

**Kootenay Library Federation
LDAG Meeting Minutes
27 September 2010**

Location:

Club Room, Fruitvale Memorial Hall
1986 Main Street, Fruitvale,

All times PDT

Call to Order: 11:01 am - Jim Bertoia, Chairman

Attending: Stephanie Boltz (Midway), Heather Buzzell (Grand Forks), Belinda Wilkinson (Trail), Indira Wickremasinghe (Rossland), Amy Veysey (Salmo), Eva Keleman (Kaslo), Ursula Brigl (Cranbrook), Evelyn Goodell (Nakusp), Heather Maisel (Castlegar), Marie Onyett (Beaver Valley), Judy Foucher (Greenwood), Jim Bertoia (Sparwood), Joanne Richards (KLF), Helen Graham (KLF)

- 1) **Approval of the agenda:** Motion: To approve the agenda with additions - Cataloguing workshop and E-books. Heater Buzzell, Second, Ursula Brigl

- 2) **Approval of minutes from 14 May 2010:** Motion: To approve minutes as presented. Ursula Brigl, Second, Indira Wickremasinghe

- 3) **Correspondence:**
 - a) Jane Hayes sent Thank You to Dr. MacDiarmid
 - b) Joanne send report to Dr. MacDiarmid: focussed on Reading Link Challenge, tours by Red Cedar nominated authors and authors in high schools

- 4) **Old Business:**
 - a) **Strategic Plan**
 - i) Joanne passed out copies of the Strategic Plan Agreement.
Committee to revise Agreement and work it into policy: Heather Buzzell, Ursula Brigl & Joanne Richards.
 - ii) Two areas of particular interest:
 - (1) Change the Fiscal Year from March 31
 - (2) Timelines for getting reports to KLF Board prior to meetings.

 - b) **One Book One Kootenay Update**

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- i) North by Northwest (CBC) interviewed Anne DeGrace, included an excellent discussion of the OBOK
 - ii) We have special aspects to this year's readings - slide show by Takaia Larsen and reminiscences by Wally Penner. These two people will be visiting some of the readings with Anne. The KLF has paid Takaia Larsen for use of her slides at all readings where they are wanted.
 - iii) Please encourage patron's to sign up on the OBOK website. This shows participation and helps when seeking funding.
 - iv) Photos and head counts are important. If possible, pictures of Anne & the audience make for variety on the site
 - v) Wind-up: Cranbrook: Ursula is still planning the event; tentatively, Anne reading from book with Takaia Larsen's slide show: someone from BC Hydro will be talking about the Aberfeldie Dam on the Bull River (it caused a bit of controversy around Cranbrook a couple of years ago); a slide show with photos of the Kootenay River Valley before the Libby Dam; and possibly someone talking about the effects of the Libby Dam on the people of the Kootenay River Valley
 - vi) Sparwood: Brown Bag Lunch
 - vii) OBOK Journals and book marks:
 - (1) Journals distributed (10 free for each library; \$2.90 each for more than that).
 - (2) Bookmarks are free.
- 3) Contact Joanne if you are interested in being on the committee for OBOK 2011.

c) Kootenay Conference 2011

- i) Committee has had one teleconference.
- ii) Event will be held May 12 to 14, 2011 at the Prestige Lakeside Hotel, Nelson
- iii) Hotel venue approved by committee to promote connections between participants
- iv) We had lots of ideas and will send out surveys to assess interest in proposals
- v) Still open to ideas.
- vi) Those present indicated a separate survey for Board members would be a good idea.

