

SSLA Executive Meeting

June 2015



2014 - 2015

SSLA Executive Meeting

June 2015

Date

June 6th, 2015

Riverside Country Club

10:00 – 4:00

Call to Order

1. The meeting of the Saskatchewan School Library Association was called to order at 10:07 on June 6/15 by President Carlene Walter.

Present: Carlene Walter, Carla Katerynych, Dawn Morgan, Chantelle Anderson, Jana Scott Lindsay, Charlotte Raine, Gaétan Hammond, Laurie Hnatiuk, Tracy Woodward
New Members: Carol Preece, Megan Hernberg

Regrets: Rachel Florence

2. Approval of Agenda

- 2.1. The agenda was unanimously approved as distributed.

3. Approval of Minutes

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

4. Open Issues

3.1. SSLA Executive Roles and Responsibilities Action List

Information: President Carlene reviewed the agenda and the importance of welcoming new executive and allowance for mentoring time.

5. Reports

5.1. President

Information: The President reviewed the procedures involved around renewing our domain and that has been completed and it is now renewed for 10 years.

Action: The President along with the Special Project Councillor will complete the Digital Badging Grant summary before the end of the month.

4.2 President Elect

Information: The President Elect emailed the SLA regarding questions around the conference and is awaiting a response. SSLA had new correspondence regarding the new Sask Reads document and classroom libraries and the plans SSLA has for a response. Discussion revolved about proper protocols in responding to this correspondence. Will need to brainstorm ideas to bring the importance of the role of libraries in regards to classroom libraries.

4.3 Treasurer/Membership

Information: Additional memberships and a Learning Event fee was submitted since last meeting. Membership list will be sent between June 8th -15th. Discussion regarding funds to support face-to-face meeting next year.

4.4 Publication Councillors

Information: The Spring Issue of *The Medium* will be posted by mid-June.

Action: *The Medium* will be completed mid-June.

4.5 Professional Learning Councillors

Information: Three speakers are interested in speaking (Doug Johnson, Tech Chicks and possibly Jennifer LaGarde). No news regarding the SLA speaker. This year's conference fee registration looks low, and will be need to be reflected in the budget.

Action: The Learning Councillor will confirm speakers prior to the end of June.

Action: The Treasurer will send the updated conference budget, particularly the registration numbers, to the President to be updated in the final budget.

Motion: The Special Project Councillor motioned that the wording for membership be changed to: All membership are for one year. Conference participants are eligible for a one year membership or membership until the day prior the following year's AGM/Conference date which ever ones first. Seconded: Chantelle Anderson **Discussion:** People who run the conference would have to look after membership renewals and

check. Renewals would possibly be twice a year – in the fall and then the date of the conference. This change in membership will be shared with the membership. Motion Carried Anonymously

4.6 Communication Councillor

Information: Refer to report. No additional items except noting that the Saskatchewan Polytechnic, Library Information Technology Program Advisory Committee Meeting is this week.

Action: The Councillor will submit a report after attending the Saskatchewan Polytechnic, Library Information Technology Program Advisory Committee Meeting.

4.8 Special Projects Councillor

Information: The Digital Fluency Badging PD continues to gather more registrations. Survey has been sent to participants – only five completed to date. The first fluency badge was awarded. Low turnout for the Badges and Beverages Social, but we will continue to promote. Currently we have 70 badges.

Action: The Special Project Councillor will contact division contacts to promote the badges in order to integrate into 2015-2016 school professional plans.

4.9 Secretary/Archivist

Information: No information.

Action: Complete June duties, including archival requirements.

4.9 Past- President

The position is vacant, therefore there is no report. Pertinent information is under other Executive member’s reports who completed the past president duties

6. New Business

6.1. Correspondence

6.1.1. Special Projects Grants

ACTION: The Special Projects Grants will be completed by the Special Projects Councillor and the President. The money has been sent from the grant and some

from the chequing account to get the project off the ground. Both will present at the September STF Professional Growth Network Meeting.

6.1.2. Polytechnic School of Communications Technology's Library Information Technology Program Advisory Board

6.1.3. Prairie Spirit SD – Domain Purchasing

Stealth now holds the domain as well as the website for the ssla.ca domain. It was purchased for \$30 and Stealth has been paid.

6.1.4. MDLP: Library Press display is not widely used, so needs to be promoted in order to sustain. A subcommittee has been created to further analyze the actual use of the database. Noted that school libraries are the lowest users, but we also are the lowest numbers in comparison to other libraries.

6.1.5. CLA

6.2. Strategic Plan

6.2.1. Professional Learning Offerings: Next year, SSLA has more expenses than expected income. Discussion regarding how next year will look in order to balance income and expenditures. The discussion occurred before and after lunch. \$3620 is anticipated shortfall. The President applied to Mosaic. Few other sponsors were interested, but not having GST creates some challenges. SSLA does have access to federal money as other Professional Growth Networks have SSLA discussed the following ways in which to recover the money:

- Reduce the number of face to face meetings from four to three.
- Three Learning Events instead of four and still charge \$90. The US exchange is too costly for the Association. This will allow SSLA to receive the same profit.

