

SSLA Executive Meeting

March 2014



2013 - 2014

SSLA Executive Meeting

March 2014

Date

March 15, 2014

The Cave

11:00 a.m. – 4:00 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 11:11 on March 15, 2014 by President Carlene Walter.

Present: Carlene Walter, Carla Katerynych, Joanne Beltramini,
Chantelle Anderson, Laurie Hnatiuk, Dawn Morgan, Charlotte Raine

Regrets: **Tracy Woodward**

1. Approval of Agenda

1.1. The agenda was unanimously approved as distributed with two additions.

Laurie/Chantelle. Carried.

1.2 Carlene informed the executive that Tracy is unable to attend the meeting.

MOTION: Moved by Carlene and seconded by Dawn that we use our gift fund allocation to purchase a gift for Tracy and have Laurie personally deliver it. Carried.

ACTION ITEM: Each executive member is to revisit the constitution to determine who is eligible to be on the Executive. Carried.

2. Approval of Minutes

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

Approved.

3. Open Issues

3.1. SSLA Executive Roles and Responsibilities Action List

Carlene expressed her pleasure that all action items were completed. Members are directed to the table on page 9.

4. Reports

4.1. President

Carlene reported that Stealth is struggling with the digital badging system. They were not able to have even a start-up page created for today's meeting. Carla, Laurie, and Carlene have met and discussed what it would look like. (Joanne was unable to attend.) Carlene can envision what is needed, but Stealth believes it will cost \$4000 to provide the service.

In our grant proposal we did request compensation for our time spent on the project. In the past we have had difficulty claiming for time, but the proposal was approved. If compensation from the grant is not accepted, SSLA cannot pay for writing since it would be against STF policy. Carlene will contact Scott Burant for further clarification.

The Executive reviewed the Google Analytics report noting it is about same as last year.

4.2 President Elect

An Awards and Bursary ad hoc committee has been struck. Currently, there are no nominations for the Connie Acton Award. Members may wish to promote this award before the deadline next week.

4.3 Treasurer/Membership

Dawn reported that membership numbers are remaining steady. We were hoping for an increase before the conference, but without the backing of Saskatoon Public, an increase will be unlikely.

ACTION ITEM – Carlene is to fix the conference receipt e-mail and check with Stealth to determine what members receive when they renew their membership online. Members are supposed to receive a confirmation of registration and a link to go back for more information.

Dawn commented that she will use the new online version of QuickBooks for the next meeting. It comes with a helpline on Eastern Daylight time. An advantage of the online version is that others can have access to the books. We can try the online version this year before deciding to invest in the software.

Dawn confirmed that she will send conference receipts for payments made by cheque, if a paper receipt is requested, or school division payments. Otherwise online receipts are given for the online payments.

ACTION ITEM Dawn will adhere to the privacy policy and delete lapsed members from the database

Dawn questioned whether she needed to separate executive travel from executive accommodations, etc. Carlene asked for it to be separated from now on, but not to worry about past months as we have not exceeded the budgeted amount for the two expenditure lines.

4.4 Publication Councillors

ACTION ITEM Chantelle will post the next issue of the Medium online this week. She had hoped to have it posted before the meeting.

Chantelle is planning to devote more time to the blog. She reported that the Inquiry article is to be published in the Saskatchewan Bulletin. Chantelle questioned whether we need a \$25 payment for a brief article as it is difficult to determine at times. Carlene advised that Chantelle can allocate her \$475 as she sees fit. As long as she adheres to her ceiling limit, she can move funds around.

ACTION ITEM: Chantelle is advised to pay herself the writer's fee.

ACTION ITEM: Dawn will pay Chantelle if Chantelle refuses to pay herself

4.5 Professional Learning Councillors

ACTION ITEM: Executive members are to forward names for speakers for next year's learning events.

MOTION: Carlene moved that we make 2013-2014 Learning Events accessible to the membership, thus the public, in the fall. Seconded by Laurie. Carried. It was noted that two people just paid the full fee to access the archived copies even though the Learning Events are completed are completed for the year.

Carlene reported that we are about \$600 short of the expected \$2000 Learning Events surplus. The less than 45 expected participants, poor US exchange rate and PayPal charges caused the deficit. We may need to consider raising the Learning Event fee or asking presenters to present for a maximum of \$400.

Carla reported that conference registrations may be down from last year as she is anticipating about 20 fewer registrants from Saskatoon Public Schools. Greater Saskatoon Catholic Schools will not be sending more people to the conference due to depleted PD funds. Carla has reached out to other school divisions in hopes of increasing registration.

Naomi Harm is arriving Thursday at 1:00 a.m. which will mean an extra night at the hotel. It was decided to hold the executive supper with Naomi Harm on Thursday evening at Bottega's starting at 6:30.

