

# SSLA Executive Council Meeting

January 24, 2015



**2014-2015**

SSLA Executive Council

# SSLA Executive Council Meeting

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January 24, 2015

Date: January 24, 2015

Place: Amigos Restaurant, Saskatoon

Time: 11:30 a.m. – 4:15 p.m.

## Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 11:32 p.m. on January 24, 2015 by Carlene Walter

**Present:** Carla Katerynych, Dawn Morgan, Chantelle Anderson, Jana Scott  
Lindsay Charlotte Raine, Carlene Walter, Laurie Hnatiuk, Rachel Florence  
Gaétan Hammond

**Regrets:** Tracy Woodward

## 1. Approval of Agenda

1.1. **The agenda was unanimously approved as distributed and approved no additional items were added.**

## 2. Approval of Minutes

2.1 **The minutes of the previous meeting were unanimously approved as distributed.**

## 3. Open Issues

3.1. **SSLA Executive Roles and Responsibilities Action List**

## 4. Reports

### 4.1. President

Jared Fedorchuk is the Stealth account contact and enjoys work with SSLA. Carlene stated that we have a strong positive relationship with them. Talked about having an interactive site. Presented a website [Oh Deer](#) to look at and something similar would cost between 8 and 10 thousand. Looking at a budget of \$3 - 4 thousand. In the future, the Association will have to include a cost of meetings with Stealth since Carlene has maintained our site and will be leaving the Executive.

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Association should think of signing an annual maintenance contact for next year.

Promotion of Digital Fluency Badging PD has occurred. An article was requested and submitted to School Librarianship. Digital Fluency Badging PD was promoted at a SLA executive meeting and will be showcased in *The Medium* and at the upcoming OLA Super Conference and IT Summit.

The Association owns our domain until 2016. Discussion about renewing this prior to expiration should occur next year.

**ACTION:** The President will ensure that purchasing the domain is on the budget for next year to renew for 10 years.

## 4.2 President Elect

Charlotte will have the opportunity to present our projects and showcase at OLA Super Conference. Rhonda Wills will nominate the inquiry project for the CLA Angela Thacker Award.

Margaret Pillay helped with vision building and strategic planning in 2008. The Association reviews the plan every two years. An initial discussion will occur later in the meeting.

Discussion around awards and bursaries. The deadline was extended to February 14 to try fulfill the awards and bursaries.

**ACTION:** The President Elect (Charlotte) will complete the application for the Frances Morrison award on behalf of SSLA.

**MOTION:** The President Elect (Charlotte) motioned that, on behalf of SSLA, she will nominate Joanne Beltrami for the SLA's Frances Morrison award. Seconded Dawn Morgan. Motion carried unanimously.

**MOTION:** The SSLA will incur the cost to take the banner, bookmarks and poster to OLA Conference. Seconded by Laurie Hnatiuk. Motion carried unanimously.

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## 4.3 Treasurer/Membership

Memberships continue to grow.

Quick book subscription needs to be renewed. The treasurer will to decide what would be best suited for the Association.

## 4.4 Publication Councilors

Additional articles, Digital Badging and Procedural Writing, were secured.

Comments have been enabled and the Publications Councilors have administrable rights to approve the posts. Carlene registered the Association with Disqus to provide a more robust communication tool within the blog. Stealth and Carlene worked together to install within *The Medium* blog. The credentials have been listed on the SSLA Web Accounts document and uploaded behind the veil.

The title "Blog" will be embedded on the navigation bar to allow quick access to the two Association featured blogs.

Councillors sent an article to the Bulletin last year and it was not published. This year we will also include Terry Johanson as an additional contact to promote publication.

**ACTION:** The President (Carlene) will send Terry Johanson's contact information to the Publication Councilors

**ACTION:** The Special Project Councillor (Carla) and The President (Carlene) will write an article regarding Digital Badging

**ACTION:** The President (Carlene) will send her unit on Procedural Writing and the Publisher Committee to determine acceptability.

**ACTION:** The President (Carlene) will check with Stealth to ensure that the navigation bar and blogs have been embedded on our site.

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## 4.5 Professional Learning Councillors

### Learning Events

One more registrant needed to meet Learning Events' projection, but really with the exchange rate is on par with what was expected. The committee wanted to acknowledge Tracy's work despite the poor US exchange.

### Conference

Thirty people registered. Concern regarding Saunders as a sponsor. Discussion regarding the topic of the conference and focus of the conference. Gaétan has added the details regarding the workshop on the conference page – digital tools for the classroom, makerspaces, and iPad and literacy. Library technicians are welcome to attend as they are often in charge of the libraries.

**ACTION:** The Conference Councillor (Gaétan) will contact Saunders and other smaller vendors regarding sponsorship.

**ACTION:** The Communication Councillor (Laurie) will communicate with SPS teachers and Jay Salikin to invite them to the conference.

Conference will have round tables of 8 and the vendors at the back. Willow Awards sponsor to contact Ruth Garnett. An email was sent to the executive regarding the format. Charlotte will present the Awards and Bursary introductions during AGM. During the introductions, STF liaison and Carlene will present. Carlene will discuss Digital Fluency Badging and showcase video. AV requirements having a mixer, mikes, data projector will be taken care of. The Executive should be easily identifiable at the conference, such as brightly coloured name tags.

Executive needs to be cognizant of outgoing executive members and shoulder tap people assume role.

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**ACTION:** Gaétan will ask an Executive member to take pictures during the conference, honouring those individuals who replied that they wish not to have photos taken at the conference.

**ACTION:** The Conference Councillor (Gaétan) will talk to Travelodge regarding having a mixer, lapel mike, podium and mike.

**ACTION:** Carla will arrange for a data projector to be present at the conference.

**ACTION:** The Conference Councillor (Gaétan) will delegate jobs to the Conference Committee, including SSLA table, photographer, AGM help to Charlotte, greeters, etc.

**ACTION:** The President Elect (Charlotte) will purchase and prepare three smaller plates to the conference plate, three larger plates for the Award winners and to the conference presenter.

**ACTION:** The President (Carlene) will add in the sponsorship to the budget line.

**ACTION:** Executive will be at the Conference no later than 30 minutes prior to the start to provide assistance.

## 4.6 Communication Councillors

Shared the majority of the most read items on Facebook reflect collection development and discussed.

Returned emails are an issue. Executive decided the names will be read at the next meeting to determine if anyone knows the unidentified people and to provide assistance in fixing emails.