MOTION: The Learning Events Councillor motioned that the Learning Events for 2015-2016 be reduced from four to three with registration remaining \$90. Seconded: Gaetan Hammond. No discussion. Carried.

- To receive financial compensation for the SuperConference, SSLA has requested reimbursement of 20% of the profit; projecting around \$820 in exchange for providing sessions and assisting with the conference planning. Gaetan, Carlene and Charlotte will sit on the SLA conference committee.

1. Leading Learning Strategies
 Presenter: Charlotte

2. How TIs Can Support SK READS with Digital Tools and Literacy Strategies? Presenter: Laurie and Chantelle
3. Badges and Collaboration Projects
 Presenter: Carla and Carlene
4. FNIM Resources
 Presenter: Angie Caron and Wilfred B.
 Information: It will be suggested that this session be offered by SLA and contact.
5. Makerspace and Coding
 Presenter: Jana
 How Can Our Libraries Work Together?
6. Presenter: Carlene
 Digital Curation
 Presenter: Gaetan Hammond

ACTION: The President Elect will contact to Rachel, Carol and Megan which one they would like to co present to ensure registration costs are covered.

- The remaining \$2800 will be recovered through hosting two sponsored PD events. School divisions want something focused on literacy. Details are noted in the SSLA 2015-2016 Professional Development Plan document.

ACTION: The President will send out an updated PD Strategic Plan

6.2.2. Budget Projection

Projected budget was distributed and discussed.

6.2.3. SSLA Calendar

- 6.2.3.1. Executive Meeting Dates
- 6.2.3.2. Professional Learning Opportunities
- 6.2.3.3. STF Summer Short Courses
- 6.2.3.4. SSLA BookBytes Social/Sponsor Fair
- 6.2.3.5. Learning Events
- 6.2.3.6. Professional Learning Event
- 6.2.3.7. SuperConference
- 6.2.3.8. *The Medium* Issues
- 6.2.3.9. Special Project's Badges and Beverages

7. Agenda for Afternoon Meeting

7.1. Welcome to New Members

Carol Preece – Treasurer/Membership

Megan Hernberg – Professional Learning Councillor

7.2. Picture of 2014-2015 Executive

Photo is on Charlotte’s phone

7.3. Executive Contact List

List was distributed and changes were noted.

7.4. SSLA Ad Hoc Committees

6.4.1. SLA Library Month – Gaetan Hammond will represent SSLA

6.4.2. Polytechnic School of Communications Technology’s Library Information Technology Program Advisory Board – Laurie Hnatiuk will represent SSLA

6.5. SSLA Executive Web Layer

6.4.1. Credentials

Credentials to the web site were distributed.

6.4.2. Organization Structure of Documents

ACTION: The President will fix the expense claim – the budget claim needs a data field.

ACTION: The President Elect will align all the social media passwords to be the same in the fall.

ACTION: The President will ensure that the Facebook icon is working correctly.

ACTION: The President needs to fix the Twitter SSLA password on the web accounts.

ACTION: The President will review the budget behind the veil to ensure all the budgets are posted.

ACTION: The President will send an update of the revised PD Plan for 2015-2016.

6.6. Review of Executive Duties and Responsibilities

6.6.1. Apprenticeship Conversation

First Round	Task
Carlene and Carla	Special Subject Councils Reminder Checklist Mentorship Program – Determine if viable

Dawn, Carol, and Laurie	Membership Budget
Tracy, Megan, and Gaétan	Planning of Learning Events Conference Committee Mentorship of new position
Charlotte and Rachel	Archival of Material
Jana and Chantelle	Themes and Dates of <i>The Medium</i>

Second Round	Task
Carlene and Charlotte	Professional Development Options Finalization of Budget
Dawn, Carol, and Laurie	Membership Budget
Tracy, Megan, and Gaétan	Planning of Learning Events Conference Committee Mentorship of new position
Rachel	Complete Minutes
Carla	Complete financial statement for Badges & Beverages
Jana and Chantelle	Themes and Dates of <i>The Medium</i>

6.7. Budget Allocation

Budget proposal will be sent after it has been collated

6.8. Appreciation

Appreciation was given by Carlene Walter to outgoing executive member Tracy Woodward and Laurie Hnatiuk bid farewell to Dawn Morgan.

Adjournment:

Meeting was adjourned at 4:04 by Carlene Walter. The next general meeting will be at 8:30 on September 26TH in Eamer Room at the STF building.