Carla reviewed the agenda for the conference with the Executive. It was determined to hold the AGM at lunch.

ACTION ITEM: Carlene will send the conference committee her plans for the opening. She will check into the prices for a thumb drive/paperclip to give to registrants to promote the digital badging STF Special Projects Grant.

Carla reported that the larger room at the Travelodge will be more accommodating. She reviewed the status of the displays noting that there is a concern that Saunders may have invited non-conference delegates to the displays. She may have to contact him to clarify as he is new to the position.

Possible conference plans for next year were discussed including the possibility of having a literacy focus and/or partnering with the Reading Conference.

ACTION ITEM: Executive members are to send suggestions to Carla for next year's conference.

4.6 Communication Councillors

Laurie reported that she has started a Pinterest account, but has not made it public yet.

ACTION ITEM: Executive members are requested to put up some boards.

Members are also encouraged to be more interactive on Facebook. Laurie plans to step up her tweets on Twitter. Laurie cautioned the Executive that our social media is in danger of becoming more like an RSS feed when Laurie is the only one posting.

Access information to the web accounts is behind the veil.

ACTION ITEM: Laurie will double check credentials are correct.

ACTION ITEM: Carlene will upload the SSLA web account information.

4.7 Special Projects Councillor

STANDARDS: Joanne reported that she participated in the CLA teleconference which included representatives from almost all of the provinces and territories. The Google document with the five principles, themes and criteria was discussed. It was interesting to note that common concerns were voiced from numerous representatives especially dealing with the use of terminology. It was suggested that another pre-stage be added to the document for those librarians who do not recognize themselves even on the

emerging scale. It was also questioned whether an ePUB is the best format. It is not as dynamic as a website but easier to maintain.

ACTION ITEM: Joanne will ensure that the ePUB is publicized at the conference

ACTION ITEM : Carlene will add the outstanding bill for under \$20 payable to the STF to the Inquiry Budget. After that, this budget can be closed.

DIGITAL BADGING:

MOTION: Carlene moved that with Scott Burant’s approval of executive members being paid, Carlene would start to receive payment for her work on the digital badging project. Seconded by Joanne. Carried.

Discussion: If we do not receive approval from the STF, Carlene will come back with another proposal. Carlene is willing to submit statements with recorded hours for payment. She would accept \$500/month until June and then look at it again in next year’s budget. The committee consists of Joanne, Carlene, Carla, Laurie and Dawn (Joanne will be stepping down.)

4.8 Secretary/Archivist

Charlotte did not have anything to report on her information items. Her Legacy Project report will be covered in New Business.

4.9 Past- President

5. New Business

5.1. Correspondence

5.1.1. STF re: Summer Short Courses

STF did accept all 10 proposals by SSLA and would have been happy if we could do them all. We pared it down to 5 which we will present. Carlene requested the same school as last year, Silverspring, or the STF’s McDowell Room.

ACTION ITEM: Charlotte is to add the Summer Short Course document into the minutes package under Correspondence.

5.1.2. STF re: Special Subject Council Day 2014

It is evident that Scott Burant took our feedback as time has been built into the agenda for special subject councils to meet on September 20.

ACTION ITEM: Carlene is to contact Scott Burant to determine if SSLA is to present an interim report at September’s Special Subject Council day and if so to arrange for signage and possible publicity items.

5.1.3. Stealth Web Design

Carlene updated members on her discussion with Stealth. She is tempted to design it herself on WordPress if Stealth cannot manage it.

5.1.4. Multitype Unit Report

Joanne reported it was recommended to renew everything in the core collection. New databases have been evaluated, but there is no money available to add them to the core offerings. Libraries are encouraged to consider the Supplemental Collection. Additions to the supplemental include *Academic Search Complete* and *Canadian Resource Centre*. Joanne advised that *Canadian Points of View* remains the best choice for schools. It was noted that more could be done to advertise the supplemental collection which includes World Book. However, there are not many from the school sector at the meetings, not even enough for one member to sit at every table.

5.1.5. IASL Report

Refer to attached email.

5.1.6. Saskatchewan Library Association

Carlene has already had a conversation with Judy Nicholson, the new executive director regarding possible partnerships.

5.1.7. CLA School Library Advisory Committee

Carlene announced that the Inquiry Project has been nominated for the Angela Thacker Memorial Award. Charlotte and Judy plan on attending the conference and would be available to accept the award.

5.2. Conference Preparations

5.2.1. Executive Registration – SSLA will cover expenses

5.2.2. Conference Dinner – Thursday evening at 6:30 at Bottega’s

5.2.3. Awards and Bursary Ad Hoc Committee will meet the last week of March. The deadline for nominations is the 3rd Friday of March.