## 4.7 Special Projects Councillor

A Digital Fluency Badging party will occur to promote. Steadily getting registrations, but participants are not completing the badges. Discussion regarding the notifications about badging. Naomi Harm and STF have been a positive advocate for digital badging.

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Carlene will begin presenting “Tech in Two” to showcase the educational benefits of a digital fluency badge. She is looking at having a consistent format within each video vignette of how educators can use the tool in education. The subtitle will be “See the Possibilities”. If any submissions are used, permissions will be requested. Possibility of presenting video at SSLA Conference.

**ACTION:** The President (Carlene) to look at notifications and credentials from Wordpress.

**ACTION:** The President (Carlene) will add a disclaimer regarding submissions and what happens regarding privacy around submissions to each badge.

**ACTION:** The President (Carlene) and the Special Subject Councillor (Carla) will write an article on Digital Badging for *The Medium*.

**ACTION:** The President (Carlene) will review the badge requirements to ensure the tasks state that “submit a work created with colleagues or students” rather than just student.

## 4.8 Secretary/Archivist

Looking at procedures of the archival responsibilities.

Feeling accomplished regarding position.

## 4.9 Past- President

This position is currently vacant.

## 5. New Business

### 5.1 Correspondence

5.1.1. Canadian Library Association

5.1.2. MDLP

New trial databases are available. Diminished voice with three people representing school libraries. School libraries represent the lowest in the trails and use of databases within the library sector. Carlene spoke to Multi-Type regarding the barriers of school

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participation, including the timing of events and emails have not necessarily be sent to appropriate staff and then distributed to teachers.

## 5.1.3. Horizon School Division – Request from Library Technicians

Insufficient information to go forward. Suggest the Digital Badging as a means of PD. SSLA could provide some information for some general frontloading and Judy Nicholson (SLA) could provide an exploration afternoon with the Digital Badging.

## 5.1.4. AccessCopyright

Payment is attached

## 5.1.5. Angela Thacker Nomination

Rhonda Wills will submit the Angela Thatcher nomination for Inquiry Project.

## 5.1.6. Donna DesRoches - Saskatchewan Reads Document

**ACTION:** The Executive will respond and submit by February 7<sup>th</sup> any feedback in regards to the letter.

## 5.1.7. Chantelle forwarded her appreciation via email

## 5.2. New Business

### 5.2.1. Legacy Project

Lots of information and started in 1965 to 2007. In 2008, we went online. STF missing information for the year of 2006-2007. Request to approach the executive from 2006-2007 to find articles and positions for that year.

**ACTION:** The Executive who know members on the 2006-2007 Executive to find the names of their position during that year and request a print copy in order to digitize.



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## 5.2.2. STF – Summer Short Course Needs Assessment

Topics were identified regarding possible topics (beginning teachers, coding, makerspaces, curation and collection, eBooks, primary beginner books, What Can Your Librarian to Do for You? Digital Badging, and embedding Digital Badging into other sessions

## 5.2.3. Executive Meeting Dates

Next meeting is March 21<sup>st</sup>.

April - Arrange Executive job-alike meetings

## 5.2.4. Learning Events

Next Event is February 4<sup>th</sup> with David Lankes

Please advertise the Learning Events.

## 5.2.5. Conference

### 5.2.5.1. Executive Registration

Executive is reminded to register.

### 5.2.5.2. Conference Dinner

Ayden's Restaurant at 6:30 on February 26<sup>th</sup>.

### 5.2.5.3. Evaluation Form

ACTION: Link will need to be added to slide deck.

ACTION: Carlene will have a link for the evaluation form.

ACTION: Gaétan will contact Shannon regarding a backchannel.

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- 5.2.5.4. Awards and Bursary Ad Hoc Committee
  - 5.2.5.4.1. Nominations

Dawn Morgan and a teacher from Charlotte Raines's school division, and Charlotte Raine will sit on the committee.
  - 5.2.5.4.2. Executive for 2015-2016

Names were submitted regarding intentions for upcoming year. Executive to think about possible candidates to replace outgoing executive members.
- 5.2.6. Learn Forward

Five year Strategic Plan document was handed out. History of how we got where we are from Margaret Pillay at SPDU. Focused on looking and becoming familiar with the four pillars (Advocacy, Professional Development Communication and Sustainability) Looked at five questions and time to respond and then these items were collated into one document.

## **Adjournment:**

Meeting was adjourned at 4:15 by Carlene Walter. The next general meeting will an online meeting at 9:00 on March 21<sup>st</sup>.

Minutes submitted by: Rachel Florence

Approved by: Carlene Walter

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## SSLA Executive Action List

✓	ACTION	WHO	COMMENTS
	Executive members with financial responsibilities will send updated financial statements prior to each subsequent meeting, including, but not limited to: SSLA Conference, Learning Events, Awards and Bursary, Special Projects, and <i>The Medium</i> .	Dawn, Tracy, Charlotte, Chantelle, Carla, Jana & Gaétan	You need to download off the web and have a copy on the computer, add your data, save it and then send it.
	The Professional Learning Councillors will send the conference and learning events speakers' contracts to Secretary/Archivist.	Tracy and Gaétan	Check with Rachel to ensure that she has received the contracts.
	Support new members and be cognizant of stresses and challenges.	Executive	ONGOING

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## President's Report

### INFORMATION ITEMS

1. Contacted Stealth regarding hosting the timeline for the Legacy Project on the website and the enabling the ability to comment on *The Medium* blog.
2. Forward the Stealth contact information to Charlotte.
3. Corrected Laurie's duties in the October minutes and uploaded revised version to the website.
4. Amended the online budget spreadsheet to include the move of \$3000 from general chequing into Legacy Project from general chequing.
5. Submitted article to School Librarianship.
6. Added tasks and badges to Digital Fluency Badges.
7. Arranged for card to be sent to Chantelle.
8. Maintained web site.
9. Began preparation from departure of presidency by uploading document behind the veil and organizing files.
10. Co-presented with Dawn Morgan to SLA Executive Council regarding reciprocal membership and possible collaborations.
11. Registered for Disqus, a communication tool, and embedded in The Medium blog to facilitate robust comments.