Minutes submitted by: Laurie Hnatiuk

Approved by: Carlene Walter

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SSLA Executive Action List

√	ACTION	WHO	COMMENTS
	Update financial statements for SSLA chequing, Conference, Learning Events, Special Projects, and <i>The Medium</i> prior to each subsequent meeting. Submit with report.	Dawn, Tracy, Carla, Joanne, Carlene & Chantelle	
	The Professional Learning Councillor will finalize the learning events speakers prior to the June meeting.	Tracy	
	Annual Report for 2016 AGM	Executive	
	Executive members are to complete duties of their specific position by the June meeting.	Executive	
	All outstanding bills must be submitted on or prior to June 6th	Executive	
	Support new members and be cognizant of stresses and challenges.	Executive	ONGOING

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President's Report

INFORMATION ITEMS

- Updated Digital Fluency Badges web site
- Created proposed budget, calendar, contact list, and professional leaning possible opportunities for 2015-2016
- Acknowledged Executive Council members for their service over the past year by sending emails to their respective Directors of Education.
- Completed web domain transfer from Prairie Spirit SD to Stealth

ACTION ITEMS

- Submit President's Report to the STF
- Complete, in collaboration, with Carla, the Special Subjects Grant Final Report
- Complete, in collaboration, with Carla, Special Subject Grant September Presentation
- Determine meeting time with Stealth to begin Legacy Project's web presence

Report submitted by: Carlene Walter

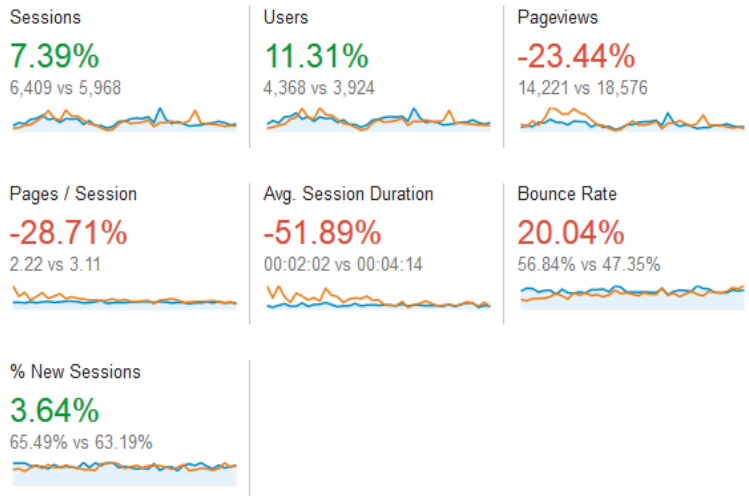
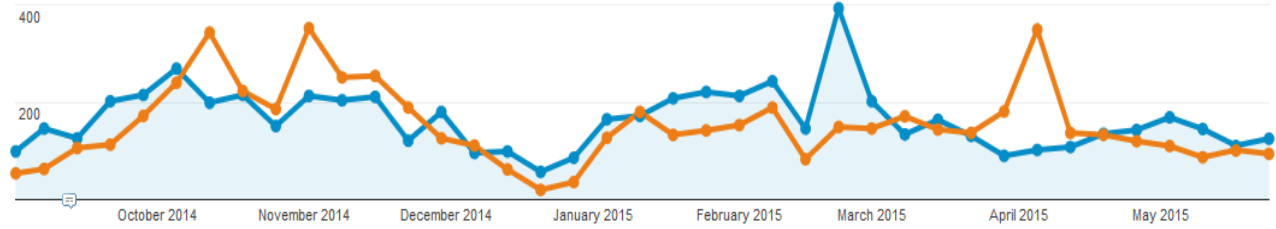
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Google Analytics Data

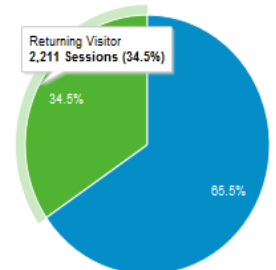
Sep 1, 2014 - May 30, 2015: ● Sessions

Sep 1, 2013 - May 30, 2014: ● Sessions

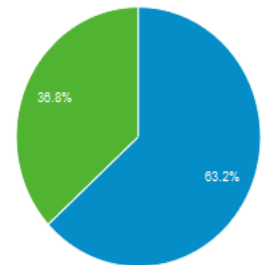


■ New Visitor ■ Returning Visitor

Sep 1, 2014 - May 30, 2015



Sep 1, 2013 - May 30, 2014



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President Elect's Report

INFORMATION ITEMS

1. Contacted liaisons for reports.
2. Contacted Judy Nicholson regarding SuperConference and SSLA's financial retribution.

ACTION ITEMS

1. Submit annual report.

Report submitted by: Charlotte Raine

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President Elect's Report

FINANCIAL STATEMENT

AWARDS AND BURSARY BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ 850.00		\$ 850.00	100.0%
TOTAL INCOME		\$ 850.00		\$ 850.00	100%

EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
Bursary	\$ 500.00	\$ 500.00		
Photocopying	\$ 50.00			
Miscellaneous (Certificate Paper)	\$ 12.00	\$ 13.16		
John G. Wright Plaque Engraving \$5 plus tax(Listowel)	\$ 7.00	\$ 5.50		
John G. Wright Plate Sticker (Listowel) \$17.50 plus tax	\$ 18.50	\$ 19.25		
Connie Acton Plate Sticker \$17.50 plus tax (Listowel)	\$ 18.50	\$ 19.25		
Art Forgay Plate Sticker \$17.50 plus tax (Listowel)	\$ 18.50	\$ -		
Award Plates - Three @ 39.00 plus tax (Sisters Glass)	\$ 125.50	\$ -		
Awards & Bursary Meeting	\$ 75.00	\$ -		
TOTAL EXPENSES	\$ 825.00	\$ 557.16	\$ -	0.0%