5.3. Gap Analysis Process

5.3.1. Goals for Next Year

After completion of a mandatory two year term, executive members can choose to stay on in their present position or move to another committee as an extended one year term. Executive members were asked to indicate their present plans by writing on a sticky note to be placed on the table. The deadline to inform Carlene officially is April 1st.

DISCUSSION – Members discussed what the best way to deliver PD would be questioning if a conference in Saskatoon in the spring is the model we should continue with. It is stated in the STF constitution that members must gather for an AGM.

5.3.2. Executive February Job-Alike Meetings – A Reflection

5.3.3. Review of Executive Duties

Members were asked to review their duties and post questions and comments to sticky notes to give to Carlene in order to edit and update the duties.

5.4. SSLA Web Site Administration

5.4.1. Web Site Tutorial

ACTION ITEM: Charlotte is to include the tutorial instructions in the minutes package.

Carlene reminded members to use Firefox for the browser.

ACTION ITEM: Carlene will add the document behind the veil. She will also add instructions on File: Library Management.

Members were encouraged to contact Carlene with questions after checking the document.

6. Strategic Planning

6.1. Projects

6.1.1. **CLA Standards** – deadline has passed for feedback

6.1.2. **Special Subject Council Grant – Digital Badges**

Members were asked to complete the environmental scan and provide feedback to Carlene.

The committee has debated what the badges are going to be for. The badges could be aligned with skills in *Connections* and *ConnectEd*. Alternatively, an Edutopia article outlines the 33 digital skills educators need. Carla cautioned the group that

we would need to be wary of overwhelming people. Laurie reinforced that we need to honour people who are just starting the journey at the entry level as well as the advanced level learner. The learn/apply model will work well.

Question: Should the focus be on skills a teacher-librarian needs or skills students need to know to be digitally fluent?

ACTION ITEM: Give feedback on the scan and the focus question to Carlene by next Saturday, March 22. Laurie will then send out the survey.

ACTION ITEM: Carlene will e-mail out intended link for the Edutopia article.

6.1.3. Legacy Project

The Legacy Project will include the names of executive members and award winners throughout the history of SSLA. Documentation to be gathered will include pictures and nomination forms with bios. Currently, the list of award winners is up to date and posted on the SSLA website. Past SSLA executives could be added to the history section of the SSLA website if the lists can be found.

A source of information such as *The Medium* is available on the ProQuest databases; however, Joanne discovered that the initial pages of the issue which contained the executive list have often been removed. Charlotte will check SSLA's external hard drive for records as well as the Stewart Resource Centre for back issues of SSLA journals and newsletters and for the binders reportedly donated by Viktor Fast. Charlotte also read a reference in past minutes about a binder donated by Donna Desroches. It was suggested to try Violet Smotra-Cook again.

Sustainable Records Management Strategy:

Charlotte and Chantelle will investigate a sustainable records management strategy. Charlotte has been in touch with Saskatchewan Archives and has been advised that they will be updating their document, *A Guide to Maintaining Records and Identifying Archival Material for Societies and Organizations* to include born-digital records.

ACTION ITEM: Executive is to send historical items send to Charlotte or Chantelle.

Adjournment:

Meeting was adjourned at 4:06 by Carlene. The next general meeting will be at May 10 online.

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Minutes submitted by: Charlotte Raine

Approved by:

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SSLA Executive Action List

√	ACTION	WHO	COMMENTS
	Update financial statements for SSLA chequing, SSLA US Chequing, Inquiry Project, SSLA Conference, Learning Events, and <i>The Medium</i> prior to each subsequent meeting. Submit with report.	Dawn, Tracy, Carla, Chantelle, & Joanne	Financial statements were included. Dawn will send Carlene the exact amounts to update Learning Events budget.
	The Publication Councillor will obtain signed copyright forms from <i>The Medium</i> contributors and send to Secretary/Archivist	Chantelle	Charlotte received the forms.
	Janet Crawford will be compensated for lost books at BookBytes	Dawn	Janet did not accept the payment.
	Support new members and be cognizant of stresses and challenges.	Executive	ONGOING

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President's Report

INFORMATION ITEMS

1. Collaborated with Stealth Web Design to refine the website to include digital badging.
2. Met with Digital Badging Committee (Carla and Laurie) to discuss the project. Joanne was unable to attend.
3. Began draft of the Digital Badging web layout.
4. Met with Scott Burant to discuss and clarify the Association's submitted Special Subject Council grant proposal.
5. Created draft of environmental scan for Special Subject Council's Digital Badging project.
6. Created Digital Badging budget.
7. Formed the SSLA Awards and Bursary Ad Hoc Committee. The committee will consist of Carlene Walter, Laurie Hnatiuk, Dawn Morgan, and Tamzen Kulyk.
8. Updated SSLA Awards and Bursary online forms.
9. Updated SSLA Division Liaison list.
10. Met with the Treasurer to purchase new software.
11. Participated in 90 minute CLA teleconference on February 26th along with Joanne and representatives from the provinces and territories.
12. Began an initial update of the Association's five-year initiatives.