### ACTION ITEMS

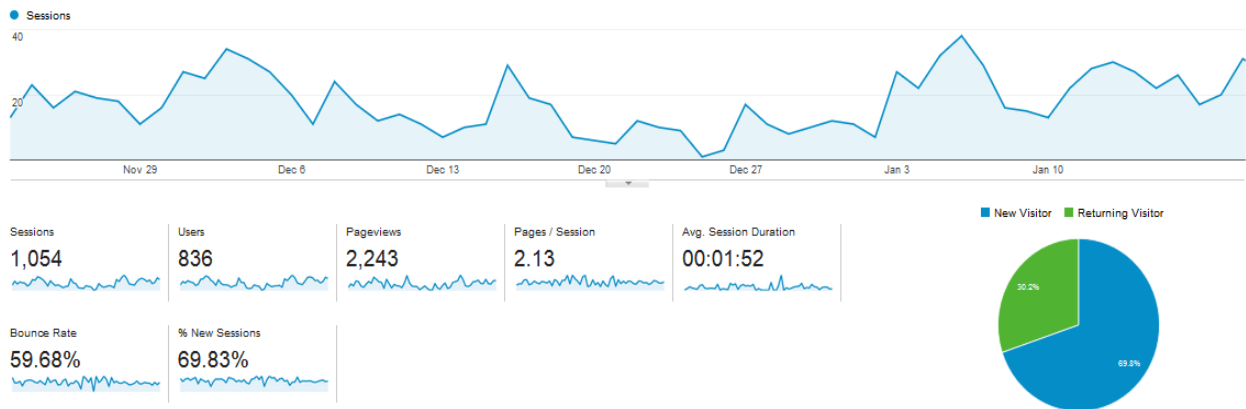
1. Begin plan forward document.
2. Complete items outlined in the Special Projects Promotion document.

Report submitted by: Carlene Walter

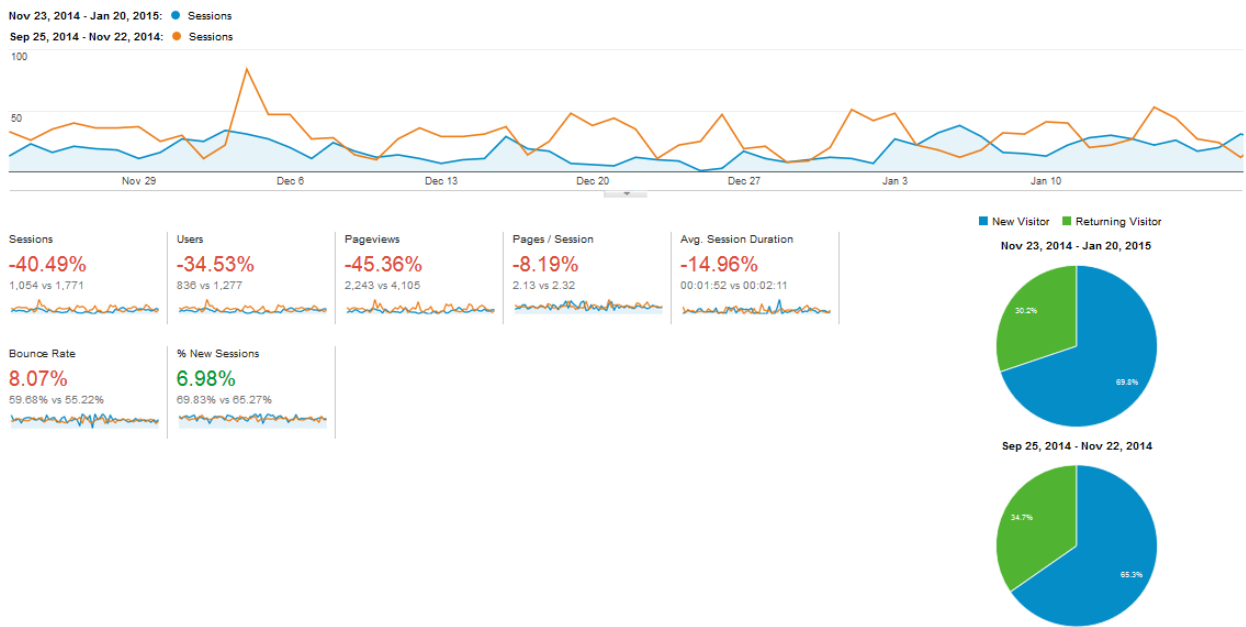
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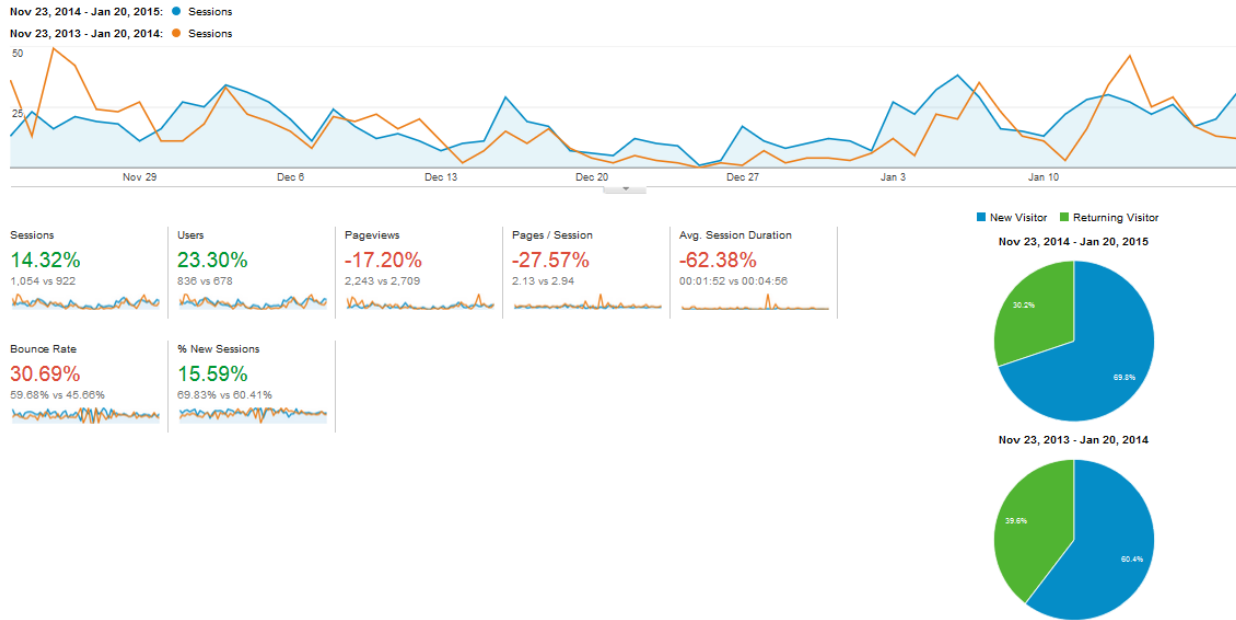
## Google Analytics Data



## Visits – Comparison of Last Meeting Term and Current Meeting Term



## Visits – Comparison of Last Year’s Term and Current Meeting Term



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## President Elect's Report

### INFORMATION ITEMS

1. Contacted SSLA's networking liaisons and assembled their reports for the agenda.
2. Updated school division liaison list behind the veil. Tracked down names from the liaison list who had retired and then kept e-mailing potential contacts to find replacements. We now have a liaison for every school division that has at least three teacher-librarians. Would still like to find liaisons for the remaining divisions.
3. Accepting applications for SSLA awards. Deadline is January 16, 2015. No applications have been received to date.
4. Completed the data entry for the executives and publications for the Legacy Project.
5. Accepted an invitation to showcase SSLA's work at the Together4Learning fair during the Superconference.