GRAND TOTAL	Budget	Actual	Difference (\$)	Difference (%)
Income	\$ 825.00	\$ -	\$ 825.00	100.0%
Expenditures	\$ 825.00	\$ 557.16	\$ 267.84	32.5%
GRAND TOTAL	\$ -	\$ (557.16)		

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Treasurer/Membership's Report

Information Items

1. Since our last meeting was so recent the transactions from the previous meeting and the monthly expenses are not showing on the bank statement.
2. Membership – 94 current members
3. Asked STF for a slightly later submission of our membership list, June 8.

Action Items

1. Submit membership list by June
2. Continue to prepare for financial review

Report submitted by: Dawn Morgan

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SSLA Financial Report – Banking Summary

Saskatchewan School Library Association
Profit and Loss
May 14-31, 2015

	Total
Income	
Digital Badging Income	9.41
Membership	146.49
Total Income	\$155.90
Gross Profit	\$155.90
Expenses	
Executive Meetings	198.95
Executive Travel	918.54
Financial Record Keeping	20.90
Wufoo Online Survey Maker	29.95
Total Expenses	\$1,168.34
Profit	\$ -1,012.44

Report submitted by: Dawn Morgan

SSLA Financial Report – Banking Summary

Saskatchewan School Library Association
 Profit and Loss
 July 2014 - May 2015

	Total
Income	
Access Copyright	638.44
Book Bytes Income	131.74
Conference	4,185.00
Conference 2015	11,342.27
Digital Badging Income	437.45
General	287.22
Interest	8.59
Learning Event	3,345.24
Membership	2,938.06
Sales	0.00
STF Basic Grant	1,728.00
Total Income	\$25,042.01
Gross Profit	\$25,042.01
Other Income	
Interest earned	0.83
Total Other Income	\$0.83
Expenses	
Advertising	97.73
AGM Awards and Bursary	557.16
Audit	500.00
Book Bytes	140.00
Conference 2015 Expense	11,049.01
Digital Badging	1,567.11
Executive Meetings	2,487.51
Executive Travel	4,030.87
Financial Record Keeping	83.60
Gifts	62.58



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



Learning Event Expenses	2,621.88
Office expenses	49.94
Other general and administrative expenses	52.26
PD Opportunity - Third Year Executive	1,000.00
President Elect PD Opportunity	2,000.00
Publications	355.76
Wufoo Online Survey Maker	269.55
Total Expenses	\$26,924.96
Profit	\$ -1,882.12

Report submitted by: Dawn Morgan

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SSLA Financial Report – Banking Summary

Summary Statement is as of June 5, 2015. A final statement will be posted.

BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$23 198.29		\$ -	#DIV/0!
Membership Fees		\$ 3,200.00	\$ 2,938.06	\$ 261.94	
STF Basic Grant		\$ 1,728.00	\$ 1,728.00	\$ -	
AccessCopyright		\$ 850.00	\$ 638.44	\$ 211.56	
BookBytes	Revenue (\$850 profit)	\$ 1,960.00	\$ 131.74	\$ 1,828.26	
Interest		\$ 10.00	\$ 8.59	\$ 1.41	
Learning Events	Revenue (\$1100 profit)	\$ 3,420.00	\$ 3,345.24	\$ 74.76	
Conference 2014			\$ 4,185.00	\$ (4,185.00)	#DIV/0!
Conference 2015	Revenue (\$3000 profit)	\$ 14,200.00	\$ 11,342.27	\$ 2,857.73	
Special Subject Council Revenue	Digital Badging	\$ 500.00	\$ 437.45	\$ 62.55	87.5%
Special Subject Council Grant	Digital Badging	\$ 3,000.00	\$ 3,000.00	\$ -	100.0%
Legacy Project	Transfer from Chequing	\$ 3,000.00		\$ 3,000.00	0.0%
Dissolution of Special Subject Council			\$ 287.22	\$ (287.22)	#DIV/0!
Term Deposit Transfer		\$ -	\$ -	\$ -	
TOTAL INCOME		\$ 31,868.00	\$ 28,042.01	\$ 3,825.99	

EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
Advertising	\$ 100.00	\$ 97.73	\$ 100.00	98%
Accounting Software	\$ 250.00	\$ 62.58	\$ 250.00	25%
AGM - Awards and Bursary	\$ 825.00	\$ 557.16	\$ 825.00	67.5%
Review for year 2012-2013 & 2013-2014	\$ 500.00	\$ 500.00	\$ 287.22	100.0%
Bank Charges	\$ 30.00		\$ 30.00	0.0%
BookBytes	\$ 1,075.00	\$ 140.00	\$ 1,075.00	13.0%
Conference Expenses	\$ 11,200.00	\$ 11,049.01	\$ 11,200.00	98.7%
CLA Conference Attendance	\$ -	\$ -	\$ -	#DIV/0!
Donations	\$ -	\$ -	\$ -	#DIV/0!
Executive Meetings 4 F2FMeals X \$260/1 Exec Dinner	\$ 2,000.00	\$ 2,487.51	\$ 2,000.00	124.4%
Executive Travel and Accommodations	\$ 3,100.00	\$ 4,030.87	\$ 3,100.00	130.0%
Gifts	\$ 350.00	\$ 62.58	\$ 350.00	17.9%
Learning Events Expenses	\$ 2,320.00	\$ 2,621.88	\$ 2,320.00	113.0%
Legacy Project	\$ 3,000.00	\$ -	\$ 3,000.00	0%
Memberships In Partnering Associations	\$ -	\$ -	\$ -	#DIV/0!
Office Supplies and Postage	\$ 100.00	\$ 49.94	\$ 100.00	50%
Online Survey Maker \$30.00 X 12 months	\$ 340.00	\$ 269.55	\$ 340.00	79.3%
President-Elect PD Opportunity	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	100.0%
PD Opportunity - Third Year Executive	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	100.0%
Publications <i>The Medium</i>	\$ 600.00	\$ 505.76	\$ 600.00	84.3%
Special Subject Council Grant <i>Digital Budgeting</i>	\$ 3,000.00	\$ 1,630.39	\$ 3,000.00	54.3%
Miscellaneous	\$ 78.00	\$ 52.26	\$ 78.00	67.0%
TOTAL EXPENSES	\$ 31,868.00	\$ 27,117.22		
GRAND TOTAL	Budget	Actual	Difference (\$)	Difference (%)
Income	\$ 31,868.00	\$ 28,042.01	\$ 3,825.99	12.0%
Expenditures	\$ 31,868.00	\$ 27,117.22	\$ 4,750.78	14.9%
GRAND TOTAL	\$ -	\$ 924.79	\$ (924.79)	-2.9%

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Publication Councillors' Report

Information Items

1. Received articles for The Medium and posted the Spring Issue online
2. Final update on budget and cheques will be paid out for articles today.

Action Items

1. No action items at this time.

Report Submitted by: Chantelle Anderson and Jana Scott Lindsay

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Publication Councillors' Financial Statement

THE MEDIUM BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ -			
Income		\$ 600.00			
TOTAL INCOME					
		\$ 600.00			

EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
Submissions 4 issues - 9 articles @ \$50	\$ 450.00	\$ 450.00		
Membership Contribution Incentives 4/gr	\$ 100.00			
FlipSnack Subscription	\$ 50.00	\$ 55.76		
TOTAL EXPENSES	\$ 600.00	\$ 505.76		

GRAND TOTAL	Budget	Actual	Difference (\$)	Difference (%)
Income	\$ 600.00	\$ 600.00		
Expenditures	\$ 600.00	\$ 505.76		
GRAND TOTAL	\$ -	\$ 94.24		

Report Submitted by: Chantelle Anderson and Jana Scott Lindsay

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Professional Learning Councillors' Report

Learning Events

Information Items

1. I have sent follow-up emails to possible presenters: Tech Chicks, Jennifer LaGarde and Buffy Hamilton as I have not heard back from anyone.
2. Received communication from Daily 5 ladies stating they were not able to present for us.

Action Items

1. Continue follow up with possible presenters.
2. Pursue other possibilities for learning events.

Report submitted by: Tracy Woodward

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Learning Events Financial Statement

LEARNING EVENTS BUDGET 2014-2015 - FINAL

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ -	\$ -	\$ -	
Registration Fees	\$90 per person X 38	\$ 3,420.00	\$ 3,345.24	\$ 74.76	102%
TOTAL INCOME		\$ 3,420.00	\$ 3,345.24	\$ 74.76	102%
EXPENDITURES		Budget	Actual	Difference	Difference (%)
Planning Meetings	Food & Mileage	\$ 35.00	\$ -		
Keynote	Honourarium (Sylvia Martinez)	\$ 575.00	\$ 590.43		
Keynote Speaker	Honourarium (Naomi Harm)	\$ 575.00	\$ 685.02		
Keynote Speaker	Honourarium (Shannon M. Miller)	\$ 575.00	\$ 707.88		
Keynote Speaker	Honourarium (David Lankes)	\$ 550.00	\$ 638.55		
Office Supplies		\$ 10.00			
TOTAL EXPENSES		\$ 2,320.00	\$ 2,621.88	\$ (301.88)	88.5%
GRAND TOTAL		Budget			
Income		\$ 3,420.00	\$ 3,345.24		
Expenditures		\$ 2,320.00	\$ 2,621.88		
GRAND TOTAL (with \$1100 profit)		\$ 1,100.00	\$ 723.36	\$ 376.64	152.1%

Report submitted by: Tracy Woodward



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twitter: @SaskSLA
facebook: Saskatchewan School Library Association



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Professional Learning Councillors' Report

Conference

Due to only a two week interval between meetings, please refer to May minutes for report.