ACTION ITEMS

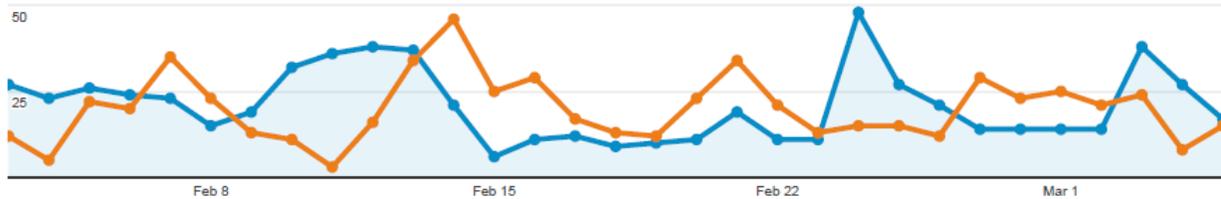
Report submitted by: Carlene Walter

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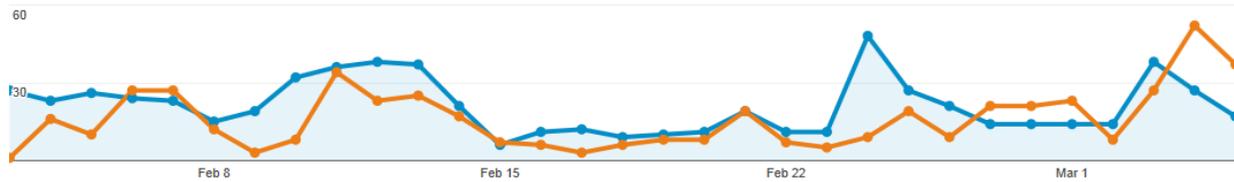
March 2014

Google Analytics Data

Feb 3, 2014 - Mar 5, 2014: ● Visits
 Jan 3, 2014 - Feb 2, 2014: ● Visits



Feb 3, 2014 - Mar 5, 2014: ● Visits
 Feb 3, 2013 - Mar 5, 2013: ● Visits



Visits

6.68%

655 vs 614



Unique Visitors

6.38%

517 vs 486



Pageviews

8.30%

1,748 vs 1,614



Pages / Visit

1.52%

2.67 vs 2.63



Avg. Visit Duration

-21.00%

00:02:31 vs 00:03:12



Bounce Rate

2.83%

50.08% vs 48.70%



% New Visits

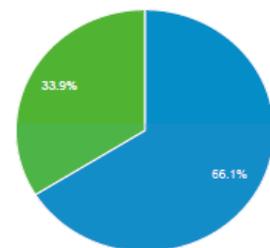
-1.71%

65.95% vs 67.10%

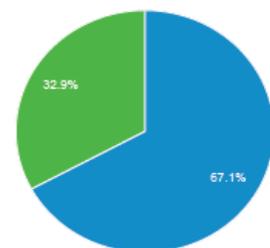


■ New Visitor ■ Returning Visitor

Feb 3, 2014 - Mar 5, 2014



Jan 3, 2014 - Feb 2, 2014



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President Elect's Report

INFORMATION ITEMS

1. Reports were requested from SSLA liaisons and sent correspondence has been placed in the New Business section of the agenda.

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Treasurer/Membership's Report

INFORMATION ITEMS

1. The bank balance as of February 28, 2014 is \$27 894.27.
2. The total of the term deposits is \$11 669.62.
3. Membership – Current membership as of February 28, 2014 is 116 members including 3 new members.
4. New Software Quick Books will be used for April's statement

ACTION ITEMS

1. Receipts – I would clarification of when receipts should be issued.
2. Membership List – I would like to remove members on the membership list if the membership is lapsed more than 1 year.

Report submitted by: Dawn Morgan

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SSLA Financial Report – Banking Summary

Banking Summary

7/1/2013 through 3/2/2014 (in Canadian Dollars)

Category Description	7/1/2013- 3/2/2014
INCOME	
Uncategorized	1,170.67
Book Bytes	728.63
Conference 2014	1,870.28
Fall 2013 Learning Events Income	2,985.21
Grant from STF	2,616.00
Interest Inc	5.14
Membership Fees	1,564.80
Other Inc	881.78
Special Project Grant	3,000.00
TOTAL INCOME	14,822.51
EXPENSES	
Audit	500.00
Executive - Meals	506.68
Executive - Travel	1,429.16
Executive PD 2013-2014	3,500.00
Gifts Given	80.32
Inquiry Project	1,999.97
Learning Event 2013-2014	1,894.84
Office Supplies	218.90
Publications	152.16
Wufoo	269.55
TOTAL EXPENSES	10,551.58
OVERALL TOTAL	4,270.93

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SSLA Financial Report –Budget Statement

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Publication Councillors' Report

INFORMATION ITEMS

1. The winter edition of The Medium is almost ready for publication online. I have 3 articles in the final stages:
 - Transforming School Libraries in Canada
 - Library Themes Inspire Reading
 - Big6 and Super3 Problem Solving Approach
2. I have posted a blog topic on Google tools to go with our Learning Event with Richard Byrne.
3. I contacted The Bulletin (STF) and the Inquiry Phase II article by Judy Nicholson will be published.

