

SSLA Executive Meeting

October 19, 2013



2013 - 2014

SSLA Executive Meeting

October 19, 2013

Date

October 19th, 2013
Riverside Country Club
11:00a.m. – 4:00 p.m.

Call to Order

The meeting of the Saskatchewan School Library Association was called to order at 11:02 on the 19th by Carlene Walter.

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

Regrets:

1. Approval of Agenda

1.1. The agenda was unanimously approved as distributed.

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.**

Status of the items has been recorded in the table below.

3.2. **Submitting reports. Reports are required to be submitted one week in advance.**

Please attend to this deadline for the next meeting.

4. Reports

4.1. President

INFORMATION: Our feedback regarding the Special Subject Council day was reviewed. The STF, once again, suggested that a member of SSLA should sit on SCC day

planning committee. The executive feels that the STF can make use of our feedback to plan the day if they wish to make changes.

INFORMATION: Carlene would like feedback on the inquiry website, especially the regarding the design and ease of use. Please ask teachers at your school. The inquiry project is almost completed. Videos are forthcoming. Laurie mentioned that Carlene needs to be compensated for her ongoing work. Carlene is not certain how to achieve that since the budget is balanced for this year. Executive would like to consider this further and do not want to drop the issue.

4.2 President Elect

4.3 Treasurer/Membership

4.4 Publication Councillor

4.5 Professional Learning Councillors

4.6 Communication Councillor

4.7 Special Projects Councillor

Joanne outlined budget items that should have been paid out of last year's budget. Since the 2012-2013 budget is closed and reviewed, retroactive changes are not possible and the charges will have to be reflected on this year's budget.

4.8 Secretary/Archivist

ACTION: Charlotte will update the liaison list and make the contacts asking when the meetings are so that she can provide updates to the Executive. The list of contacts should include: IASL (Dianne Oberg), 2 Multitype Library contacts (Joanne and Carlene), SIAST (Laurie), and CASL (Judith Sykes). We will not have a contact for SLA nor SYRCA.

4.9 Past- President

5. New Business

5.1. Correspondence

5.1.1. IFLA and IASL

5.1.2. STF - Rob Lehne questioned the encryption of teacher certificate number with members who renew online.

ACTION: Charlotte will respond to Rob with assurances that the teaching certificate number cannot be accessed by third parties.

5.2. Executive Handbook Distribution –

ACTION: Members who were not present at the September meeting need to pick up their copy from Carlene.

5.3. SSLA App –

Chris has done some planning on an inquiry app. Discussion ensued as to whether we should pursue this idea as a project. As we do not have a budget for it this year, payment would need to be made using the last term deposit. The project would fall under the jurisdiction of the Special Projects councillor. Executive members are to do some thinking about this project and bring considerations to next meeting. If we do not follow through with the application idea, is there something else we could do? Our profile has increased after our work with the Ministry and STF, so it may be a good time to take on something new.

ACTION ITEM: Carlene to send out Chris’ notes on the inquiry app.

5.4. BookBytes

Discussion was held to determine if we will hold a BookBytes event. It was decided that we will not hold BookBytes before the conference because of the cost factor involved to book the room at the Travelodge. There were also complications with determining whether displayers would need to pay and how that would impact other conference sponsorship. The rationale for moving to the night before the conference was to attract out of town participants. One suggestion was that maybe additional BookBytes events could be held at other locations in the future.

Proposal: A pre-Christmas Book Bytes to be held on December 8th at Riverside Country Club.

ACTION: Carlene, Carla, Joanne, and Tracy will investigate this possibility.

ACTION: November meeting is cancelled. On the morning of December 8th, the executive will meet face to face meeting followed by Book Bytes in afternoon. The January meeting would become an online meeting.

5.5. Picture of 2013-2014 Executive was taken outside on the balcony.

ACTION: Carlene will upload to the SSLA web site.

