson@jen-col.com)>, NLLS Reception Tracy <[tparadis@nlls.ab.ca](mailto:tparadis@nlls.ab.ca)>, Julie Walker <[jwalker@nlls.ab.ca](mailto:jwalker@nlls.ab.ca)>  
Subject: Re: Re next building committee meeting

I support the motion.  
Laurent

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: [jmcluckie@mannville.ca](mailto:jmcluckie@mannville.ca)  
Date: 2019-05-06 6:23 p.m. (GMT-07:00)  
To: craig lukinuk <[clukinuk@smokylakecounty.ab.ca](mailto:clukinuk@smokylakecounty.ab.ca)>, casperti <[casperti@telus.net](mailto:casperti@telus.net)>  
Cc: "laurent.amyotte" <[laurent.amyotte@gmail.com](mailto:laurent.amyotte@gmail.com)>, Barry Bruce <[barryrebruce@gmail.com](mailto:barryrebruce@gmail.com)>, 'Daryl Frank' <[daryl@vokitscoty.ca](mailto:daryl@vokitscoty.ca)>, Shaun Karst <[shaun@jen-col.com](mailto:shaun@jen-col.com)>, Bryce Knutson <[bknutson@jen-col.com](mailto:bknutson@jen-col.com)>, NLLS Reception Tracy <[tparadis@nlls.ab.ca](mailto:tparadis@nlls.ab.ca)>, Julie Walker <[jwalker@nlls.ab.ca](mailto:jwalker@nlls.ab.ca)>  
Subject: Re: Re next building committee meeting

I will support the motion as outlined. Jill

Get [Outlook for iOS](#)

On Mon, May 6, 2019 at 6:20 PM -0600, "craig lukinuk" <[clukinuk@smokylakecounty.ab.ca](mailto:clukinuk@smokylakecounty.ab.ca)> wrote:

OK having said that if everyone is comfortable then I will make the motion to pay the remaining amounts to both Jen-Col and Kennedy

Craig

On May 6, 2019 5:43 PM, casperti <[casperti@telus.net](mailto:casperti@telus.net)> wrote:

fair comments Craig. problem is they cant find the actual motion. everyone remembers the discussion happening, but no motion was recorded. doesnt matter why, just that it didnt get done. Better NLLS found this error, not the auditor.

we should be able to put together the motion, using email, and vote on it prior to the exec mtg. Since the exec quite clearly said nothing more to be done until that motion gets passed, there is no point to having an in-person meeting.

thanks

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: craig lukinuk <[clukinuk@smokylakecounty.ab.ca](mailto:clukinuk@smokylakecounty.ab.ca)>

Date: 2019-05-06 5:26 PM (GMT-07:00)

To: "laurent.amyotte" <[laurent.amyotte@gmail.com](mailto:laurent.amyotte@gmail.com)>, [jmcluckie@mannville.ca](mailto:jmcluckie@mannville.ca), Barry Bruce <[barryrebruce@gmail.com](mailto:barryrebruce@gmail.com)>, 'Daryl Frank' <[daryl@vokitcoty.ca](mailto:daryl@vokitcoty.ca)>, Shaun Karst <[shaun@jen-col.com](mailto:shaun@jen-col.com)>, Bryce Knutson <[bknutson@jen-col.com](mailto:bknutson@jen-col.com)>, Larry Tiedemann <[casperti@telus.net](mailto:casperti@telus.net)>, NLLS Reception Tracy <[tparadis@nlls.ab.ca](mailto:tparadis@nlls.ab.ca)>, Julie Walker <[jwalker@nlls.ab.ca](mailto:jwalker@nlls.ab.ca)>

Subject: RE: Re next building committee meeting

I know the board said to get the major problems like windows, flooding etc. Now with the 200K there should be a motion to proceed at the executive level and I am sure we brought that to the main board as well, just not sure of the amount. But we did say proceed with the design at least it will be completed for when the major renovation will proceed. So if we need to do this at the executive meeting before the board meeting then so be it. But I also don't have a problem doing this by e-mail either.

Craig

---

**From:** laurent.amyotte <[laurent.amyotte@gmail.com](mailto:laurent.amyotte@gmail.com)>  
**Sent:** May 6, 2019 4:41 PM  
**To:** [jmcluckie@mannville.ca](mailto:jmcluckie@mannville.ca); Barry Bruce; 'Daryl Frank'; Shaun Karst; Bryce Knutson; craig lukinuk; Larry Tiedemann; NLLS Reception Tracy; Julie Walker  
**Subject:** Re: Re next building committee meeting

Ok fair enough, but unfortunately i cannot attend that meeting.

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: [jmcluckie@mannville.ca](mailto:jmcluckie@mannville.ca)  
Date: 2019-05-06 4:15 p.m. (GMT-07:00)  
To: "laurent.amyotte" <[laurent.amyotte@gmail.com](mailto:laurent.amyotte@gmail.com)>, Laurent Amyotte <[laurent.amyotte@gmail.com](mailto:laurent.amyotte@gmail.com)>, Barry Bruce <[barryrebruce@gmail.com](mailto:barryrebruce@gmail.com)>, 'Daryl Frank' <[daryl@vokitcoty.ca](mailto:daryl@vokitcoty.ca)>, Shaun Karst <[shaun@jen-col.com](mailto:shaun@jen-col.com)>, Bryce Knutson <[bknutson@jen-col.com](mailto:bknutson@jen-col.com)>, Craig Lukinuk <[clukinuk@smokylakecounty.ab.ca](mailto:clukinuk@smokylakecounty.ab.ca)>, Larry Tiedemann <[casperti@telus.net](mailto:casperti@telus.net)>, NLLS Reception Tracy <[tparadis@nlls.ab.ca](mailto:tparadis@nlls.ab.ca)>, Julie Walker <[jwalker@nlls.ab.ca](mailto:jwalker@nlls.ab.ca)>  
Subject: Re: Re next building committee meeting

I am thinking a more legitimate route would be to hold a five minute meeting ahead of the Executive meeting. I don't think an email vote would bear scrutiny from the General Board at this stage.

Jill

Get [Outlook for iOS](#)

On Mon, May 6, 2019 at 3:17 PM -0600, "laurent.amyotte" <[laurent.amyotte@gmail.com](mailto:laurent.amyotte@gmail.com)> wrote:

Good afternoon everyone. Further to our last Executive meeting....We could not find a motion accepting funds and contracts for Jen-Col or Kennedy.

We need to have a motion passed at the building committee level prior to submitting it to the Executive committee so they can ratify and submit to the General board during the May meeting.

We should be able to do this by email.

The motion should read something like this...

.....makes a motion to enter into a construction contract with Jen-Col Construction and Kennedy Architecture to conduct an evaluation, design and implement the pre-construction and design phase. The contract amounts are Jen-Col \$45,000 and Kennedy \$167,000. Can you please reply all and hopefully we can this back on track. Can i get someone to motion?

We will have a meeting in early June after this motion has passed at the board level.

Laurent Amyotte

NLLS building committee chair

Sent from my Bell Samsung device over Canada's largest network.