Report Submitted by: Gaétan Hammond

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Conference Financial Statement

CONFERENCE BUDGET 2014-2015

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ -			
Registration Fee	based on 86 people X \$140	\$ 12,040.00	\$ 8,809.76		
Displayers' Lunch		\$ 50.00			
Sponsorship		\$ 2,200.00	\$ 2,092.51		
TOTAL INCOME		\$ 14,290.00	\$ 10,902.27		

EXPENDITURES		Budget	Actual	Difference (\$)	Difference (%)
Planning Meetings		\$ 125.00			
Keynote Speaker	Honourarium	\$ 5,000.00	\$ 6,282.00		
Keynote Speaker	Airfare	\$ 1,000.00	\$ 673.72		
Keynote Speaker	Accommodations (2 nights)	\$ 475.00			
Keynote Speaker	Meals	\$ 100.00			
Décor/tables		\$ 100.00	\$ 120.13		
Nametags		\$ 50.00			
Facility		\$ 850.00	\$ 840.00		
Refund of Brian Boutn			\$ 140.00		
Swag		\$ 215.00			
Presenters' Gift		\$ 60.00	\$ 66.00		
AudioVisual		\$ 215.00	\$ 332.20		
Program		\$ 25.00			
Nutrition Break		\$ 700.00	\$ 403.51		
Lunch	\$24 person (plus tip)	\$ 2,375.00	\$ 2,191.45		
TOTAL EXPENSES		\$ 11,290.00	\$11,049.01		

GRAND TOTAL	Budget	Actual	Difference (\$)	Difference (%)
Income	\$ 14,290.00	\$ 10,902.27		
Expenditures	\$ 11,290.00	\$11,049.01		
GRAND TOTAL	\$ 3,000.00	-146.74		

Report Submitted by: Gaétan Hammond

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Communications Councillors' Report

INFORMATION ITEMS

1. Sent membership drive reminder email
2. Added relevant posts to the Facebook page
3. Prepared and submitted a report for the Polytechnic's Library Technicians advisory board and will attend the June 11th meeting.

ACTION ITEMS

1. Investigate setting up a Twitter chat.

Report submitted by: Laurie Hnatiuk

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Special Projects Councillor's Report

Information Items

1. 103 individual registrations, 4 institutional, complementary to Pembina PD
2. Contacted all registrants to invite them to SSLA Digital Badging Badges and Beverages Celebration Evening
3. Survey questions prepared and sent to all participants

Action Items

1. Continue Promotion of Badging Project
2. Continue with registration and submission reviews
3. Alignment of Badges to ISTE Nets

Report submitted by: Carla Katerynych

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Special Project 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	\$ -	
SCC Grant \$99.09					
Registration		\$ 500.00	\$ 428.04		
TOTAL INCOME		\$ 3,500.00	\$ 3,428.04	\$ 71.96	2%
EXPENDITURES		Budget	Actual	Difference (\$)	Difference (%)
Web Creation- Phase 3 and 4		\$ 639.50	\$ 639.03	\$ 0.47	
Web Creation - Phase 5		\$ 247.50	\$ 247.50	\$ -	
Focus Group and Usability Testing		\$ 240.00		\$ 240.00	
Working Group Meetings		\$ 240.00	\$ 144.35	\$ 95.65	
Publicity - Signage and Promotional Materials		\$ 240.00	\$ 206.82	\$ 33.18	
Web Design and Badge Creation		\$ 1,375.00	\$ 1,279.22	\$ 95.78	
Miscellaneous		\$ 18.00		\$ 18.00	
TOTAL EXPENSES		\$ 3,000.00	\$ 2,516.92	\$ 483.08	16.1%
GRAND TOTAL		Budget	Actual	Difference (\$)	Difference (%)
Income		\$ 3,500.00	\$ 3,428.04	\$ 71.96	2.1%
Expenditures		\$ 3,000.00	\$ 2,516.92	\$ 483.08	16.1%
GRAND TOTAL		\$ 500.00	\$ 911.12		

Report submitted by: Carla Katerynych and Carlene Walter

SSLA Executive Meeting

June 2015

Secretary/Archivist Councillor's Report

INFORMATION ITEMS

1. Completed agenda
2. Organized members to thank our departing members
3. Worked on final report.

ACTION ITEMS

1. Finish compiling archival records
2. Complete job alike meeting

Report submitted by: Rachel Florence

SSLA Executive Meeting

June 2015

New Business

Correspondence

Special Subject Grant – Final Report



MEMORANDUM

To: Special Subject Council Presidents and Treasurers
From: Scott Burant, Coordinator, Member Services
Date: May 25, 2015
Re: Special Project Grant – Final Report Due June 1, 2015

The submission deadline of June 1, 2015 for your special project grant final report is quickly approaching. The final report must include the following information:

- A summary of grant-related income and expenditures for the project including all receipts for expenditures.
- A summary of project-related activities including the project's final results. Include any resources that were created as a result of the project.
- A brief communications strategy indicating how your council intends to share the major results of the project with their members, other councils or the broader Federation membership.

