



LibraryCo e-Newsletter

JANUARY 2013

Inside This Issue

- ❖ Changes to the LibraryCo Board of Directors
- ❖ Changes at LibraryCo Office
- ❖ Changes to Associations
- ❖ 2013 LibraryCo Form for Salary Changes, New Hires, Retirements and Terminations
- ❖ SPOTLIGHT ON . . . Continuing Education Bursaries
- ❖ Revised Collection Guidelines
- ❖ Finance Notes
- ❖ Roving Law Librarian

Changes to the LibraryCo Board of Directors

Cathy Corsetti and Rom Kwolek finished their terms on the LibraryCo Board of Directors at the end of 2012. Cathy was a Law Society representative and Rom represented CDLPA. The Board would like to thank Cathy and Rom for their service to LibraryCo and wish them well in their future endeavours.

We have two new appointments to the Board as of January 1, 2013. Clarke Melville is the new CDLPA appointment and Ross Earnshaw represents the Law Society of Upper Canada.

Clarke Melville received his undergraduate degree from the University of Guelph and his law degree (cum laude) from the University of Ottawa. He was called to the bar in 1990. Clarke has always practiced in Kitchener, first as an associate with Gowlings, then with Haney, Haney & Kendall, joining the partnership in 1995. In 2000, he established Clarke L. Melville Law Firm, which currently enjoys a compliment of two associate lawyers and focuses primarily on employment law, commercial and estate litigation. Clarke has served as a past member and chair of the Wellington County Police Services Board, past member of the Area Committee of the Ontario Legal Aid Plan and past president of the Elora Curling Club. In addition to being the current president of the Waterloo Region Law Association, Clarke is also chair of the library committee.

Ross Earnshaw is a partner in Gowling's Waterloo Region office practising in the area of civil litigation, with emphasis on commercial- and real estate-related litigation, including construction liens. He has also worked in the areas of insurance law, employment law and banking. Ross is an advocate in several levels of Ontario courts, including Divisional Court and the Court of Appeal. Ross has actively served on various community boards and committees including the Glen Morris Friends of the Library, the Glen Morris United Church, the Cambridge Public Library Board and the First United Church. He is President of the York University Alumni Association, Golden Triangle Branch. He has been a long-time trustee for the Waterloo Law Association and served as president from 2003 to 2005. Ross became a bencher in 2012 and serves on the Tribunals Committee, the Paralegal Standing Committee and the Professional Development and Competence Committee.

Changes at LibraryCo Office

Raluca Serban, Assistant to the Board General Manager, left LibraryCo on January 4 to accept a position as Reference Technician at the Toronto Rehabilitation Institute. Raluca joined LibraryCo in June 2009 and quickly became a valued member of the team. Raluca did much of the behind-the-scenes work to organize the annual COLAL meeting, assisted with the preparation of materials for the Board of Directors meetings and took the lead in creating LibraryCo's new web presence. Raluca will be missed and we wish her well in her new position.

LIBRARYCO INC.
Osgoode Hall
130 Queen Street West
Toronto, Ontario, M5H 2N6
1-866-340-7578 (toll-free)
416-947-3952
416-946-3948 (fax)
www.libraryco.ca

Changes to Associations

This is the time of year when associations elect new boards. Please remember to advise LibraryCo as soon as possible about changes to the role of president, treasurer and/or library chair. This enables us to keep our records current and ensure smooth communication with associations.

2013 LibraryCo Forms for Salary Changes, New Hires, Retirements and Terminations

As previously communicated, Sandra Castillo, Human Resources Representative with the Law Society of Upper Canada, is now administering LibraryCo's benefits plan through Great-West Life.

If you have not already done so, please complete the attached *LibraryCo Benefits Advice Form* with updated annual salary information and forward it to Sandra as soon as possible. Please note that the *LibraryCo Salary/Hours Verification* form **is no longer** to be used.