### ACTION ITEMS

1. Continue with Legacy Project by contacting Stealth to begin the web design process of the timeline. See Legacy Project report.
2. Would it be prudent to extend the deadline for accepting applications for this year's SSLA Awards? What has been done in the past? It is my belief that I would be in a conflict of interest to approach people to apply. Is that so?
3. I was dismayed to learn that the Together4Learning showcase is to be print-based. Carla is checking into what print materials may be available. We will need to make some decisions on this.
4. Joanne Beltramini would be a most suitable candidate for the Frances Morrison Award given by SLA for "outstanding service to libraries ... This award is open to all, individuals or institutions or groups, and not restricted to professional librarians or SLA members" - See more at: <http://saskla.ca/awards-bursaries/sla-frances-morrison-award>
  - a. Would SSLA desire to nominate Joanne? I am willing to write the nomination.

5. Do we want to consider seeking a nomination for any national library awards for our Inquiry Project or Digital Badging project? It was recommended after the CLA conference in 2014 that we try again.
6. Looking ahead ... Our SSLA Strategic Plan is dated November 6, 2010. Should we be renewing our plan in November of 2015? We could really benefit from Carlene's vision if we were to put strategic planning on the agenda for fall of 2015. I am asking now as I believe it would have some budget implications.

Report submitted by Charlotte Raine



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## President Elect's Financial Report

### AWARDS AND BURSARY BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
<b>Balance</b>		\$ 850.00		\$ 850.00	100.0%
<b>TOTAL INCOME</b>		\$ 850.00		\$ 850.00	100%
EXPENDITURES		Budget	Actual	Difference (\$)	Difference (%)
<b>Bursary</b>		\$ 500.00			
<b>Photocopying</b>		\$ 50.00			
<b>Miscellaneous (Certificate Paper)</b>		\$ 12.00			
<b>John G. Wright Plaque Engraving \$5 plus tax(Listowel)</b>		\$ 7.00			
<b>John G. Wright Plate Sticker (Listowel) \$17.50 plus tax</b>		\$ 18.50			
<b>Connie Acton Plate Sticker \$17.50 plus tax (Listowel)</b>		\$ 18.50			
<b>Art Forgay Plate Sticker \$17.50 plus tax (Listowel)</b>		\$ 18.50			
<b>Award Plates - Three @ 39.00 plus tax (Sisters Glass)</b>		\$ 125.50			
<b>Awards &amp; Bursary Meeting</b>		\$ 75.00			
<b>TOTAL EXPENSES</b>		\$ 825.00	\$ -	-	0.0%
GRAND TOTAL		Budget	Actual	Difference (\$)	Difference (%)
<b>Income</b>		\$ 825.00	\$ -	\$ 825.00	100.0%
<b>Expenditures</b>		\$ 825.00	\$ -	\$ 825.00	100.0%
<b>GRAND TOTAL</b>		\$ -	\$ -		

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## Treasurer/Membership's Report

### INFORMATION ITEMS

1. Balance as of December 31, 2014 - Chequing - \$21 572.26  
Term Deposit - \$11 793.41
2. Membership – 131 current members, 4 are new members
3. Financial records older than 7 years have been disposed of properly
4. Conference line in the budget is for last year's conference. This year's conference is indicated by Conference 2015

### ACTION ITEMS

1. Our subscription with Quick Books will expire in February. A new subscription needs to be arranged.

Report submitted by: Dawn Morgan

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## SSLA Financial Report – Banking Summary

Saskatchewan School Library Association  
 Profit and Loss  
 November 1, 2014 - January 14, 2015

	<b>TOTAL</b>
Income	
Book Bytes Income	18.82
Conference	0.00
Conference 2015	935.64
Digital Badging Income	96.80
Interest	1.97
Learning Event	1,242.84
Membership	468.29
Sales	0.00
STF Basic Grant	1,728.00
Total Income	\$4,492.36
Gross Profit	\$4,492.36
Expenses	
Audit	500.00
Digital Badging	132.34
Learning Event Expenses	1,392.90
PD Opportunity - Third Year Executive	1,000.00
Publications	205.76
Wufoo Online Survey Maker	59.90
Total Expenses	\$3,290.90
Profit	\$1,201.46

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## SSLA Financial Report - July 1, 2014 - January 14, 2015

	<b>TOTAL</b>
<b>Income</b>	
Book Bytes Income	131.74
Conference	4,185.00
Conference 2015	935.64
Digital Badging Income	96.80
Interest	5.91
Learning Event	3,258.15
Membership	1,464.90
Sales	0.00
STF Basic Grant	1,728.00
Total Income	\$11,806.14
Gross Profit	\$11,806.14
<b>Expenses</b>	
Audit	500.00
Book Bytes	140.00
Digital Badging	548.58
Executive Meetings	393.62
Executive Travel	1,123.37
Gifts	62.58
Learning Event Expenses	1,983.23
Office expenses	52.26
PD Opportunity - Third Year Executive	1,000.00
Publications	205.76
Wufoo Online Survey Maker	149.75
Total Expenses	\$6,159.15
Profit	\$5,646.99

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## SSLA Financial Report – Budget Overview