ACTION ITEMS

Report submitted by: Chantelle Anderson

Publication Councillor's Financial Statement

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

EXPENDITURES		Budget	Actual	Difference (\$)	Difference (%)
Submissions	3 issues - 13 Shorter @ \$25	\$ 325.00		\$ (325.00)	
Submissions	3 issues - 3 In-Depth @ \$50	\$ 150.00	\$ 300.00	\$ 150.00	
Awards	3 Winners/Year - Completing Google Form	\$ 75.00		\$ (75.00)	
FlipSnack Subscription		\$ 50.00	\$ 52.18	\$ 2.18	
TOTAL EXPENSES		\$ 600.00	\$ 352.18	\$247.82	

GRAND TOTAL		Budget	Actual	Difference (\$)	Difference (%)
Income		\$ 600.00	\$600		
Expenditures		\$ 600.00	\$ 352.18		
GRAND TOTAL			\$ 247.82		

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Professional Learning Councillors' Report

INFORMATION ITEMS

Learning Events no report

Conference

1. Met with conference committee update conference progress and continue preparations
2. Sponsors and Display: Scholastic, Saunders, Follett, Edureference, WorldBook, Gabriel Dumont Institute, Wintergreen Learning Materials
3. Displays: Willow Awards, McNally, Hear My Heart Books, Willow Awards
4. Naomi Harm will arrive late Wednesday night, have asked if she would like us to make any plans for her on Thursday, no requests to date
5. Executive Supper will be Friday April 11
6. Registrations – 53
7. Proposed Agenda
 - 8:00-8:30 Registration
 - 8:30 – Greetings and Opening – Inquiry?
 - 9:00 – 10:00 – Keynote Speaker
 - 10:00 – 10:30 – Coffee Break and Displays
 - 10:30-11:30 Workshop One
 - 11:30 – 11:50 – Awards
 - 11:50 – 1:15 Lunch and AGM
 - 1:15 – 2:15 Workshop 2
 - 2:15-2:30 – Nutrition Break
 - 2:30-3:30 – Workshop 3
 - 3:30 Closing Remarks and Door Prize Draws

ACTION ITEMS

Learning Events no report

Conference

1. Confirm time and place for Executive Supper
2. Continue to pursue sponsorship and displayers – ULS and JerBear
3. Meeting with Travelodge to finalize arrangements
4. Continue to Forward registration information
5. Confirm Receipt of sponsorship money
6. Agenda and final information sent to registrants last week of March
7. Suggestions for Presenter at next year's conference?

Report submitted by: Tracy Woodward and Carla Katerynych



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Professional Learning Councillors' Financial Statement

SSLA LEARNING EVENTS

No report

Report submitted by: Tracy Woodward

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Professional Learning Councillors' Financial Statement

SSLA Conference

CONFERENCE BUDGET 2013-2014

INCOME	Memo	Budget	Actual	Difference (\$)
Balance		\$ -		
Registration Fee	based on 120 people X \$135	\$ 16,200.00		
Displagers' Lunch		\$ 25.00		
Sponsorship		\$ 1,000.00	\$ 1,000.00	
TOTAL INCOME		\$ 17,225.00		

EXPENDITURES		Budget	Column1	Difference (\$)
Planning Meetings		\$ 150.00		
Keynote Speaker	Honourarium	\$ 5,000.00	\$ 3,450.00	
Keynote Speaker	Airfare	\$ 1,000.00		
Keynote Speaker	Accomodations (2 nights)	\$ 350.00		
Keynote Speaker	Meals	\$ 150.00		
Décor/tables		\$ 150.00		
Nametags		\$ 125.00		
Facility		\$ 850.00		
Swag		\$ 200.00		
Presenters' Gift		\$ 300.00		
AudioVisual		\$ 200.00		
Program		\$ 25.00		
Nutrition Break		\$ 1,225.00		
Lunch	\$24 person (plus tip)	\$ 4,000.00		
TOTAL EXPENSES		\$ 13,725.00		

GRAND TOTAL	Budget	Difference (\$)
Income	\$ 17,225.00	
Expenditures	\$ 13,725.00	
GRAND TOTAL	\$ 3,500.00	