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- vii) Will make good use of local people to defray costs, but will bring in people when outside their expertise is required.
- viii) It is a good idea to use your Local Initiative Grants to help with staff & board travel costs for the Conference.

d) Author tours

- i) have applied for Canda Council funding for Paulette Bourgeois, Laurie Coulter (Red Cedar Nominees) and Hugh Brewster. A tour by Paulette Bourgeois is unlikely.
- ii) Hugh Brewster is possible for the fall 2011.
- iii) KLF will tour Luanne Armstrong as Red Cedar nominee
- iv) Creston author Tanna Patterson is launching her new book, "*Butterflies in Bucaramanga*", at the Creston Library, October 15, at 7 pm

e) KLF Evergreen Users Group

- i) Is this a good idea or not? We need one or two librarians whose libraries are on Evergreen to help move this forward.
- ii) Co-op encourages everyone to participate in the Business Function Group conference calls. Voices of Librarians to Board and helps inform the Sitka team of the field experience. Librarians like that they get to hear from Ben and trainers at the monthly BFG teleconferences.
- iii) Heather Maisel and Heather Buzzell would like to see a common voice from KLF libraries on some issues.
- iv) Indira Wickremasinghe & Amy Veysey like the direct access to the BFG, and question the value of a KLF User Group.
- v) Ursula Brigl: Users group is a lot more casual. If you have an issue that comes up, e-mail the user group and in a few minutes someone usually comes up with an answer, rather than contact the SITKA Support. User group executive can bring things forward to SITKA as a collective voice.
- vi) Evelyn Goodell: BFG can continue to improve, but better than before.

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- vii) Joanne will set up a listserv for SITKA libraries and happy to facilitate a meeting.
- viii) Heather Maisel: set up meeting in conjunction will bi-annual LDAGs. Evelyn concurs. Short meeting after LDAG (not enough time, so next time - JR)
- ix) KLF Sitka Libraries: Greenwood, Castlegar, Nakusp, Grand Forks, Kaslo, Salmo, Rossland, Midway, Invermere, Radium Hot Springs, and Fernie

f) Online Scavenger Hunt

- i) Fell off our desks, should it be resurrected and launched in the new year?
- ii) Consensus of those present: that promoting databases a good idea. Some concern as to which libraries have what databases now that the province no longer provides core databases.
- iii) Smaller libraries, those serving under 3,000, still have limited free databases. All other libraries pay for their subscriptions.
- iv) There will be no e-mail forms for submitting answers. Patrons can just e-mail their answers in a regular e-mail.
- v) Helen and Joanne welcome question with specific answers. Perhaps you have some from your patrons.

g) Social Networking Workshop

- i) To be held over two days - November 15 and 16, 9:30 am to noon
- ii) Its free
- iii) Can register, by e-mailing Joanne, for first or second or both days
- iv) Sign up before October 20, after that it will be offered to the larger Library community
- v) Limit of one seat per library, about 45 people participating
- vi) Delivery via Elluminate with chat for feedback. Conference call for audio - bandwidth not really adequate for the VOIP.

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Lunch: 12:15 to 1:00

5) New Business:

a) ILL Procedures and Issues

- (1) Problem of multiple books arriving in one bag: its great to save money, but please be sensitive to receiving library situation - smaller libraries often don't have space to hold multiple books for return shipment as one lot. If one book is late coming back to the Library it holds up returning the others in the bag, or the borrowing library has to pay for postage.
- (2) Will see if we can get PLSB staff to conference to talk about ILL procedures. Some procedures may be different for Sitka libraries, but some common to all libraries.
- (3) How does the ILL system work - what are the factors determining which library receives the request for a book? Filling ILL requests is a big time commitment for the small libraries.
- (4) Conference next year most cost effective way to hold a session for ILL staff. Could be round table, full session or both.

b) TeenRC

- (1) PLSB has asked federations to consider funding this program
- (2) estimated cost - \$50,000 per year
- (3) Michael Burris (InterLINK Federation Director) is looking for corporate sponsor - possibly Telus
- (4) Trying to retain model of a service your library offers with no financial or staff commitment. Monitoring chat would require volunteer staff as it has in the past.
- (5) Year round website cost effective, because it doesn't have to be revamped every year.
- (6) Banking for TeenRC will likely transfer to one of the federations
- (7) Smithers Public Library has had pretty good success with this program. Maybe we could get Tracy to come to the Conference to talk about it.
- (8) Ursula Brigl: Using the information from the social networking workshop might be helpful in setting up Facebook page for TeenRC.