As a reminder, please be sure to complete the *LibraryCo Benefits Advice Form* for any new hires, retirements or terminations relating to permanent employees and forward to Sandra in a timely manner to ensure minimal processing delays with Great-West Life. The form is available on the LibraryCo web site at <http://www.libraryco.ca/wp-content/uploads/2012/01/LibraryCo-Benefits-Advice-Form-2013.pdf>

Should you have any questions please do not hesitate to contact Sandra directly. Her contact information is:

Sandra G. Castillo
Human Resources Representative
The Law Society of Upper Canada
130 Queen Street West, Toronto ON M5H 2N6
T: 416.947.3481
F: 416.947.3448
E: scastill@lsuc.on.ca

SPOTLIGHT ON . . . Continuing Education Bursaries

Are you looking to develop new skills? Want to further your education? Interested in becoming a library technician? Then look no further! LibraryCo provides generous funding for staff in the county and district law libraries to further their education and explore professional development opportunities.

This month we are turning the spotlight on some of the educational opportunities which LibraryCo funds. We hope that all staff in the county and district law libraries will take advantage of the wealth of professional development opportunities that are open to them. You can find more information on our web site at <http://www.libraryco.ca/resources/law-library-bursaries>.

CALL/ACBD conference bursaries. The Canadian Association of Law Libraries (CALL/ACBD) is the premier organization for law librarians and law library staff in Canada. Each year CALL/ACBD holds a conference in a different Canadian city featuring four days of educational sessions, networking events and business meetings. The conference offers excellent opportunities for professional development, and many staff in the county and district law libraries make a point of attending every year. In 2013 the conference will be held in Montreal from May 5 to 8. You can find more information on CALL/ACBD's web site at <http://www.callacbd.ca/en/content/2013-conference>.

Every year, LibraryCo offers bursaries to qualified individuals in the county and district law libraries to attend CALL/ACBD. This year we will have up to 10 bursaries of up to \$1,500 apiece. These funds cover the cost of transportation, hotel and the meals that are not provided by the conference. The association is responsible for covering the registration fee, which should not be more than \$650.

While all staff are eligible to apply, preference is given to first-time attendees and to staff who have not attended the conference in several years. Details of the bursaries will be announced in early February.

LIBRARYCO INC.
Osgoode Hall
130 Queen Street West
Toronto, Ontario, M5H 2N6
1-866-340-7578 (toll-free)
416-947-3952
416-946-3948 (fax)
www.libraryco.ca

SLA and AALL Bursaries. The Special Libraries Association (SLA) and the American Association of Law Libraries (AALL) both hold high quality conferences for information professionals. In 2013 SLA will meet in San Diego from June 9 to 11, and AALL will meet in Seattle from July 13 to 16. Details about the 2013 conferences will shortly be available at <http://www.sla.org/content/Events/conference/ac13/index.cfm> and <http://www.aallnet.org/conference>.

Again this year LibraryCo will fund one bursary for each conference. All staff in the county and district law libraries are eligible to apply. Preference is given to staff who have not attended these conferences in the past. The conference bursaries pay for basic registration, transportation, hotel and meals. Details will be announced in March.

Course Bursaries. There are many courses available from educational institutions and organizations that enable county and district law library staff to further their education and professional development. These institutions include, but are not limited to, Mohawk College, the iSchool at the University of Toronto and the Canadian Association of Law Libraries. Examples of courses that staff have taken in the past include *Writing for the Web*, *Mastering Web Searching*, *Simply Accounting* and *Legal Research on the Web*. LibraryCo encourages all staff to explore and identify relevant continuing education courses and apply for funding.

Several library assistants have been taking courses through Mohawk College to earn the Library & Information Technician diploma. This is a distance-based program that is well suited to individuals who work during the day and live at a distance from the school. LibraryCo is presently funding six staff who are at different stages of the program. We encourage all library assistants to enroll in this program. Information is available at http://www.mohawkcollege.ca/distance-education/library-information-technician.html?utm_source=catalogue&utm_medium=print&utm_campaign=spring2011.

Funding for course bursaries is available throughout the year. To request funding, please contact LibraryCo with a brief description of the course you wish to take, the cost (including any materials) and the reasons why the course will help with your professional development.