Report submitted by: Carla Katerynych

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Communications Councillor's Report

Date March 9/14

Information Items

1. Sent email(s) regarding the following items:
 - a. Membership expiring
 - b. Membership expired
2. Responded to necessary emails
3. Sent division liaisons a SSLA update encouraging the attendance of the conference.
4. Requested promotion of SSLA conference from Reading SSC and, in return, we have promoted their conference.
5. Updated the email database with new/renewed members.
6. Attended February meeting regarding Digital Badging
7. Added relevant posts to the Facebook page
 - a. Since January, we have added 2 individuals to our group with 49 members
8. Klout account is 26
9. Created a Pinterest account with gmail address and password Sask2011 (not public yet)

Action Items

1. Make Pinterest site public via Twitter and Facebook

Report submitted by: Laurie Hnatiuk

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Special Projects Councillor's Report

INFORMATION ITEMS

1. CLA National Project for School Libraries in Canada (Voices for School Libraries Network)
 - a. Added comments and suggestions to the project Google Doc.
<https://sites.google.com/site/nationalslproject/home>
 - b. Participated in 90 minute teleconference on February 26th along with Carlene and representatives from the provinces and territories.
 - c. Common themes from the participants:
 - i. Keep terminology simple—needs to be understandable to the lay educator and administrator.
 - ii. Streamline the document—it's overwhelming and repetitious.
 - iii. Consider inclusive terminology for provinces/territories that do not have teacher-librarians. They need to feel that there is "something" for them. (Those provinces with TLs and/or considering the implementation of TLs—Quebec-- want to ensure that the term stays.)
 - iv. Add a level before "emerging"—expand rubric to 5 levels from 4. Quebec does not see itself reflected in the document; libraries are run by volunteers.
 - v. Consider interconnectedness—ensure that there is a clear understanding of what needs to be accomplished in order to move to the next stage.
 - vi. Provide clarity—document to be used as a reflection of practice; not evaluation.
 - vii. Include a glossary and background information on the LLC (library learning commons)
 - d. The document will be released as an e-pub. Due to the small size of the document, the suggested \$10 download fee may be dropped. A couple of participants suggested a website format rather than an e-pub. This may be considered in the future.

- e. The Steer Group requested feedback for a marketing plan. A couple of participants suggested a 2-page executive summary or white paper and/or infographic to accompany the document release.
2. Contacted Carol Koechlin regarding submitting an article about the project for *The Medium*. The article has been submitted to Chantelle Anderson.

ACTION ITEMS

- Promote document at upcoming SSLA conference.

Report submitted by: Joanne Beltramini

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Special Project – Inquiry Project

Financial Statement

INQUIRY BUDGET 2013-2014

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ -	\$ -	\$ -	#DIV/0!
Income from SSLA Budget		\$ 2,000.00	\$ 2,000.00		
Video Editing - S. Morrison - Reimbursement		\$ 500.00	\$ 500.00		
Video Editing - S. Morrison - Reimbursement		\$ 500.00	\$ 500.00		
TOTAL INCOME		\$ 3,000.00	\$ 3,000.00	\$ -	0%

EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
C. Walter - Travel to Regina Aug 1	\$ 220.00	\$ 217.06		
J. Nicholson - Travel to Saskatoon - July	\$ 220.00	\$ 217.06		
J. Nicholson - Additional Monies	\$ -	\$ 439.43		
Handbills	\$ 500.00	\$ 203.95		
Video Editing - Sam Morrison - Advance	\$ 500.00	\$ 500.00		
Video Editing - Sam Morrison - Advance	\$ 500.00	\$ 500.00		
Stealth Web Design - Maintenance and Pics	\$ 600.00	\$ 591.26		
Gift -Working Group Member - L. Oliver	\$ 50.00	\$ 50.00		
Gift -Working Group Member - C. Erlandson	\$ 50.00	\$ 50.00		
Celebration with SSLA @ Riverside	\$ 60.00	\$ 74.56		
Celebration with Working Group	\$ 300.00	\$ 156.68		
TOTAL EXPENSES	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
GRAND TOTAL	Budget	Actual	Difference (\$)	Difference (%)
Income	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
Expenditures	\$ 3,000.00	\$ 3,000.00	\$ -	0.0%
GRAND TOTAL	\$ -	\$ -		

Report submitted by: Joanne Beltramini

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Special Project – Digital Badging PD

FINANCIAL STATEMENT

SPECIAL SUBJECT COUNCIL GRANT (DIGITAL BADGING) BUDGET 2013-2014

INCOME	Memo	Budget	Actual	Difference (\$)	Difference (%)
Balance		\$ 7,500.00	\$ -	\$ 7,500.00	
SCC Grant		\$ 3,000.00	\$ 3,000.00		
TOTAL INCOME		\$ 10,500.00	\$ 3,000.00	\$ 7,500.00	71%