5.6. CLA Discussion

<https://sites.google.com/site/nationalslproject/home>

The executive members reviewed the Google document *Principle 3: Fostering Literacy to Engage Life-Long Learners* which was shared by Carlene. Discussion ensued and some edits were made to the document.

ACTION ITEM: Executive members are to finish adding feedback to document within a week's time. Joanne will provide a final look as Special Projects Councillor

Adjournment:

Meeting was adjourned at 3:33 by Laurie Hnatiuk. The next general meeting will be at 10:00 on December 8th at Riverside Country Club.

Minutes submitted by: Charlotte Raine

Approved by: [Type name here]

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SSLA Executive Action List

| √ | ACTION | WHO | COMMENTS |
|---|--|---|--|
| | Update financial statements for SSLA chequing, SSLA Conference, Learning Events, and The Medium prior to each subsequent meeting. Submit with report. | Dawn, Tracy, Carla, Chantelle, & Joanne | |
| | The Professional Learning Councillors will send the conference and learning events speakers' contracts to Secretary/Archivist. | Tracy and Carla | forthcoming |
| | Treasurer will complete 2013-2014 Year End Review | Renée and Dawn | In process |
| | Communications Councillor will bring membership list for executive to look through for members who should be removed from the list. | Laurie | done |
| | Communications Councillor will prepare a communication each month to be sent to liaisons. | Laurie | Will be done on the 20 th of the month |
| | Secretary/Archivist will contact Violet Smotra-Cook and Milton Block regarding the binder of pictures Viktor Fast sent to facilitate digital preservation of SSLA legacy with the names of past executive collected. | Charlotte | Charlotte will follow-up with STF, Violet Smotra Cook, and back issues of the Medium available in ProQuest |
| | Support new members and be cognizant of stresses and challenges. | Executive | ONGOING, if you need help, ask |

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President's Report

INFORMATION ITEMS

1. Updated the Inquiry Project web site.
2. Presented Inquiry Project to several school divisions.
3. Collated learning events participants for Tracy.
4. Attended Multitype Library Board meeting.

ACTION ITEMS

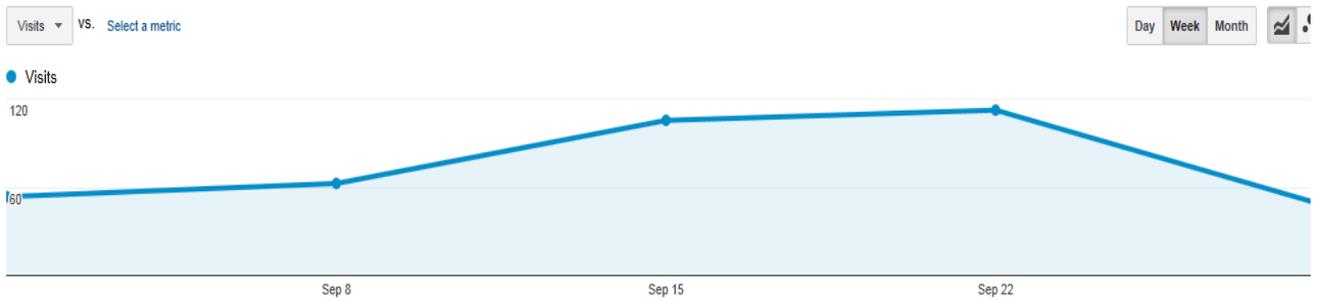
1. Please view the Inquiry Project portion of the SSLA website as feedback is always welcome.
2. Discussion as how to celebrate the efforts of the Inquiry Project Working Group – gift, supper, etc.

Report submitted by: Carlene Walter

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Google Analytics Data



Visits

384

% of Total: 100.00% (384)



Avg. Visit Duration

00:07:38

Site Avg: 00:07:38 (0.00%)



Pageviews

1,663

% of Total: 100.00% (1,663)



% New Visits

58.07%

Site Avg: 58.07% (0.00%)



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President Elect's Report

INFORMATION ITEMS

1. Reports from SSLA liaisons were requested by the Secretary/Archivist. Sent correspondence is posted in the New Business section of the agenda.