Time will be available on Special Subject Council Day on September 26, 2015 for grant recipients to make a brief presentation about their project.

Special project grants are to be allocated as per the budget submitted with the original application. Review the summary of eligible and ineligible expenses provided on page 19 in the *Special Subject Councils Executive Handbook 2014-15*. Funds that are not utilized must be returned to the Federation with your final report.

Please send your report to Colleen Paulhus at colleen.paulhus@stf.sk.ca. If you have any questions or require further information, please do not hesitate to contact Colleen or me.

Thank you.

/cp

SSLA Executive Meeting

June 2015

New Business

CORRESPONDENCE

Polytechnic Library Technician Advisory Board

Program Head Report

Cindy Bretell noted that this has been a year of adjustments—being part of a new School and also working on curriculum changes. As noted on the handout, the courses have been streamlined—now a standard 48 hours for most. Three courses were previously five hours per week; however, they are now changed from 80 hours to two-48 hour courses--this is an extra hour (per week) added to their second semester. The program is 1871 hours in length—920 in the first year and 951 in the second year. Susan Baer, from the University of Regina, noted that they are using 2730 hours as the minimum requirement for employment, which does not match with the hours of the program, so Susan will look into this and report back to Cindy.

With current articulation agreements, some students are taking some of their second year online through the University of Saskatchewan or Athabasca University. When they leave the LIT program they have four courses that are fully transferable university courses; however, there are many students that already have their undergrad prior to entering the program.

In keyboarding and word processing Microsoft Publisher is generally used; however, Adobe will be introduced, as well. Ryan Monks, from Saskatchewan Parks and Recreation Association, noted that his organization is moving to Adobe and away from using Publisher.

Cindy noted that they have kept the course name “Libraries of the Future;” however Chasity Berast, instructor, will be working on the curriculum for this next year, and a name change may ensue.

Jennifer Shrubsole, from the Saskatchewan Polytechnic Moose Jaw Campus, suggested that there be more government information be covered. Cindy noted that government information is

covered in the Canadian Government course, as well as Information Resources: Humanities and Science and Technology. Cindy also noted that they may be moving some of the inquiry method would be moved into the first-year Reference course, and some of the Humanity course may be moved to the first year.

The committee suggested that longer work experiences may benefit the students. Cindy and Dan MacKay, dean, noted that they are unpaid work experiences and a longer work experience in the year two would infringe on the convocation ceremony. Also, since the work experiences are tuition based, another week would increase the tuition. They had also suggested having the work experiences at another time of year. Ideally, it would be a good fit for the program and students if they could hold the work experience in January, but due to housing issues, it may be another financial hardship for students. For work experiences, students have an option of working in Saskatoon as well as various other locations. There is currently an error on the website, that will be addressed, that notes the work experiences are only in Saskatoon.

Cindy noted that due to the changing economy, technicians will need to have more skills, such as strong speaking skills, since they are the ones on the front lines.

Professional/Workplace Trends

The members shared their reports with the committee.

Marilyn Belhumeur, from the Gabriel Dumont Institute Library, noted that they are interested in online courses and to keep them informed of anything that is available.

Susan Baer, reporting for Barbara Nelke at the University of Regina, noted that she will check into why 2370 hours is used for the minimum requirement for library technicians. Susan also noted that the upcoming conference will be held at the Ramada and will be a multi-type library theme. Susan is aware that there has been a reduction of teacher librarians and library technicians in the public school systems (not the separate school systems), and in some cases they half-time and are working in more than one school.

Wendy Mohl noted that they recently added a library mobile app.

Ryan Monks noted that their upcoming conference was moved to a Friday, and is hoping that the day change will enable more to attend. Susan asked Ryan to see if SALT wants to be part of their conference, as well. Ryan also mentioned that he is using databases regularly and suggested that databases be covered in the curriculum.

Virginia Wilson, from the University of Saskatchewan, noted that they are holding ongoing leadership workshops. She mentioned that desired skills for a library technician should include public service, soft skills, and interpersonal skills. The cataloguers that are at the university would like to see more cataloguing in the program.

Laurie Hnatiuk, representing the Saskatchewan School Library Association, noted the association has made some online learning opportunities (56+ digital fluency badges) available.

Diane Behrns, from the Saskatchewan Polytechnic Regina Campus, noted that she sees “the library technician as a source of possible/potential leadership in future libraries.”

Jennifer Shrubsole, from the Saskatchewan Polytechnic Moose Jaw Campus, noted that libraries need to have employees that are comfortable with change. Also she welcomed submissions from the students to the Multitype Library Board Toolshed.

Other New Business

With regard to student recruitment, Cindy noted that at this time of the year the students on the waitlist are not turning into applicants. For the first time, she will be attending career fairs this year. She is also hoping to have a themed poetry night and invite high school students and the general public.