EXPENDITURES	Budget	Actual	Difference (\$)	Difference (%)
Personnel - Writing - Phase 1 (\$248 sub pag X 1 half da	\$ 248.00			
Personnel - Writing - Phase 2 (\$248 sub pag X 2.5 half	\$ 620.00			
Personnel - Implementation - Phase 3 (\$248 sub pag X	\$ 496.00			
Working Group Meetings	\$ 225.00			
Signage	\$ 125.00			
Promotional Material	\$ 186.00			
Web Design and Badge Creation	\$ 1,100.00			
TOTAL EXPENSES	\$ 3,000.00	\$ -	\$ -	0.0%
GRAND TOTAL	Budget	Actual	Difference (\$)	Difference (%)
Income	\$ 10,500.00	\$ 3,000.00	\$ 7,500.00	71.4%
Expenditures	\$ 3,000.00	\$ -	\$ 3,000.00	100.0%
GRAND TOTAL	\$ 7,500.00	\$ 3,000.00		

Report submitted by: Carlene Walter

SSLA Executive Meeting

March 2014

Secretary/Archivist Councillor's Report

INFORMATION ITEMS

1. Minutes from the January meeting were completed and have been uploaded to the SSLA website.
2. January's minutes were circulated to our STF contacts.
3. Reports from our liaisons were compiled and added to the March agenda package.
4. Contacts were made requesting information to assist in the development of an archival strategy for born-digital records. More information is contained in the Legacy Project report.
5. Reports from the February role-alike meetings were compiled.

ACTION ITEMS

Report submitted by: Charlotte Raine

SSLA Executive Meeting

March 2014

New Business

CORRESPONDENCE

5.1.1 STF – Summer Short Courses

Hi Carlene,

These look great, thank you. As I mentioned previously, the planning team will meet in mid-August to determine a program schedule. I'll touch base after that to finalize dates.

In respect to your question about Digital Skills and Literacies or Inquiry and Digital Literacies, I think it's best to stick with Digital Skills and Literacies as you have submitted.

Thanks again.

Christa-Ann Willems

Supervisor of Member Services | Saskatchewan Teachers' Federation
2317 Arlington Avenue | Saskatoon SK S7J 2H8

T: [306.373.1660](tel:306.373.1660) | F: [306.374.1122](tel:306.374.1122)

Toll Free: [1.800.667.7762](tel:1.800.667.7762)

www.stf.sk.ca

Mar 2

**E-mail from Carlene Walter**

to Carla, Chantelle, me, Dawn, Joanne, Laurie, morgand, Tracy

Hello,

Thank you for your feedback regarding the STF Summer Short Courses. SSLA has submitted five applications.

The name of the facilitator for each session will be "SSLA". This allows last minute changes if required by summer schedules.

The Executive was undecided in whether to submit the application for "Digital Skills and Literacies" or "Inquiry and Digital Skills". The feedback voiced excellent reasons for each session. I have then let STF be the deciding factor.

Although the facilitators will be listed as SSLA in the handbook, the understanding is the following names are in agreement to present:

Using Technology to Foster Reading and Writing in the Primary Grades

August 8th

Presenter: Carlene Walter and, if over 25 participants, Tracy Woodward

Using Technology to Foster Reading and Writing in the Middle Grades

August 11th

Presenter: Carlene Walter and, if over 25 participants, Laurie Hnatiuk

Help! How Do I Get Started?

August 12th

Presenter: Charlotte Raine

School Libraries in the 21st Century

August 13th

Presenter: Carlene Walter, and if over 25 participants, Chantelle Anderson

Inquiry and Digital Literacies OR Digital Skills and Literacies

August 14th

Presenter: Carlene Walter, and if over 25 participants, an executive member will be asked to copresent.

Attached is the Facilitator Guide. If you are presenting or copresenting, the guide highlights reimbursement fees, honourarium, and services provided by the STF.

5.1.2 STF re: Special Subject Council Day 2014

Dear Special Subject Council President, Treasurer, Secretary and Membership Chairperson,

Save the date and mark your calendar for Special Subject Council Day 2014 – September 20, 2014 – Eamer Auditorium, Federation building in Saskatoon.

- o 8:30-9:00 a.m. Start the day with coffee, pastries and fruit
- o 9:00 a.m.- 1:00 p.m. Agenda items
- o 1:00 p.m. Lunch



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twitter: @SaskSLA
facebook: Saskatchewan School Library Association



o After Lunch

Meet with your own special subject council

Advise all of your special subject council executive members of the date.

Agenda and further information to follow in May.

