



LIBRARY MANAGER'S ADVISORY COUNCIL MINUTES

May 27st 2015, NLLS Headquarters, Elk Point, AB

Present:

Maureen Penn (Lac La Biche County) –
Chair
Kerry Trotter (St. Paul) - 1st Vice Chair
Jodi Dahlgren (Wainwright) - 2nd Vice Chair
Stuart Pauls (Vermilion) - Secretary
Rose Alexander (Thorhild)
Kathy Bulmer (Boyle)
Annette Chrystian (Holden)
Mary Anne Penner (Cold Lake)
Isabelle Cramp (Morinville)
Rona Cusack (Myrnam)
Paulina Dechaine (Mallaig)
Amber Fehr (Three Cities)
Connie Forst (Tofield)
Cynthia Graefe (Athabasca)
Laura Hill (McPherson)
Melody Kaban (Smoky Lake)
Betty Lou Kobe (Two Hills)
Julie Krahulec (Wasketenau)
Leah Larson (Irma)
Roxanne Loberg (Vilna)
Shawna Murphy (Edmonton Garrison)
Cheryl Paulichuk (Two Hills)

Mary Anne Penner (Cold Lake)
Miranda Peyton (Mundare)
Marilyn Newton (Innisfree)
Diana Mack (Bruderheim)
Tammy Morey (Rochester)
Sandra Moschansky (Radway)
Marilyn Newton (Innisfree)
Cheryl Pasechnik (Morinville)
Grail Rubin (Gibbons)
Daphne Schnurer (Elk Point)
Carmen Smart (Marwayne)
Ina Smith (Bonnyville)
Mary Anne Sparks (Edgerton)
Colleen Tabish (Kitscoty)
Peggy Teneycke (Bon Accord)
Brenda Walker (Mannville)
Gail Walker (Redwater)
Jennifer Waters (Chauvin)
Donna Williams (Vegreville)
Tracy Woloshyniuk (Newbrook)

Not Attending:

Jennifer Batiuk (Wandering River) – With Regrets
Barb Chlach (Grassland)
Barb Chrystian (Viking) – With Regrets
Tonya Hlushko (Asmont) – With Regrets
Krystal Kinash (Lamont) – With Regrets

NLLS Staff Present:

Diane Babcock
Susan Frisby
Paul Kosa
Darby Mackay
Kim Malette
Patty Matthiot
Margaret Young

Adriene Shapka
Julie Walker
Wei Xuan
Dolores Zacharuk
Brandon Ziomek

NLLS Executive: Arnold Hanson, Board Chair

PLSB: Not Attending

1. **Call to order:** meeting called to order at 10:05am.

1.1. Introductions and welcome

1.2. Approval of Agenda

Motion by Mary Anne Penner to approve the agenda as circulated. Carried.

2. Minutes of the Feb. 25, 2015 meeting

Motion by Jodi Dalhgren to approve the minutes as circulated. Carried.

3. Round Table

Discussion on ALC Conference and various events/programs and issues at the local library level.

4. Reports

4.1 Chair

- At the APLAC meeting there was a discussion regarding eliminating billing between Libraries for lost and damaged items. There are at least two systems who do not send bills and the remaining regions are to discuss this at a future TRAC Director's Meeting.
- There is a movement away from charging membership fees and LAA will be advocating for this practice to be province wide, as well as approaching the PLSB regarding funding to offset those costs.
- Peace Library System has now adjusted their workflow procedure so that new items will only have one barcode.

4.2 NLLS Update – NLLS Board and HQ Staff

Full reports available on the NLLS website under the LMAC tab.

Board Chair Report – Arnold Hanson

- PLSB headed by Bonnie Gray will be doing an organizational of NLLS.
- Many staff changes have been made recently. There is a shortage of staff in public services. It is recommended that library managers be patient with the changes as NLLS seeks to recruit the right individuals for these gaps and rely on other the knowledge/experience of fellow library managers to solve conflicts and issues.

Bibliographic Services – Julie Walker

- Change on volume control guidelines and there will be multiple DVD records to allow for the splitting of combo packs. Please follow the guidelines outlined in the Bibliographic Report when adding these items to TRAC.

- Discussion was held on the suitability of multidisc cases for **all** audio visual materials, given the increase in prices. The majority seem to favour our current policy. Julie recommended revisiting this policy in the future if this is what library manager's want as it was originally managers who decided to have NLLS change all the cases for these materials.