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
<b>Balance</b>		\$23,198.29		\$ -	#DIV/0!
<b>Membership Fees</b>		\$ 3,200.00	\$ 1,464.90	\$ 1,735.10	
<b>STF Basic Grant</b>		\$ 1,728.00	\$ 1,728.00	\$ -	
<b>AccessCopyright</b>		\$ 850.00	\$ 638.44	\$ 211.56	
<b>BookBytes</b>	Revenue (\$850 profit)	\$ 1,960.00	\$ 131.74	\$ 1,828.26	
<b>Interest</b>		\$ 10.00	\$ 5.91	\$ 4.09	
<b>Learning Events</b>	Revenue (\$1100 profit)	\$ 3,420.00	\$ 3,348.15	\$ 71.85	
<b>Conference 2014</b>		\$ -	\$ 4,185.00	\$ (4,185.00)	#DIV/0!
<b>Conference 2015</b>	Revenue (\$3000 profit)	\$ 14,200.00	\$ 2,584.65	\$ 11,615.35	
<b>Multi-type Library</b>	<i>From Chequing</i>	\$ 2,000.00		\$ 2,000.00	0.0%
<b>Special Subject Council Revenue</b>	<i>Digital Badging</i>	\$ 500.00	\$ 96.80	\$ 403.20	19.4%
<b>Special Subject Council Grant</b>	<i>Digital Badging</i>	\$ 3,000.00	\$ 3,000.00	\$ -	100.0%
<b>Legacy Project</b>	<i>Transfer from Chequing</i>	\$ 3,000.00		\$ 3,000.00	0.0%
<b>Term Deposit Transfer</b>		\$ -	\$ -	\$ -	
<b>TOTAL INCOME</b>		\$ 33,868.00	\$ 17,183.59	\$ 16,684.41	

EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
<b>Advertising</b>	\$ 100.00	\$ 45.23	\$ 100.00	45%
<b>Accounting Software</b>	\$ 250.00		\$ 250.00	0%
<b>AGM - Awards and Bursary</b>	\$ 825.00		\$ 825.00	0.0%
<b>Review for gear 2012-2013 &amp; 2013-2014</b>	\$ 500.00	\$ 500.00	\$ 500.00	100.0%
<b>Bank Charges</b>	\$ 30.00		\$ 30.00	0.0%
<b>BookBytes</b>	\$ 1,075.00	\$ 140.35	\$ 1,075.00	13.1%
<b>Conference Expenses</b>	\$ 11,200.00		\$ 11,200.00	0.0%
<b>CLA Conference Attendance</b>	\$ -	\$ -	\$ -	#DIV/0!
<b>Donations</b>	\$ -	\$ -	\$ -	#DIV/0!
<b>Executive Meetings</b> 4 F2FMeals X \$260/1 Exec Dinner	\$ 2,000.00	\$ 393.62	\$ 2,000.00	19.7%
<b>Executive Travel and Accommodations</b>	\$ 3,100.00	\$ 1,123.37	\$ 3,100.00	36.2%
<b>Gifts</b>	\$ 350.00	\$ 62.58	\$ 350.00	17.9%
<b>Learning Events Expenses</b>	\$ 2,320.00	\$ 1,983.23	\$ 2,320.00	85.5%
<b>Legacy Project</b>			\$ -	#DIV/0!
<b>Memberships In Partnering Associations</b>	\$ -		\$ -	#DIV/0!
<b>Multitype Library</b>	\$ 2,000.00		\$ 2,000.00	0%
<b>Office Supplies</b>	\$ 50.00	\$ 52.26	\$ 50.00	105%
<b>Online Survey Maker</b> \$30.00 X 12 months	\$ 340.00	\$ 149.75	\$ 340.00	44.0%
<b>President-Elect PD Opportunity</b>	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	100.0%
<b>PD Opportunity - Third Year Executive</b>	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	100.0%
<b>Postage</b>	\$ 50.00		\$ 50.00	0.0%
<b>Publications</b> <i>The Medium</i>	\$ 600.00	\$ 205.76	\$ 600.00	34.3%
<b>Special Subject Council Grant</b> <i>Digital Badging</i>	\$ 3,000.00	\$ 548.58	\$ 3,000.00	18.3%
<b>Miscellaneous</b>	\$ 78.00		\$ 78.00	0.0%
<b>TOTAL EXPENSES</b>	\$ 30,868.00	\$ 8,204.73		
<b>Income</b>	\$ 33,868.00	\$ 17,183.59	\$ 16,684.41	49.3%
<b>Expenditures</b>	\$ 30,868.00	\$ 8,204.73	\$ 22,663.27	73.4%
<b>GRAND TOTAL</b>	\$ 3,000.00	\$ 8,978.86	\$ (5,978.86)	-24.2%

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## Publication Councillors' Report

### INFORMATION ITEMS

1. Requisitions were sent in to Dawn for payment of fall Medium articles by Carlene, Tracy and Jana.
2. Flipsnack subscription has been renewed - \$5.76 over budget due to exchange rate (will look at that in May – perhaps putting that to \$60 instead of \$50 to ensure cost coverage)

### ACTION ITEMS

1. Call out for articles: Tracy – Part 2? Chantelle – using iPads in the classroom. #3 – TBD  
Would like to have Medium posted by the end of February
2. We will continue to try to find material to post to the blog. Have received suggestions which are ALWAYS welcome!!
3. Continue to update budget as needed.
4. Contact the Bulletin and submit an article to them.

Report submitted by: Chantelle Anderson & Jana Scott Lindsay

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## Publication Councillors' Financial Statement

INCOME	Memo	Budget	Actual	Difference (\$)
Balance		\$ -		
Income		\$ 600.00		
<b>TOTAL INCOME</b>		\$ 600.00		

EXPENDITURES		Budget	Actual	Difference (\$)
Submissions	4 issues - 9 articles @ \$50	\$ 450.00	\$ 150.00	\$ 300.00
Membership Contribution Incentives	4/yr	\$ 100.00	\$ -	\$ 100.00
FlipSnack Subscription		\$ 50.00	\$ 55.76	\$ (5.76)
<b>TOTAL EXPENSES</b>		\$ 600.00	\$ 205.76	\$394.24

GRAND TOTAL		Budget	Actual	Difference (\$)
Income		\$ 600.00		
Expenditures		\$ 600.00	\$ 205.76	
<b>GRAND TOTAL</b>		\$ -	\$ 394.24	



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## Professional Learning Councillors' Report – Learning Events

### Information Items

1. Followed up contact to David Lankes to prepare for last webinar.
2. Added new registrants.
3. Sent links to registrants of Learning Events of archived session.
4. Requested payment for Shannon.

### Action Items

1. Tech check with David Lankes, hopefully on January 29 or 30 (these are the two dates I requested, but I have not heard back yet.)

