




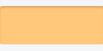












NLLS REPORT

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

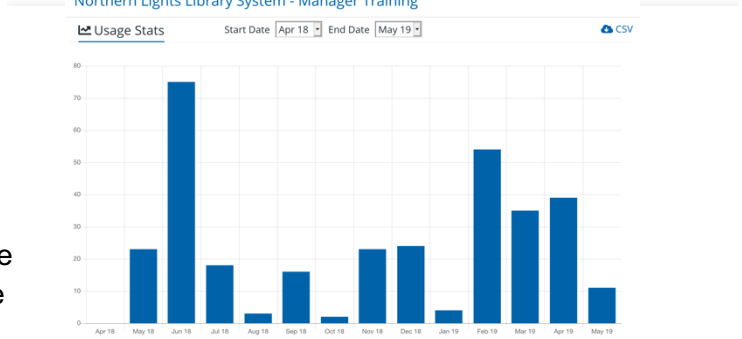
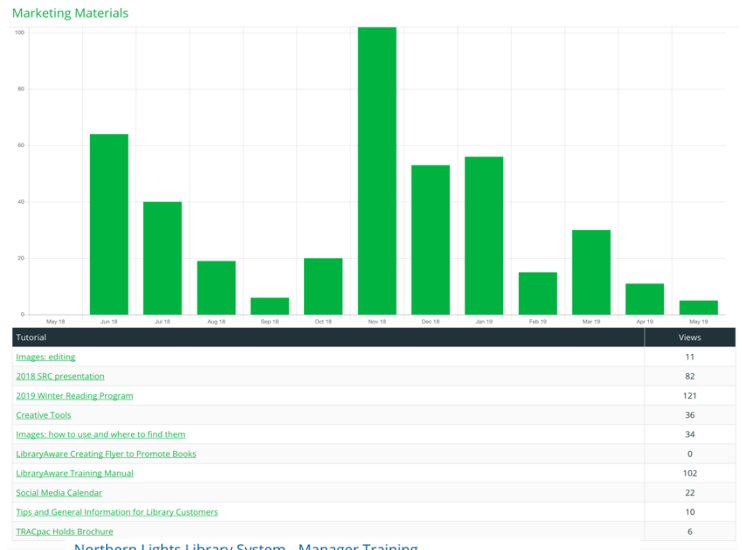


Library Aware

- To better assist libraries, an online Marketing Request Form is available on the website: <https://nllsadmin.wufoo.com/forms/z11iqeus0gg05qj>. 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	Views
Images editing	11
2018 SRC presentation	82
2019 Winter Reading Program	121
Creative Tools	36
Images: how to use and where to find them	34
LibraryAware Creating Flyer to Promote Books	0
LibraryAware Training Manual	102
Social Media Calendar	22
Tips and General Information for Library Customers	10
TRACpac Holds Brochure	6

Northern Lights Library System - Manager Training

Usage Stats Start Date Apr 18 End Date May 19 CSV

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