LIBRARYCO INC.
Osgoode Hall
130 Queen Street West
Toronto, Ontario, M5H 2N6
1-866-340-7578 (toll-free)
416-947-3952
416-946-3948 (fax)
www.libraryco.ca

Revised Collection Guidelines

Recently LibraryCo approved revised collection guidelines. They are available on the LibraryCo web site for review.

- [Guidelines for Retention of Annotated Statutes in County and District Law Libraries](#)
- [Guidelines for Retention of Cancelled Looseleaf Publications in County and District Law Libraries](#)
- [Guidelines for Retention of Official Gazettes in County and District Law Libraries](#)

In addition, LibraryCo adopted a new collection standard for retention of previous editions of texts:

- [Guidelines for Retention of Previous Editions of Texts in County and District Law Libraries](#)

LibraryCo thanks Marilyn Elkin, the Roving Law Librarian, for revising the three guidelines and drafting the new one.

Finance Notes – A Column by Gary Cheong

I use a business credit card to pay for purchases. How can I use Simply Accounting to properly record these amounts?

You must set up Simply Accounting to accept credit card purchases. Here are the steps.

1. Click on Setup, Settings, Company, Credit Cards.
2. Choose Credit Cards, then Used.
3. Fill in the Credit Card name.

Now here comes the unusual part. The part your accountant will not like (but who cares what accountants think anyway, right?)

1. Under Payable Account choose one of the bank accounts that you do not use such as 1065 or 1070. Just type in the number and the account name should show automatically. If you have a recent version of Simply Accounting you can just click the magnifying glass to the right.
2. Under Expense Account, type number 5705 which should be the bank charges and interest account.
3. Next you will want to change the name of the account 1065 or 1070 to your Visa account name.

4. Click on Setup, Wizards, Modify Account.
5. Choose Modify Account then change the account name.
6. Follow the questions and most of you will leave on default, except when it says account type. You may choose other but this really will not make a practical difference.

Now when you choose to make a purchase, you can choose your credit card and it will be recorded in Simply Accounting. Also when you make payments there will now be a selection that allows you to pay your credit card and even record interest payments if any.

So why do accountants not like this?

Technically speaking, the credit card amount is a current liability but Simply Accounting will classify it as a current asset but with a credit (this reduces current assets). When presenting the financial statements your accountant may have to reclassify the balance from current assets to current liabilities.

Should I reclassify the amount when presenting to my Board?

Personally, I would not unless it was a really significant balance (say larger than 5% of your annual grant). Discuss this with your Treasurer who will report to your board and record it in the minutes. Then you can update your policy and procedures manual to reflect this fact. The exception to this would be larger libraries whose associations have audits or reviews done. Then you should reclassify the amount to current liabilities when presenting to your board.

Can't we avoid the reclassification issue by adding a current liability account for credit cards?

Yes, you can but when libraries have a different chart of accounts it creates chaos when we combine all of the accounting data. If you truly feel a need to create a current liability account, please contact me and we can discuss it...briefly...very briefly.

Roving Law Librarian - A Report from Marilyn Elkin

In the next few weeks, I will be visiting the Huron Law Association library to complete a shelf reading with Barb Alcock. We had just completed one in August of 2011, four days before the tornado struck. I'm sure our efforts will last longer this time!!

Also this month, I will begin working with the other members of the Collections Committee to update the Core and Essential lists. As in prior years, the work will be completed by the end of March with the lists posted to the LibraryCo web site following approval by the LibraryCo Board.

In March, I will be working with the Waterloo Law Association library on their move into their new courthouse.

Please contact me at melkin@lsuc.on.ca with any questions you might have or to arrange a visit.

CONTACT LIBRARYCO:

Martha L. Foote
General Manager, LibraryCo Inc.
Tel: 416-947-3952
Toll-free: 866-340-7578
E-mail: mfoote@libraryco.ca

LIBRARYCO INC.
Osgoode Hall
130 Queen Street West
Toronto, Ontario, M5H 2N6
1-866-340-7578 (toll-free)
416-947-3952
416-946-3948 (fax)
www.libraryco.ca