Report submitted by: Tracy Woodward

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## Professional Learning Councillors' Financial Statement

### SSLA LEARNING EVENTS

### LEARNING EVENTS BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
<b>Balance</b>		\$ -	\$ -	\$ -	
<b>Registration Fees</b>	\$90 per person X 38	\$ 3,420.00	\$ 2,110.00	\$ 1,310.00	162%
<b>TOTAL INCOME</b>		\$ 3,420.00	\$ 2,110.00	\$ 1,310.00	162%

EXPENDITURES	Budget	Actual	Difference	Difference (%)
<b>Planning Meetings</b>				
<b>Food &amp; Mileage</b>	\$ 25.00	\$ -		
<b>Keynote</b>				
<b>Honourarium (Sylvia Martinez)</b>	\$ 575.00	\$ 590.33		
<b>Keynote Speaker</b>				
<b>Honourarium (Naomi Harm)</b>	\$ 575.00	\$ 685.02		
<b>Keynote Speaker</b>				
<b>Honourarium (Shannon M. Miller)</b>	\$ 575.00	\$ 707.88		
<b>Keynote Speaker</b>				
<b>Honourarium (David Lankes)</b>	\$ 550.00			
<b>Office Supplies</b>	\$ 10.00			
<b>Banking Expenses</b>	\$ 10.00			
<b>TOTAL EXPENSES</b>	\$ 2,320.00	\$ 1,983.23	\$ 336.77	117.0%
<b>GRAND TOTAL</b>	Budget			
<b>Income</b>	\$ 3,420.00	\$ 2,110.00		
<b>Expenditures</b>	\$ 2,320.00	\$ 1,983.23		
<b>GRAND TOTAL (with \$1100 profit)</b>	\$ 1,100.00	\$ 126.77	\$ 973.23	867.7%

# SSLA EXECUTIVE COUNCIL MEETING

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January 24, 2015

## Professional Learning Councillors' Report – Conference

### Information Items

1. Sponsor donations have been coming in: the total amount pledged so far is \$1650. Saunders has said they will be sponsoring, but have not specified a dollar amount to date.
2. Registrations are beginning to trickle in.
3. Shannon has confirmed her flight, and her room has been booked.
4. Met with Shannon to finalize Workshop details.

### Action Items

1. Finalize program details.
2. Finalize hall arrangements – table layout, etc.
3. Choose lunch menu (by Jan. 30) and finalize lunch numbers (likely not until last week of February).
4. Finalize A/V equipment required.
5. I have been unable to touch base with the Willow Awards. Have sent a few emails, but no response. Will continue to try and contact. Have tentatively booked a display table for them.

Report submitted by: Gaétan Hammond

# SSLA EXECUTIVE COUNCIL MEETING

January 24, 2015

## Professional Learning Councillors' Report – Conference

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
<b>Balance</b>		\$ -			
<b>Registration Fee</b>	based on 36 people @ \$140	\$ 12,040.00	\$ 935.64		
<b>Displayers' Lunch</b>		\$ 50.00			
<b>Sponsorship</b>		\$ 2,200.00	\$ 1,650.00		
<b>TOTAL INCOME</b>		\$ 14,290.00	\$ 2,585.64		

EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
<b>Planning Meeting</b>	\$ 125.00			
<b>Keynote Speaker</b>	Honourarium \$ 5,000.00			
<b>Keynote Speaker</b>	Airfare \$ 1,000.00			
<b>Keynote Speaker</b>	Accommodation (2 nights) \$ 475.00			
<b>Keynote Speaker</b>	Meals \$ 100.00			
<b>Decor/tables</b>	\$ 100.00			
<b>Names</b>	\$ 50.00			
<b>Facility</b>	\$ 850.00			
<b>Sign</b>	\$ 215.00			
<b>Presenters' Gift</b>	\$ 60.00			
<b>Audio/Visual</b>	\$ 215.00			
<b>Program</b>	\$ 25.00			
<b>Nutrition Break</b>	\$ 700.00			
<b>Lunch</b>	\$24 per person (plus tip)	\$ 2,375.00		
<b>TOTAL EXPENSES</b>	\$ 11,290.00			

GRAND TOTAL	Budget	Difference (\$)	Difference (%)
<b>Income</b>	\$ 14,290.00	\$ 2,585.64	
<b>Expenditures</b>	\$ 11,290.00	\$ 0.00	
<b>GRAND TOTAL</b>	\$ 3,000.00		

# SSLA Executive Council Meeting

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January 24, 2015

## Communications Councillors' Report

### Information Items

1. Sent email(s) regarding the following items:
  - a. Membership expiring
  - b. Membership expired
  - c. Invitation to register for Learning Events
2. Updated the email database with new/renewed members.
3. Created and sent January Newsletter to liaisons and membership promoting the Conference, Awards and Bursaries and Digital Badging using Mail Chimp.  
<http://bit.ly/1B1nrvQ>
4. Maintained gmail account.
5. Klout score is 30.
6. Added relevant posts to the Facebook page
  - a. Since November we have added 2 people to our group with 92 members
  - b. Added the following to our About section to avoid getting spammers/retailers

A forum for SSLA members and all those who support school libraries. This group provides us with a space to share ideas, successes, links, and questions.

This is a group for real people. No aliases, avatars, or businesses. This group is NOT a place to promote your business, book, cause, etc. Do not share posts that request members make donations, purchase items, or sign things.

4. Updated the Pinterest Account
  - a. Currently we are following 83 and have 101 followers

### Action Items

1. Plan for undeliverable emails

Report submitted by: Laurie Hnatiuk



web: www.ssla.ca  
 e-mail: sasksla@gmail.com  
 twitter: @SaskSLA  
 facebook: Saskatchewan School Library Association



## Measure and track your impact

### 90 Day Score History

Score updated 01/10/2015



### Score Details

**30.38**

Today's Score

**33.51**

90 Day High

**27.37**

90 Day Low

### Week of Dec 29 - Jan 4



### Saskatchewan School Library Association

Build Audience - Promote Page

[See Insights](#)

	LAST WEEK	PREVIOUS WEEK	TREND
Total Page Likes	72	72	0.0%
New Likes	0	0	0.0%
Weekly Total Reach	1	2	-50.0%
People Engaged	0	1	-100.0%

## Hi there, Saskatchewan School Library Association!

#### Your Pinterest profile

Avg. daily Impressions: **12** (+52.17%)  
 Avg. daily Viewers: **8** (+72.73%)

#### Your audience

Avg. monthly viewers: **247** (+29.18%)  
 Avg. monthly engaged: **14** (+7.14%)

#### Activity from ssla.ca

Avg. daily Impressions: **1** (+50.00%)  
 Avg. daily Viewers: **1** (+50.00%)

Top Pin impressions in the last 30 days from ssla.ca	Impressions	Repins	Clicks	Likes	Pin type
Winter display for the library, with out out...	56	1	0	0	
Makerspace Starter: GoldieBlox (TM) Circ...	49	1	0	0	R
Minecraft party decorations - wall feature...	31	0	0	0	
9 features of a good digital citizen	30	3	0	0	
This has been CVHS Library's MOST talke...	28	2	0	0	

# SSLA Executive Council Meeting

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January 24, 2015

## Special Projects Councillor's Report

### Information Items

1. 40 individual registrations, 2 institutional
2. Reviewed and approved 3 new tasks, 1 pending
3. Badging Poster and promotional video sent to division contact personnel
4. Presentation proposals submitted but were declined for Alberta Library Conference and ISTE
5. Presentation Proposal submitted to IT Summit 2015 and to SLA Conference 2015
6. Carlene has reviewed, updated and added Badge Tasks
7. Created and had printed 500 Digital Fluency PD bookmarks.