Scott Burant

Coordinator, Member Services



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



CORRESPONDENCE

5.1.3 Stealth Web Design

Hey Carlene,

So the most affordable way to do this is a Wordpress portal that's styled to be integrated into the current SSLA website.

It would work the same as the Worlds of Learning website.

Only catch however, my programmers tell me it would be difficult to do for \$1,200.

Maybe give me a call when you can to chat about it.

All the best,

Ryan

CORRESPONDENCE

5.1.4 Multitype Unit Report

Multitype Database Licensing Program

The MDLP has been working on the proposed purchasing strategy for 2014-2015 that will be presented at the AGM in Regina on Wednesday, April 2nd. Three purchasing options will be presented for consensus decision-making.

- All three options include renewal of existing MDLP products.
- Each option proposes an expansion of the program either by (1) inviting libraries to subscribe to a new EBSCO product available through the Supplemental Collection, or (2) add an EBSCO product to the CORE collection and making an additional EBSCO resource available through the Supplemental Collection. EBSCO products being considered include Canadian Resource Centre and Academic Search Complete.
- Each option offers different suggestions for covering the proposed vendor increases. Depending on the option selected, MDLP partner libraries may or may not be required to increase their contributions. Funding shortfalls could be covered by the Exchange Rate Fund and the Uncommitted Fund. Note: The Ministry contributes to the MDLP Core collection on behalf of schools.

5.1.5 IASL

Hello to school library friends and colleagues in Canada,

Two upcoming international conferences

The School Libraries Section of IFLA will be presenting two sessions at the 2014 IFLA conference in Lyon, France:

Wednesday, August 20 11:45 - 13:45

IFLA/UNESCO School Library Guidelines: Review and Recommendations. This session will summarize the work that has been done to update the 2002 Guidelines and give opportunity for participants to evaluate the revised document and recommend changes.

Thursday, August 21 10:45-12:45

School Libraries on the Agenda:

Advocacy Initiatives from Around the World. This session will be a culmination and celebration of an IFLA-funded project on school library advocacy.

The 2014 IASL conference will be held in Moscow, August 25-30, at the Cosmos Hotel in Moscow <http://www.hotelcosmos.ru/eng/> Registration will be out soon.

Book proposal approved

The Professional Committee of IFLA has approved a new school libraries book (hard on the heels of *Global Perspectives on School Libraries: Projects and Practices*). The working title of the new book is *School Library Guidelines: Global Action*. It will be co-edited by Dianne Oberg (University of Alberta) and Barbara Schultz-Jones (University of North Texas). The call for chapters will go out in June, with proposals due in October and full chapters due in November.

TMC3 in Victoria at CLA Conference May 29-31

I am looking forward to seeing many of you (or being online with you) for the launch of the new Canadian school library standards of practice in Victoria, BC, in conjunction with the CLA conference and a TMC3 symposium.

Regards,

ssla

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Dianne

Dianne Oberg, PhD

Professor Emerita, University of Alberta
Chair, IASL / IFLA SLRC Joint Committee
Regional Director for Canada, IASL

Secretary, IFLA School Libraries SC

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5.1.6 Saskatchewan Library Association

From: **Executive Director** <slaexdir@sasktel.net>
Date: 6 March 2014 11:02
Subject: SSLA and SLA business
To: carlenewalter@gmail.com

Good morning Carlene and SSLA Executive,

I am contacting you in my official capacity as Executive Director of the Saskatchewan Library Association. I am hoping that we can find ways to share our interests, support projects, and to work together to build stronger library communities.

As I am still very new I am not entirely clear on the way membership works but I hope the SSLA will considering taking an Associate Membership which is found on the Individual Member application form. Benefits for this type of membership are explained on the website. <http://saskla.ca/members> Is there a similar membership for SSLA?

Please check our website for new information including the conference coming up on May 1-3 in Moose Jaw. Perhaps you could send the information to your membership via your listserv.

Carlene, If you are going to be here on April 2 for the MLB and MDLP AGM, it might be a good opportunity for us to have a visit and discuss some options for going forward to the mutual benefit of our organizations. Please let me know and we can have a date for dinner or lunch.
Regards, Judy

Judy Nicholson
Executive Director
Saskatchewan Library Association
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facebook: Saskatchewan School Library Association



5.1.7 CLA School Library Advisory Committee

E-mail correspondence from Judith Sykes, March 3, 2014

Hi Charlotte,

I think you can mention that Carol & I will have an article on the National Standards in the next issue of your Medium. Also, I will soon have a flyer for TMC3 in Victoria I will copy you on but encourage folks to come - teacher-librarians can register for TMC3 through CLA on the conference website. We are refining the standards as I write and commencing our editorial work on them with CLA. More news soon! Judith:-)

Judith Sykes, CLA School Library Advisory Committee – email judith.sykes@shaw.ca