



# LibraryCo e-Newsletter

JUNE 2012

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## Computer Refreshment Program - 2013

LibraryCo is pleased to announce that the following associations will be receiving funding for new computers in 2013 as part of LibraryCo's computer refreshment program: Brant, Elgin, Haldimand, Kenora, Lambton, Lanark, Leeds & Grenville, Lennox & Addington, Muskoka, Norfolk, Northumberland, Oxford, Parry Sound, Perth, Prescott & Russell, Sudbury, Welland and Wellington.

The computer refreshment program was begun earlier this year to gradually replace aging computers in the county and district law libraries. It ensures that the libraries have access to modern and functional equipment. Decisions about which computers to replace this year have been based on the results of a survey of the associations which was conducted in 2011. This program is expected to be ongoing for the next few years.

## Finance Notes – A Column by Gary Cheong

This month we introduce a new column written by Gary Cheong, Senior Financial Analyst, Law Society of Upper Canada. Many of you know Gary through his role in providing financial and accounting support to LibraryCo. In this issue Gary answers some frequently asked questions about the budget process.

### **1. My Board does not meet in the summer months. How can I get the budget approved?**

Talk to your Chair or Treasurer who should encourage Board participation in preparing the budget. If a meeting cannot be arranged then get the approval of the executive (president, vice president, treasurer and secretary) for the budget to be submitted. Have the budget received for information at the next Board meeting.

### **2. Can I just increase all my expenses by the guideline of 2%?**

You can, but this is not an appropriate way to prepare a budget. You should examine your previous year's actual expenses, current year-to-date expenses, and consider how your expenses may change in 2013. Using these three pieces of information you should prepare your budget which is very unlikely to result in an across the board increase of 2% in each category.

### **3. Some of my expenses will rise more than the allowed guideline, what should I do?**

You will need to find savings in another expense item to compensate. If the increase cannot be covered by savings, then submit a business case to the LibraryCo Board of Directors for consideration.

### **4. We have applied for a capital and special needs grant. Should we put the revenue and corresponding expense in our budget?**

No. Unless your grant has been approved do not put the amounts in your budget.

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## Law Society of Upper Canada CPD

### Did you know?

Effective April 26, 2012:

Viewing archived webcasts, video replays or other recorded program formats without a colleague is now **an eligible education activity for the annual CPD Requirement for up to 6 CPD Hours** per calendar year.

New members may now apply any program or activity that contains a **minimum of 0.5 Professionalism Hours** toward the annual CPD requirement.

### Now available:

[The Six-Minute Labour Lawyer 2012](#)

[Criminal Law Practice Essentials 2012](#)

[The Annotated Agreement of Purchase and Sale for Residential Property 2012](#)

[7th Annual Solo and Small Firm Conference Materials](#)

[The Civil Litigation Summit 2012](#)

**FREE CPD professionalism programs** are also available for Video Replay.

### Now available:

[Creative Billing and Collecting in Family Law 2012](#)

[Professionalism and Practice Management for Business Lawyers](#)

[Professionalism and Practice Management for Real Estate Lawyers](#)

For a listing of upcoming programs, descriptions and accreditation, please visit our [website](#).

## Board General Manager's Report

The past few weeks have been very busy as I travelled to several associations to present LibraryCo's business plan. These associations were Hamilton, Lanark, Leeds & Grenville, Lennox & Addington, Thunder Bay and Toronto. I would like to thank these associations for their invitations and the opportunity to meet with their members.

## Roving Law Librarian - A Report from Marilyn Elkin

During the last month, I visited the Renfrew Law Association Library in Pembroke. I met with Laurie Stoddard and together we reviewed the collection. We discussed the weeding of CLE /CPD binders and of old looseleaf binders. We talked about ways to ensure that library users understand the currency of materials on the shelves. Laurie outlined the decision the Library Committee arrived at as to which looseleaf items would be earmarked for new contents this year. She described a new initiative to promote library materials and services in the association newsletter. I look forward to meeting Grace Mick, who recently returned from the New Law Librarians' Institute in London, and who is the new Library Assistant working with Laurie.

I have also been working on updating LibraryCo's retention lists. And I attended an SLA webinar on Using Social Media.

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