

## Executive Director's Report – December 9<sup>th</sup>, 2017.

### Old Business:

**Hoopla:** Background – Hoopla is a database that allows the patron to stream movies and TV shows, simultaneously and perpetually. In 2016, PLSB gave each of the systems and nodes \$25,000 to offset some of the cost for Hoopla. Because of its popularity this money has already been spent and now we are into our own set aside budget money for this database. Originally, there were 10 checkouts allowed for this database, but NLLS predicted that there would be an over expenditure of this line item if the checkout stayed at 10. At a Library Manager's Council Meeting, the checkouts went from 10 to 8 with insignificant effect. In September, the Executive Committee suggested a letter to be distributed to the libraries from the Executive Director (Julie Walker) and the Library Manager's Council Chair (Maureen Penn) to further reduce the checkouts to 5 and to report back on the months of September and October.

Results: September's invoice dropped from the average \$6,000 down to \$5,000 per month. - \$1,000

October's invoice is \$5,600. \$600 increase from September. + \$600

In September and October, NLLS had 225 new Hoopla patrons register.

Out of the 44,443 registered patrons in the system only 2,881 are registered with Hoopla with an average of 560 patrons being active per month. This averages out to \$120 a year, per ACTIVE patron, for Hoopla.

Estimated costs based on September and October: \$60-70,000 a year at 5 checkouts.

Estimated over expenditure for e-resources in the budget is estimated to be between \$50,000 - \$60,000

**Book Allotment:** Since the book allotment has gone from 40% to 100% outside purchases, 20 libraries have used 100% of their book allotment in 2017, compared to only 6 libraries spending all their money in 2016.

### New Business:

#### Organizational Chart:

Due to the Plan of Service requirements. The Northern Lights Library System (NLLS) have rearranged the organizational chart as follows:

Administration will see the addition of Assistant Director and Marketing and Communication Manager to the department.

Public Services Department, the Public Services Manager position will no longer exist, however, there will be a possibility of a designated library training/programming consultant for this department in the future.

**Staffing:**

**Assistant Director:** We welcome Lois Quail to the Organization as the newly appointed Assistant Director. Lois has had her Master's of Library Science Degree for several years and has specialized in management. Main duties will be managing the Bibliographic Services department, overseeing the Public Services department, grant writing and managing HQ while the Director is away.

**Shipping Coordinator:** Crystal Boorse joins NLLS as the shipping coordinator and takes the position over from Rhonda Cusack who has moved to cataloguing to eventually take over from Margaret Young who will be retiring in 2018.

**Marketing and Communications Manager:** Former Bibliographic Services Department Manager, Heather Elliott, has taken on the new role as the Marketing and Communications Manager. Heather will be helping the libraries develop their own marketing strategies as well as market the services provided through the Northern Lights Library System.

**Public Services Consultant:** Robyn Gray has moved on to a new position with the Battle River School Division as Instructional Media Commons Coordinator. NLLS is currently in the process of interviewing for this position that will be starting in the new year.

**Public Services Manager:** Colette Poitras took a new position at Public Library Services Branch as the Indigenous Librarian. Therefore, her former position has been incorporated into the consultant's position and the manager's position has been dissolved.

**Alberta Library Conference (ALC) – Jasper:** Every year there is a conference held at the Jasper park lodge (JPL) designed for library managers, library trustees and library systems. From a provincial standpoint the conference is highly recommended to learn new initiatives, what is happening in the library world around the province and is also a great networking opportunity, especially for those of you that are new. Each year the Northern Lights Library System holds a block of rooms at JPL for those in our system who are interesting in attending the conference. If this is a conference you wish to go to and want a room, please send Tracy at reception an email and we will be in touch with you for further details.

NLLS will reserve the rooms only, we will not be responsible for travel or registration for the conference.

**Training:** NLLS, in conjunction with Marigold Library System, Peace Library System and the Northern Lights College have developed an Advocacy Training Course that will be ready for the beginning of March for our library managers and trustees. The advocacy course has been designed for libraries, however, it can be adapted to any non-profit organization. The cost of the course for 24 participants will be \$3,250, \$135 per student. NLLS will pay for 8 people to attend. If a member of the public outside of the system wished to take this course the cost will be \$350 per person.