Public Services – Adriene Shapka

- There are no public services librarians on staff at NLLS at this time.
- Adriene has forwarded a list of the new MLAs complete with their contact information should you would like to contact them.
- Update your courier lists to the most current government courier eligible library listing. Print out this list from <http://www.nlls.ab.ca/Interlibrary-Loan>.
- Update your address labels/cards for Canmore.
- Banff will be live in TRAC for resource sharing July 1st.

IT Report – Wei Xuan

- TracPAC app is now live in the google play store.
- TracPAC app is still pending approval in the Apple App Store.
- Some reports are not working in Polaris, if you experience issues, please contact Wei.
- Regarding lost item invoicing, please be aware that you have 1 year from the date the item was posted as lost to bill the transacting library for the replacement cost of the item.
- Run overdues/notices to post the database regularly to ensure that your items are moving from overdue to lost periodically.
 - TRAC membership forms will be emailed out by Wei. You may print off the reports by downloading them from the NLLS website.

Motion by Marilyn Newton to adoption the reports as presented. Carried.

4.3 Public Library Services Branch

No PLSB rep in attendance.

5. New Business

5.1 Book Allotment

- The purpose of this discussion is to provide feedback on the draft guidelines as developed by the Book Allotment Committee. Feedback from this meeting will be considered by the Book Allotment Committee again before it is presented to the NLLS Board in September for adoption. If you have any further concerns email your Book Allotment Committee Representative or the NLLS Executive.

Issues

- 30 days for receipt submission will increase the workload on NLLS staff, as well as, the treasurer's at the local level.
- Original receipts are a nuisance (some online retailers do not provide print copies so you need to hunt them down and many look like photocopies.)
- The on the fly issue is not relevant to this document as it is a resource sharing issue.
- The on the fly issue is necessary for this document to introduce some form of accountability for repeat offender libraries who do not share resources fairly.
- Small amounts for reimbursing are not worth submitting every 30 days.
- Some libraries have more than one library staff member doing the purchasing.
- There is an issue with scholastic receipts not clearly indicating GST costs, or itemized listings of purchases.
- There is an issue with some vendors (ie. Winners, Walmart, not having a title on the receipt, only vague terms like "stationary" and "books").
- Getting a duplicate receipt from vendors like Costco or Walmart is not as easy it seems.
- There is concern that adding additional revenue/expenses to a library's budget when it has not been budgeted for.

Possible Solutions/Amendments Suggested

- *Have quarterly submissions to cut down on the amount of <\$20\$ cheques.*
- *Route all repayments for outside purchases directly through library boards. Librarian should be reimbursed by their local Board, NOT NLLS.*

Motion by Kerry Trottier that the LMAC accept the outside purchase guidelines with the following recommendations:

- 1. Only the Library Board or designate will receive reimbursement cheques from NLLS.***
- 2. Receipts must be submitted in their entirety (no cut off receipts).***
- 3. That the timeline for submission and cataloging be extended to 60 days.***
- 4. Section governing the usage of "on the fly" must remain to address concerns about delinquent libraries.***
- 5. GST must be shown on the receipt. If GST is not shown it must be manually broken down by the submitting library.***

Motion carried.

5.2 Disc Cleaning

Library Managers recommend the following:

1. *Change the third column from "Collection, Blu Ray or DVD" to "# of disc sides to clean".*
2. *Change the fourth column from "Cost 1.00 each" to Cost 1.00 per Disc side".*
3. *Remove the fifth column.*
4. *Under ***Important revise wording to include "NLLS not responsible for damage to item".*
5. *Add a best practices section under the important note on tracking the # of cleanings in the item record, max # of cleanings per disc type, etc.*
6. *Billing preference for library managers is to bill once cleaning total reaches \$25 or annually.*

5.3 Zinio Follow-up

- At the last meeting we discussed the idea of member libraries ordering Zinio titles using their local library budgets and a list of eligible titles was supposed to be sent out to the Library Managers but due to staff changes this has not occurred.
- Original notes from the February Meeting:
NLLS will continue to purchase the top 50 magazine titles on Zinio. If you would like to subscribe to any additional periodicals titles, NLLS will create an excel file with all the available titles and distribute it to library managers. The order will be placed in November and the costs are similar to the print subscription. The purchasing library receives the statistics for that title.

6.1 Communications Concerns

- LMAC is an open venue to discuss any issues of concern.
- Should you have any concerns, please contact your NLLS Board Representative first, however you can also contact the NLLS Executive Chair, Arnold Hanson directly.

8. Next Meeting Date

Wednesday, October 14th 2015 (Executive Meeting is October 19th 2015))
Wednesday, February 24th 2016

9. Adjournment: 2:00pm

Motion by Peggy Teneyke to adjourn. Carried.