ACTION ITEMS

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Treasurer/Membership's Report

INFORMATION ITEMS

1. Financial Statement
 - June membership was membership: 123 current, 33 honorary, 112 expired
 - Bank balance around \$23 000
 - Term deposits value as of April 30, 2013: \$ 9,358.58

ACTION ITEMS

1. PayPal monies will be moved to the bank.
2. Note that some transfers of budgetary items to different areas may need to be made.
3. Dawn will send Carlene the statements.

Report submitted by: Dawn Morgan

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SSLA Financial Report – Banking Summary

Treasurer's Report

Oct. 18, 2013

Activity from July 1, 2013 to Sept. 17, 2013

Income

| | |
|------------------------------|----------------|
| Interest | 2.04 |
| Membership Fees | 781.92 |
| <u>Learning Event Income</u> | <u>2316.29</u> |
| | 3100.25 |

Expenses

| | |
|-----------------|---------------|
| Executive Meals | 75.58 |
| Inquiry Project | 1,138.07 |
| <u>Wufoo</u> | <u>119.80</u> |
| | 1313.45 |

Overall Total **1786.80**

Submitted by Dawn Morgan



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



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SSLA Financial Report – Budgetary Statement

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Publication Councillors' Report – Chantelle Anderson

INFORMATION ITEMS

- I have 3 articles in the process of being written and will be submitted by the end of the month.
- I am continuing to try and keep the Blog updated. Recently I created a post about Mystery Skype to link to both our recent learning event and the article about it that is upcoming in the Medium

ACTION ITEMS

- Post articles for the fall issue of The Medium on the website by the end of October / beginning of November.
- Collect publication copyright forms from authors
- Submit expense claim to pay authors after publication.
- Continue to find relevant information to post to the Blog online.

Report Submitted by Chantelle Anderson

Approved by: [Type name here]

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Professional Learning Councillors' Report – Learning Events – Tracy Woodward

INFORMATION ITEMS

1. Hosted Learning Event with Silvia Tolisano.
2. Requested payment for Silvia Tolisano.
3. Sent archived program to registrants.

ACTION ITEMS

1. Contact Claire Isaac and Jessica Cammer to prepare for November 5 presentation.
2. Send out reminder and login information to participants.
3. Upload presentation to Adobe prior to presentation date.
4. Tracy will compose and send a letter regarding Jason Wilson's helpfulness to Ron Lawson.
5. Please publicize the learning events at the school divisions.
6. Need to clarify in Wufoo that there is an option to pay by cheque if not using PayPal.

Report submitted by: Tracy Woodward

Approved by:

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Professional Learning Councillors' Report - Conference

INFORMATION ITEMS

1. Several emails to Naomi Harm regarding topic finalization, awaiting response
2. Conference Committee invitation resent, I have made personal contact with several members to participate on Conference Committee. Currently 1 member.
3. Email sent to 2013 Conference sponsors requesting consideration for sponsorship for 2014 conference
4. Contacted Travelodge for information regarding use of facility Friday evening, response forwarded to Laurie and Carlene for reference with Book Bytes event
5. Reviewed Budget

ACTION ITEMS

1. Meet with Conference committee to finalize budget and subcommittee leadership, as well as, delegate roles and responsibilities within Conference Committee.
2. Finalize Conference Keynote and Workshop topics with Naomi Harm, request video clip to enhance conference promotions
3. Would like two more conference members: will shoulder tap at Saskatoon Public
4. Approached former sponsors. Question around Book Bytes and displayers as far as fees.
5. Need to examine the timings of the day. In order to accommodate awards and AGM with constitutional changes and inquiry project, our speaker gets reduced 3.5 hours for \$3500 fee.