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c) Books for Babies Funding

- (1) Everyone saw the email from Rhian Pipperell
- (2) Fundraising - Jim Looney asked Joanne to approach KSCU for KLF funding for the B4B Resource Kits for the Kootenays. Does this affect other grants you get from KSCU?
- (3) CBAL also supports and delivers this program in some communities. Makes sense to me to co-ordinate our efforts with CBAL are perhaps make this a region wide partnership
- (4) Consensus of those present that Books for Babies is a key component to early literacy and a good chance to promote libraries to parents.
- (5) Joanne will contact Ali Wassing at CBAL for clarification of their role (done)

d) Bulk Library Card order

- (1) order going in soon, best if we have at least ~20,000 cards total, minimum order 1000
- (2) please remember, there is a significant lead time for these orders, especially if you don't have camera ready imaging for the cards
- (3) Creston has indicated they would like to order at this time.
- (4) Interlink will be doing a bulk order in Spring, so there would be another opportunity to participate in what should be a significant sized order.
- (5) October and May purchasing months for Federations.

e) BC Library Co-op report

- (1) PLEASE VOTE!! - at members' council meeting. The new fee schedule has been created in response to members' concerns.
- (2) only BFG members can vote on the fee schedule and budget
- (3) Co-op Office sent an email regarding invitation to meeting and voting procedures. Appointed representative can vote if it is inconvenient for library director to vote

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- (4) King County, in Washington, is now using Evergreen ILS as of Friday, September 25. This implementation will bring lots of development and features that will be available to all Evergreen users.
- (5) Co-op board is working on business plan. Co-op may move to an options menu for some features to help libraries control costs. May mean extra cost for additional features.
- (6) Even with current Sitka staffing levels, development and changes take time
- (7) Regarding Sitka cost - please be aware that you can use any reserved technologies grants to support library improvements needed to support Sitka implementation and/or help pay implementation fees.
- (8) Joanne has requested centralized billing from the Libraries Co-op for the KLF libraries. It's more cost effective for the Co-op to send one invoice to the KLF, rather than 11, or more, to individual libraries.
- (9) It may be possible for the KLF to contribute to annual fees if this is something all KLF libraries would like to see happen. If KLF supports libraries in this manner, other projects may have to be given up.
- (10) Stephanie Boltz - small libraries were the beta testers and that should count for something.

f) Federations Report

- (1) 6 federations represent 67 libraries across the province
- (2) Federations are working together to improve services to libraries - training sessions, consortial purchases, assisting PLSB
- (3) Federation directors were asked, by PLSB, if they would take on some financial services for certain PLSB managed province wide projects. BCLA has done this work and will continue to manage banking for some projects. Gloria says she can manage this extra work. It is likely that the KLF will be responsible for banking for the Summer Reading Club.
- (4) The provincial projects are still administered and managed by PLSB - strictly a book-keeping/banking role with no say over project management.

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(5) Stephanie Boltz - Concerned with liability insurance for the board members and the book keeper, when dealing with a large amount of money. Joanne will follow up.

(6) Ursula Brigl: taking on this function helps validate KLF's function in the province.

g) Freegal Music Download Service

(1) Heather Buzzell, Heather Maisel. and Emma Dressler expressed interested in this subscription service.

(2) Does this put us in competition with music download companies?

(3) Copyright issues of allowing multiple people to download from your subscription

(4) Is there an issue with people building permanent music collection from the library service? As presented, this doesn't follow the usual library model of short term use then returning the resource for someone else to use.

h) EBook readers

(1) Anyone interested in these? Nelson has a few.

(2) Marie Onyett: Are they pre-loading them?

(3) Ursula Brigl: Completes the OverDrive package.

(4) Sony machines are compatible with OverDrive and has allied themselves with American libraries.

(5) Would you be interested in paying for some of the cost? Depends on info

(6) OverDrive: is it part of the core package offered to small libraries? Joanne will inquire.

(7) Need more info. Helen will collect.

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i) Cataloguing Workshop

(1) Jim Bertoia would like to have Maureen Davidson in for a cataloguing workshop.

(2) Joanne - KLF just did one for SITKA libraries, but a general cataloguing workshop could be set up for the conference. Suggestion will be in the survey.