Cindy informed the committee of the proposal for the applied certificate. There were positive results from the needs assessment—almost everyone surveyed returned a positive survey. Having a certificate would allow for flexibility for students wanting to enter the day-time program, by taking a course (or all five) to lighten their class-load in the day-time program, and it may draw the applied certificate students to complete the remainder of the day-time program to achieve a higher credential. A few of the applied certificate courses will be rolled out for July 1, 2016, with the remainder following shortly thereafter.

The certificate would be composed of five courses: Introduction to Library Service, Young Adults’ Materials and Services, Children’s Materials and Services, Introduction to Cataloguing (this course may become an elective in the certificate and replaced with another class), and Introduction to Information Resources—each of these courses are 40 hours. The Reference and Cataloguing will be specific to the online certificate, the other courses will be reflective of what is in the day-time program already. The cost of the courses will be approximately \$450 per course. The Library Services course will be the first one developed for online.



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



New Business

CORRESPONDENCE

Web Site Domain Transfer

Hi Carlene,

I am doing well thank you. Hope the same for you!

Prairie Spirit would like to transfer the domain registration of the Association's web site. My recommendation is to use GoDaddy for your domain registration as they are cheap and easy to use. On the GoDaddy site you will need to perform a domain transfer which can be found here: <https://ca.godaddy.com/domains/domain-transfer.aspx>. When you are ready let me know and I will forward the Domain Transfer code that you will need to finish the transfer.

If you have any questions or want to discuss further I am available this afternoon.

Thanks Carlene, talk to you soon!

Sincerely,

Andrew MacKenzie, B.Sc.

Database Administrator

Prairie Spirit School Division No. 206

Hello Andrew,

Thank you for the email. Stealth hosts our web site and will assist in the domain name registration. Jared, from Stealth, will be the contact regarding the transfer of the domain. I have cced Jared on this email.

I hope you have a terrific summer.

Thank you for your help regarding this matter and for hosting our web site.

Carlene Walter

SSLA Executive Meeting

June 2015

New Business

CORRESPONDENCE

MDLP

The MDLP held its final meeting of the year on May 26th. The following three agenda items were discussed:

- MDLP Cost-Per-Use Analysis Subcommittee: The Terms of Reference for the subcommittee (CAS) were discussed in detail. The vision is to help improve the quality of the MDLP Core Collection that is available to all partner libraries. Its mission is to develop a mechanism for the program to analyze the cost/benefit of the MDLP Core Collection to help the MDLP Committee make purchasing recommendations for 2016-17. The cost analysis and value/benefit analysis will likely run in tandem. CAS will require input from all sectors to define the value/benefit. Roles of the subcommittee, MDLP Committee, and Multitype Development Unit were also defined. The tentative deadline for completion of committee work is December in order to provide time for the MDLP to develop recommendations to be presented to partners at the April 2016 AGM.
- MDLP Product Renewal: The renewal of the Core products is in the final stages of processing.
- Multitype Training & Promotion Committee Update: The committee met in March and has another meeting scheduled for May 27th. They are looking for additional members.

Take care,

Joanne Beltramini, Coordinator
Information & Library Services
Regina Catholic Schools

SSLA Executive Meeting

June 2015

New Business

CORRESPONDENCE

CLA

Dear school library supporters,

The annual Canadian Library Association conference is in Ottawa this year from Wednesday June 3 to Friday June 5. The CLA has generously agreed to schedule sessions related to school libraries on the Friday of the conference. There is hope that this will make it possible for more school library supporters in the region to attend the conference.



Five great reasons to attend the CLA Conference!

The New School Library Standards of Practice: Implications for School Library Education

8:30 – 10:30 am

Speaker(s): Dianne Oberg (moderator) – University of Alberta; Marlene Asselin or Aaron Mueller (panelist) – University of British Columbia; Jennifer Branch (panelist) – University of Alberta; Deb Kitchener (panelist) – Ontario School Library Association

Openness: Virtue or Vice?

11:00 – 11:30 am

Speaker: Derrick Grose, Editor, School Libraries in Canada

Leading Learning to Advance Canada's School Libraries

1:30 – 2:30 pm

Speaker(s): Jeanne Conte, Instructional Coordinator & Educational Librarian, Peel District School Board
 President Ontario School Library Association and Carol Koechlin, Education & Library Consultant



Book Awards!

CLA Book Awards & Reception
 Thursday 7 – 9 pm

Future of CLA Town Hall
 Thursday 11 am – 12 pm

CLA Annual General Meeting
 Thursday 3 – 5 pm

Have your voice in the future of CLA!

A great conference and trade show!

See the full program on the conference website:

www.claconference.ca

Honouring a great teacher-librarian and school library leader!



Angela Thacker Memorial Award 2015
 Derrick Grose, Editor, School Libraries in Canada

The award will be presented as part of the opening session with keynote speaker Dr. Guy Berthiaume. Thursday June 4, 8:30 – 10:00 am

Please join us for a cocktail reception (cash bar) to congratulate Derrick on Thursday from 5:30 – 7 pm. Location TBA