Report Submitted by: Carla Katerynych

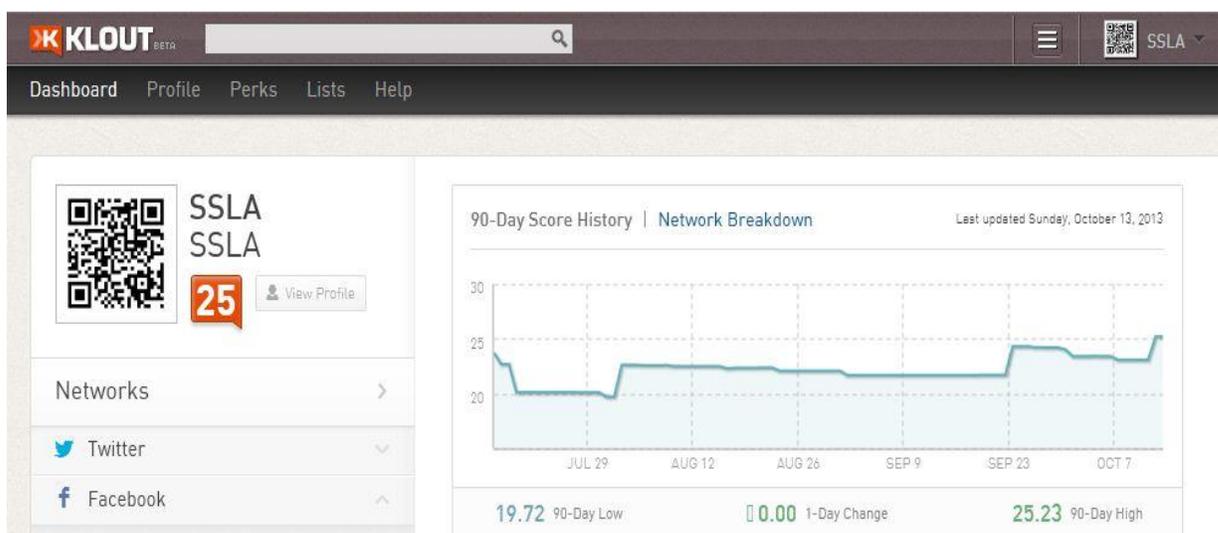
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Communications Councillors' Report – Laurie Hnatiuk

Information Items

1. Sent email(s) regarding the following items:
 - a. Membership expiring
 - b. Membership expired
 - c. Invitation to join Learning Events
 - d. Invitation to join the Conference Committee
 - e. Request to be the SSLA liaison to school divisions that had a contact email
2. Dropped off the Banner at the Radisson to be used for the Beginning Teacher Conferences
3. Updated the email database with new/renewed members.
4. Added relevant posts to the Facebook page
 - a. Since July we have added 6 people to our group with 42
5. Klout account is at 25. We were at 8 when we first started.



6. Laurie has cleaned up the gmail account.

7. Laurie is sitting on the Library Information Technology Program Advisory Committee at SIAST. They are reviewing the procedures for the training of library technicians.

Action Items

1. Pick up the banner from the STF
2. Send an email regarding November expirations and second reminder for previous expired members.
3. Use Twitter account to tweet rather than just hashtag #SaskSLA

Report submitted by: Laurie Hnatiuk

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Special Projects Councillor's Report – Chris Arnstead (retired)

Information Items

The Inquiry Project

- Finalized and proof read all content with Judy Nicholson, Project Facilitator
- Content was printed and given to Lynda Oliver, Ministry and Sharon Gabora, formerly at Ministry for editing, their suggestions were incorporated into content
- Content in both print and digital form was delivered by Judy to Carlene in Saskatoon to put on website
- Designed and arranged printing of 2500 bookmarks and 1000 handbills to advertise the Inquiry Project website through the STF print shop. Billed bookmarks against the 2012-13 budget under advertising (\$143.57). Billed the handbills to the 2013-14 budget under the Inquiry Project (\$203.95). Arranged for payment of both bills.
- Application to the Ministry to cover the cost of video editing – approval was delayed so arranged an advance payment so editing could begin. Approval has now been received so this expense will be paid by the Ministry.
- Communication strategy:
 - handbills and/or bookmarks distributed at STF short courses in August, at the STF beginning teacher sessions in Regina and Saskatoon in September, at the TL PD session for TLs from RPS, RCS and PVSD in October in Regina, and in Saskatoon by Carlene.
 - Booking for an article in the STF Bulletin was cancelled during a media restriction on Judy at the Ministry.
 - Lynda and Judy prepared a Power Point presentation used to introduce the website during an Adobe webinar, which was taped and archived.
 - “All schools mailout” – Helped Judy prepare a package the Ministry shipped to all schools containing a letter of introduction, information about the introductory webinar, the handbill and bookmarks.