### Action Items

1. Continue Promotion of Badging Project
2. Continue with registration and submission reviews
3. Establish focus group to review project in Jan.

Report submitted by: Carla Katerynych

## Special Project Councillor’s Financial Statement

### SPECIAL SUBJECT COUNCIL GRANT (DIGITAL FLUENCY BADGING) BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ 3,000.00	\$ 3,000.00	\$ -	
<b>SCC Grant \$99.09</b>					
Registration			\$ 500.00		
<b>TOTAL INCOME</b>		\$ 3,000.00	\$ 3,500.00	\$ (500.00)	-17%

EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
Web Creation- Phase 3 and 4	\$ 639.50	\$ 206.25	\$ 433.25	
Web Creation - Phase 5	\$ 247.50		\$ 247.50	
Focus Group and Usability Testing	\$ 240.00		\$ 240.00	
Working Group Meetings	\$ 240.00	\$ 63.42	\$ 176.58	
Publicity - Signage and Promotional Materials	\$ 240.00	\$ 21.03	\$ 218.97	
Web Design and Badge Creation	\$ 1,375.00	\$ 254.88	\$ 1,120.12	
Miscellaneous	\$ 18.00		\$ 18.00	
<b>TOTAL EXPENSES</b>	\$ 3,000.00	\$ 545.58	\$ 2,454.42	81.8%
<b>GRAND TOTAL</b>	<b>Budget</b>	<b>Actual</b>	<b>Difference (\$)</b>	<b>Difference (%)</b>
Income	\$ 3,000.00	\$ 3,500.00	\$ (500.00)	-16.7%
Expenditures	\$ 3,000.00	\$ 545.58	\$ 2,454.42	81.8%
<b>GRAND TOTAL</b>	\$ -	\$ 2,954.42		



# SSLA Executive Council Meeting

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January 24, 2015

## Secretary/Archivist Councillor's Report

### INFORMATION ITEMS

1. \*Typed agenda! (YAY) – Well sort of, I put the reports in!

### ACTION ITEMS

1. Please send email to [Rachel.florence37@gmail.com](mailto:Rachel.florence37@gmail.com)

Report submitted by: Rachel Florence

# SSLA Executive Council Meeting

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January 24, 2015

## 5.1.1. Correspondence – CLA

The "big news" is that Leading Learning has been selected to receive the Ontario Library Association President's Award for Exceptional Achievement at OLA Super Conference, January 30th, 2015. We are thrilled about this!

[About the Award: "The President's Award for Exceptional Achievement acknowledges an outstanding action or contribution that has in a major or unique way enhanced or furthered librarianship in Ontario. The selection is at the full discretion of the President of the OLA. Awards are only given if there is something of true historic significance to recognize. The publication of Leading Learning: Standards of Practice for School Libraries in Canada is an event of true historic significance. As the document says, "Learners have a right to expect good school libraries in every school in Canada." Standards can indeed help measure practice, but Leading Learning does much more. By focusing on the needs of the learner, Leading Learning provides a framework for growth. Every school, no matter the status of its library program, can find itself in this framework and decide on tangible steps for improvement. The development of Leading Learning brought together input from every province and territory in the country, and successfully developed standards for growth that are meaningful within this very disparate context. This is a remarkable achievement. The Royal Society of Canada's recently released expert panel report on the status and future of Canada's libraries and archives made recommendations for improving standards for school library programs across the country. It cited Leading Learning and our own (OLA) guideline document, Together for Learning: School Libraries and the Emergence of the Learning Commons as models for moving forward. In the Ontario context, Leading Learning provides a sympathetic framework for achieving the vision of Together for Learning, and as such, is particularly deserving of an award for enhancing or furthering librarianship in this province. It is hoped that this award will help to advance the implementation of Leading Learning across the country and advocate for school library programs, particularly in light of the RSC's recommendations." Anita Brooks-Kirkland, OLA President]

The Royal Society of Canada Expert Panel Report mentioned above will be updated soon - JoAnne Gibson (CLA Voices for School Libraries Network Co-Chair) & I have agreed to update the school library part as needed. (pgs 153-162 with recommendations) [https://rsc-src.ca/sites/default/files/pdf/L%26A\\_Report\\_EN\\_FINAL\\_Web.pdf](https://rsc-src.ca/sites/default/files/pdf/L%26A_Report_EN_FINAL_Web.pdf) You will see the one of the recommendations in the report is action on school library education; Dianne Oberg (University of Alberta) hopes to provide a panel session on this at CLA 2015 in Ottawa.

Talks continue between CLA & ASTED for the French Translation of LL. The Quebec Ministry of Education has hired Ellen Goldfinch from MELS this fall for a special project through the Canada Quebec Entente for Minority Language Education. Part of her role is to help school libraries implement the National School Library Standards within the English sector in Quebec. <http://qslin.org/cla-standards-for-canadian-school-libraries/>

The Alberta Policy Webinars with Linda & I have started with strong enrollment & using LL as a support resource to help implement our policy.

<https://crcpd.ab.ca/programs/month/january/2015>

CLA is in the midst of organizational reform & eventually a reform of the CLA website. In the meantime Carol Koechlin updates the National Website where you can find more details on the above under the "News" section down the page as well as other

info. <https://sites.google.com/site/nationalsproject/the-launch/moving-forward>

I would like to pass on a request from Dr. David Loertscher regarding a short learning commons model survey in preparation of his announcement that 2015 be the "Year of the Learning Commons". The survey is just the beginning, he and Betty Marcoux will use the results to write an article in Teacher Librarian Journal but the survey will be open all year as David builds a learning commons network. We would appreciate anyone adopting this concept to fill in a short (4 questions) questionnaire that you can fill out online (<https://docs.google.com/forms/d/1seUuVe1y7CJBxQGIMCYkDfk2P43dBbw8sZea1bfE5MQ/vie/wform?c=0&w=1>) and submit for our use. It will take you approximately 5 minutes to fill it out. Should you have any questions, contact Dr. Loertscher ([reader.david@gmail.com](mailto:reader.david@gmail.com)) or Dr. Marcoux ([betty.marcoux@gmail.com](mailto:betty.marcoux@gmail.com)).