6) Round Table - What's new at your library? Recommended reads?

LDAG Chair 2011 - Eva agreed to take on the position of LDAG Chair in 2011.

Stephanie Blotz, Midway Public Library - just became an ILL lending library.

Belinda Wilkinson, Trail & District Public Library - Just increased opening hours to 60/week.

Significant effect on stats. Have done the first of 4 modules of Customer Service Training presented by Jeannie Kim, which focuses on personal excellence. Focus for last 6 months on administration (staffing) and facility, especially the children's area. Will be hiring new children's programmer. Dovetailing with CBAL programming. Literacy programming on Saturdays. Is receiving 18 computers from City for public access computers.

Indira Wickremasinghe, Rossland Public Library - busy summer. Indira and Bev just completed the CLPT cataloguing course, a refresher for both of them. Preparing a proposal for to increase children's librarian position to include summer hours. Also looking at staff wage increases.

Amy Veysey, Salmo Public Library - archivist did a workshop at the Library, well received.

Eva Keleman, Kaslo & District Public Library - migrated to SITKA - large learning curve. Job descriptions: couldn't job share with Annie, so reworked job descriptions. Still working on increasing Library funding. Uncertainty around location and renovations being done to the building. Work on building has caused flooding problems and they are losing space to up-grades. Having difficulties with communication with project coordinators

Service to Argenta and Johnson Landing going OK, Kaslo delivers books using volunteers. 2011 will develop an exchange box.

Ursula Brigl, Cranbrook Public Library - things going well. Best ever SRC, 528 registered 162 received medals. 11,000 visiting library per month since last October. Strategic Plan for programming - indentifying gaps and strategy in forming partnerships. Friends of the Library received a grant from the BC Lottery corporation to do two summer programs: skateboarding and Aboriginal Day in the Park. Will be doing "45 books in 45 min." on Oct. 22. Computer Basics for Seniors, with CBAL. Seniors is the largest growing segment of Cranbrook's population. CBAL's toddler story time position and homework help literacy programming being cut so Library using PLSB grant to carry on with programs. CBAL in Cranbrook wants to focus on adult literacy.

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Evelyn Goodell, Nakusp Public Library - Retiring in spring. Passed around newsletter. 92 registered for SRC. Wonderful summer reading club student. Classes coming to library. Four years ago there was a major facility expansion, but some up-grades still needed for access; considering a lift.

“Treading Water”, “In the Path of the Avalanche”, and “Invasion of the Prostate Snatchers” favourite reads.

Heather Maisel, Castlegar & District Public Library – referendum affecting Nelson and Castlegar library funding - RDCK Areas E, F & H are being asked if they will support library services through taxation. Children’s renos going ahead. Staff training - WORD 7 training through CBAL using Work Place Training Program grant - http://www.aved.gov.bc.ca/workplace_training_program/welcome.htm Great to have time set aside for this. Heather will e-mail grant info to everyone.

CDPL was audited by Microsoft when they got WINDOWS 7 - Office 10. If this happens to anyone contact Heather for information on how to deal with it.

Will be going on maternity leave for 13 months, starting January 2011.

Marie Onyett, Beaver Valley Public Library - not getting a new civic building, therefore remodelling existing space - more people friendly. Hosting Anne DeGrace at Crowe. Story time at Strong Start. Hosting Antonia Banyard, liked book.

Video game program and service going well; end of Sept will hold first event. Kids want the new games that come out. Over 100 games, most purchases, but donations picking up.

Starting Strategic Planning. Board has formed a committee.

Judy Foucher, Greenwood Public Library - migrated to SITKA and became ILL lender. Judy has moved a computer to a small back room of Library to create an office. Looking at up-dating bylaws and policies manuals.

Jim Bertoia, Sparwood Public Library- Furnace had to be replaced, which meant rebuilding roof, depleting reserve funds. Liked Jonathan Franzen’s “Freedom”, before Oprah chose it.

7) LDAG meeting in Spring: Kimberley April

8) Programming boxes exchanged.

Adjourn - 3:20 pm