- I would like to express our appreciation to Judy Nicholson for all her hard work on the Inquiry Project, especially since she has continued to work pro bono on our behalf since the hours and remuneration of her contract ran out.

ACTION ITEMS

- Review final report from Project Facilitator
- Complete proofing on video editing
- Ensure all bills are paid
- Complete final review of Inquiry website with developer

Report submitted by: Chris Arnstead

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Special Project – Inquiry Project

INQUIRY BUDGET 2012-2013

| INCOME | Memo | Budget | Actual | Difference (\$) |
|---|------|--------|-------------|-----------------|
| Balance | | \$ - | \$ - | \$ - |
| transfer of funds from long term savings | | | \$ 9,358.00 | |
| transfer of funds from advertising regular budget | | | \$ 150.00 | |
| TOTAL INCOME | | \$ - | \$ 9,508.00 | \$ (9,508.00) |

| EXPENDITURES | Budget | Actual | Difference (\$) |
|---|-------------|-----------|-----------------|
| Working Group Meetings: travel, accommodation | \$ 800.00 | | |
| A.Hnatiuk, gas costs | | \$ 152.88 | |
| C. Raine, gas costs 05/05/2013 | | \$ 67.20 | |
| C. Raine, gas costs 30/10/2012 | | \$ 58.00 | |
| C. Raine, gas costs 25/04/2012 | | \$ 60.00 | |
| C. Walters, travel and accommodation WGM 12/10/12 | | \$ 383.01 | |
| Working Group Meetings: sub costs | \$ 1,520.00 | | |
| C. Arnstead, sub costs | | \$ 861.00 | |
| video filming and editing | \$ 2,000.00 | | |
| Hard frive for video storage | | \$ 109.99 | |
| Ministry is covering \$3000 of video editing | | | |
| C. Walters, mtg with J. Nicholson | | \$ 21.08 | |

| | | | | | |
|---|-----|---------------|----|---------------|------------------------|
| Judy Nicholson, wages (fall 2012) | \$ | 5,800.00 | \$ | 1,650.00 | |
| Judy Nicholson, wages (winter 2013) | | | \$ | 1,500.00 | |
| Judy Nicholson, wages (spring/summer 2013) | | | \$ | 2,550.00 | |
| bookmarks (143.57) charged against 2012-13 advertising budget | | | | | |
| expenses Judy and Carlene meeting about website (July and Aug.) | | | ?? | | |
| handbill printing and design STF | | | \$ | 203.95 | |
| stock photos for website (Carlene) | \$ | 400.00 | \$ | 591.25 | |
| Inquiry web page honorarium | \$ | 1,500.00 | | | |
| TOTAL EXPENSES | \$ | 12,020.00 | \$ | 8,208.36 | \$ - |
| GRAND TOTAL | | Budget | | Actual | Difference (\$) |
| Income (from savings) | \$ | - | \$ | 9,508.00 | \$ (9,508.00) |
| Expenditures | \$ | 12,020.00 | \$ | 8,208.36 | \$ 3,811.64 |
| GRAND TOTAL | -\$ | 12,020.00 | \$ | 1,299.64 | |

FINANCIAL STATEMENT 2013-2014

Report submitted by: Chris Arnstead

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Secretary/Archivist Councillor's Report – Charlotte Raine

Date: October 11, 2013

Information Items

1. Recorded the September minutes and sent them to executive members. Will send to President for approval first next time.
2. Sent a copy of the minutes to Rob Lehne, the STF Executive Assistant Liaison for SSLA and to Colleen Paulhus, the Special Subject Council administrative assistant.
3. Began the hunt to locate the binders of pictures that Viktor Fast inquired about at our last executive meeting contacting a former STF liaison and a former SSLA president.