# SSLA Executive Council Meeting

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January 24, 2015

## 5.1.2. Correspondence – MDLP

A meeting of the MDLP committee was held on January 14<sup>th</sup>.

New e-book titles and new editions of existing resources were added to the Gale Virtual Reference Center.

Five Gale databases—Biography in Context; Canada in Context; Science in Context; Student Resources in Context; World History in Context—are being evaluated to determine interest for the Supplemental Collection. The trial began in December and will conclude at the end of January.

A variety of statistical reports that are given to partner libraries in advance of the April 15<sup>th</sup> AGM were reviewed and discussed—usage statistics for the past year; vendor renewal fees for 2015-2016; and, partner revenue scenarios. The AGM will be held in Regina.

The Multitype Library Board Communications Committee is looking for people to sit on the committee. The committee will explore promotion ideas, the sharing of compelling stories, using Twitter and other social media to spread its message, and training opportunities for library staff. It is a two-year commitment. Interested individuals should email Jack Ma for the terms of reference.

Results from the MDLP End User Survey were reviewed.

A follow-up meeting to prepare for the AGM will be held in February or early March.

Take care...and give my hellos to the Executive,

*Joanne Beltramini, Coordinator*

# SSLA Executive Council Meeting

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January 24, 2015

## 5.1.3. Correspondence - Horizon School Division - Request for PD

**From:** Marrion Wolff [[marrion.wolff@hzsd.ca](mailto:marrion.wolff@hzsd.ca)]

**Sent:** January 14, 2015 3:00 PM

**To:** Tracy Woodward

**Subject:** RE: Professional development

Hi Tracy:

Thanks so much for getting back to me. Our PD day is scheduled for March 16, 2015 so we need to get our presenters lined up ASAP. I am going to try and contact Judy Nicholson and would appreciate you checking with your organization for any other ideas or presenters that might be available.

I would be looking for a half day likely, either morning or afternoon. Thanks for looking into this for me.

Marrion Wolff, MBA, CHRP  
Manager of Human Resources  
Horizon School Division #205  
Phone [306-682-8610](tel:306-682-8610)  
Cell [306-946-8119](tel:306-946-8119)

# SSLA Executive Council Meeting

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January 24, 2015

## 5.1.4. Correspondence – Access Copyright

Saskatchewan School Library Association  
 505 Dufferin Ave  
 Saskatoon, SK S7N 1C2  
 Canada

**Distribution Report**

RMS ID: 246065

Date: 01-DEC-14

Cheque/Direct Deposit No: 163473

**Payment Summary by Distribution Type**

School Distribution 2014	\$2.09
Publisher Repertoire 2014	\$636.35
<b>Total Distribution Payable</b>	<b>\$638.44</b>
Foreign Tax <sup>1</sup>	\$0.00

**Note: Only Full Reporting, School and Transactional distributions are accompanied by Title Specific Reports. Any differences in totals are due to rounding. The amount remitted to publishers must be redistributed to the author(s) listed in the Title Specific Reports.**

**1 Tax withheld by foreign reproduction rights organizations for copies made outside Canada.**

# SSLA Executive Council Meeting

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January 24, 2015

## 5.1.5. Correspondence – Angela Thacker Award

Hello Rhonda,

On behalf of SSLA's Inquiry Working Group, may I request your assistance in submitting the nomination for the Inquiry Project for the CLA's Angela Thacker Award? I understand you submitted last year, so the nomination resubmission may not be onerous. We were encouraged by CLA to reapply, so I hope this means we have a chance!

Thank you,

Carlene Walter

Hello Carlene,

I would be honoured to do this.

Rhonda Wills

# SSLA Executive Council Meeting

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January 24, 2015

## 5.1.6. Correspondence –Saskatchewan Reads Document

Good morning colleagues and SSLA members,

I wanted to take a few moments and express some of my concerns about the document *Saskatchewan Reads*. My thoughts about this document are much the same as when Saskatchewan released an inquiry-based curriculum that did not mention the importance of school libraries or teacher-librarians – that is, it saddens and concerns me.

I believe *Saskatchewan Reads* and its associate website, <http://saskatchewanreads.wordpress.com/> is an excellent support for teachers. However, it does not include school libraries as an intentional partner and I worry that this could result in a further decline of Saskatchewan school library programs, collections and staff.

This has already happened in the Living Sky School Division. As much as I have advocated for a professional in every library it has not happened – in fact, the tiny amount of professional time allotted in the staffing formula was removed to support our literacy initiative.

I also fear that the emphasis on classroom libraries, as important as they are, could lead to budget decisions which could have a negative impact on school library collections.

While Living School Division has recognized the importance of strong library collections and as put in place a five-year plan to enhance our collections I am concerned about a provincial movement that will further reduce the importance of school libraries as essential to both our students' learning to read and their enjoyment of reading.

I would appreciate any comments you might have about this provincial direction. Is there a basis for my concerns? If so, is there anything we, as strong advocates for school libraries can do? If there is, I would be happy to initiate, take part, advocate...

Donna



# SSLA Executive Council Meeting

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January 24, 2015

## 5.2.1. New Business - Legacy Project Report

Data entry for the executives and publications of SSLA since 1965 has been completed. For each year I name the first and last name of the person, the position, and their location. The next step is to obtain the contact information for Stealth to begin the web design of the timeline for the Legacy Project. I also seek advice on how to deal with Stealth strategically without incurring additional costs.

I seek the executive’s assistance to complete the only missing information I need. My list of the 2006-2007 executive is incomplete. I am unable to obtain a print copy of *The Medium* for this school year. Our web listings start the very next year. Does anyone have some background information or contact information to verify this last group?

SSLA Executive 2006-2007	Violet Smotra-Cook
President	Joan Miller
Past President	Charlene Leaderhouse
Vice President	Karen Walliser
Treasurer & Membership	?Joanne Allen, Regina
Secretary & Marketing	?Valerie Hopkinson, Naicam
Councillor	
Networking Councillor	?Maxine Koskie, Lumsden
Editors	?Barbara McNeil, Regina
Editors	?Maria Furgieuele, Saskatoon

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?Heather Dack,Dalmeny

Archivist

STF Liaison