Action Items

1. I need to locate updated addresses for our liaisons including: SLA representative, Saskatchewan Ministry of Education contact person, IASL, CASL, and any other organization with whom we should communicate. The list behind the veil is from 2011-2012. Hopefully I can access reports from them, if they have them, before our November meeting.

Report submitted by: Charlotte Raine

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New Business

Correspondence - IFLA and IASL

E-mail correspondence, October 11, 2013

Thanks, Laurie and Charlotte, for keeping IASL on your contacts list. Here is the news (a report I wrote for the upcoming IASL newsletter) re the revision of the 2002 School Library Guidelines, which is a project being led by IFLA School Libraries, with IASL input through the Joint Committee of the two associations.

If SSLA would like to have someone on the executive serve on the expert panel for the revision of the Guidelines, that would be wonderful. Just let me know and I will be in contact with that person.

Warm regards,

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

E-mail correspondence, October 12, 2013

I just got a note from Judy Nicholson, saying she has some time to devote to the Guidelines revision. I know she is not on the SSLA executive but thought you might want to know that someone else from SK is going to be serving on the expert panel. Dianne

Report #1:

Revision of the IFLA/UNESCO School Library Guidelines:

First Workshop Held in Singapore

The revision of the 2002 IFLA/UNESCO School Library Guidelines began with a workshop at the Singapore WLIC, held on August 20, 2013 at the National Library of Singapore. Dianne Oberg (Canada) and Randi Lundvall (Norway) began the workshop with a brief history of the development of the 1999 IFLA/UNESCO School Library Manifesto and of the 2002 School Library Guidelines. Then Barbara Schultz-Jones organized five working groups, based on the content of the Guidelines: Introduction; Resources; Staff; Programs; and Promotion. The groups each gave a brief report at the end of their discussions which were recorded on a flipchart. Dianne Oberg, incoming Secretary of the School Libraries Standing Committee, has transcribed the flipchart notes, and soon the group reports will be available as well.

History of the Manifesto

The IFLA/UNESCO School Library Manifesto is titled, *The School Library in Teaching and Learning for All*. It begins with a mission statement for the school library:

The school library provides information and ideas that are fundamental to functioning successfully in today's information and knowledge-based society. The school library equips students with life-long learning skills and develops the imagination, enabling them to live as responsible citizens.

The roots of the Manifesto emerged during the 1993 international conference "School Libraries in the Developing World" held in Caldès de Montbui, Spain and sponsored by IFLA, IASL, and UNESCO. Following the conference, three Canadians working with the National Library of Canada (Gwynneth Evans, Paulette Bernhard, Anne Galler) conducted an by international survey of school libraries and began to write the first draft of the manifesto. Following a series of consultations and workshops, the manifesto was

Finally approved by the Governing Board of IFLA and endorsed by UNESCO in 1999. The Manifesto has been translated into many languages and has been used all over the world as a school library policy benchmark.

History of the Guidelines

The IFLA/UNESCO School Library Guidelines were developed to give practical guidance for those involved in developing and/or improving school libraries. The desire for specific guidelines followed the publication of the School Library Manifesto. The IFLA School Libraries Section began a process of consultations and workshops and a review of guidelines from countries around the world. The final writing and editing of the guidelines document was completed by Tove Pemmer Saetre (Norway) and Glenys Willars (UK), and the guidelines were approved by the Governing Board of IFLA and endorsed by UNESCO in 2002.

Tentative Timeline for the Revision Process

The process for the revision will involve a series of reviews and writing sessions as well as consultations with members of the IFLA School Libraries Standing Committee and with members of IASL. The joint committee anticipates considering feedback on the Guidelines during October and November in order to have a first draft of the revised document by December 2013. Further feedback and rewriting will continue throughout the first half of 2014. The plan is to have a final document ready for endorsement in August 2014 by the IFLA School Libraries Standing Committee and by IASL. Then the document will go for approval to the Governing Board of IFLA in December 2014, followed by approval by UNESCO.

The revision process will be managed by the IASL/IFLA Joint Committee with Randi Lundvall taking the lead. Randi completed her second term as Chair of the IFLA School Libraries Standing Committee (SC) in August at the Singapore WLIC, but she will be continuing as a member of the School Libraries SC for the next two years. The Joint Committee consists of three members each of IASL and of IFLA School Libraries plus IASL President Diljit Singh and IFLA School Libraries Chair Barbara Schultz-Jones (USA).

Call for Participation in the Revision Process

IASL members are invited to participate in the revision of the School Library Guidelines as members of the "expert panel" to provide on-going feedback and advice to the joint committee. Interested individuals should contact Dianne Oberg doberg@ualberta.ca. Dianne and Randi will provide you with the information and resources that you will need to participate as a member of our "expert panel" over the next year.

Dianne Oberg
Chair, IASL-IFLA School Libraries Joint Committee
Director-Canada, IASL
Secretary, School Libraries SC, IFLA

Report #2:

IASL and IFLA School Libraries are working together to update the 2002 IFLA/UNESCO School Library Guidelines. I know that Judith Sykes is leading a Canadian initiative, funded by the Canadian Library Association, to create a new national school libraries policy document. Canadian librarians have been very involved in the development of international policy documents as well (for example, the IFLA/UNESCO School Library Manifesto).

Randi Lundvall, will be taking the lead on the revision of the 2002 IFLA/UNESCO School Library Guidelines. I am hoping that you will give your assistance with the revision of the 2002 IFLA/UNESCO School Libraries Guidelines. This message provides you with the information and resources that you will need to participate as a member of our "expert panel" over the next year.

The process for the revision will involve a series of reviews and writing sessions as well as consultations with members of our SC and with members of IASL (the International Association of School Librarianship). We plan to have a final document ready for endorsement in August 2014 by our SC and by IASL. Then the document will go for approval to the Governing Board of IFLA in December 2014, followed by approval by UNESCO.

The process for the revision of the 2002 Guidelines began with a workshop at the Singapore WLIC, held on August 20, 2013 at the National Library of Singapore for about 25 participants. Dianne Oberg and I began the workshop with a brief history of the development of the 1999 UNESCO/IFLA School Library Manifesto and of the 2002 School Library Guidelines. Then Barbara Schultz-Jones organized us into five working groups, based on the content of the Guidelines: Introduction; Resources; Staff; Programs; and Promotion. The groups each gave a brief report at the end of their discussions which were recorded on a flipchart. Dianne Oberg, incoming Secretary of the School Libraries Standing Committee, has transcribed the flipchart notes, and soon the group reports will be available as well.

I hope that you will contribute as an "expert panel" to the work of the Guidelines revision over the next year. I am requesting that you assist the writing committee by doing the following over the next month:

1. Review the 1999 UNESCO/IFLA School Library Manifesto (the new Guidelines will expand/extend the Manifesto, but they need to be consistent with the core ideas of the Manifesto).
2. Review the 2002 UNESCO/IFLA School Library Guidelines and note what changes and additions would be helpful to you in your work of promoting school libraries.
3. Read the reports from the Singapore workshop (the group reports will come to you in the next few weeks).
4. Send your comments and suggestions about how to improve the Guidelines to me at [<randi.lundvall@baerum.kommune.no>](mailto:randi.lundvall@baerum.kommune.no) by **October 15, 2013**.

I will forward your ideas to the writing committee, so that they can begin their work. I am attaching the documents that you will need.

Regards,
Randi Lundvall

via

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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