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**78<sup>th</sup> Ordinary General Meeting**  
Rodd Charlottetown Hotel, Prince Edward Island

Friday, May 26, 2017, 12:30 pm

**Draft Minutes**

**1. Call to Order**

Suzanne van den Hoogen called the 78<sup>th</sup> OGM to order at 12:35 and introduced the Executive.

**2. Establish Quorum**

Quorum was established.

**3. Adoption of agenda**

**MOTION:** Bill Slauenwhite moved the adoption of the agenda as circulated. Trina O'Brien Leggott seconded the motion. Motion carried.

**4. APLA Meeting Rules**

Copies of the APLA Meeting Rules were distributed. Suzanne van den Hoogen read Rules 1 and 2.

**5. Adoption of the Minutes of the 77<sup>th</sup> Ordinary General Meeting, Halifax, NS, June 1<sup>st</sup> 2016**

**MOTION:** Jennifer Richard moved the approval of the Minutes of the 77<sup>th</sup> Ordinary General Meeting. Jocelyne Thompson seconded the motion.

Cynthia Holt pointed out an error in item 2.02 e: "Professional librarian" should read "Librarian."

Denise Corey pointed out an error in item 5: "2016" should read "2015."

The amended minutes were approved.

**6. Business Arising from the Minutes 6.1. Resolutions**

**6.1.1. Event Code of Conduct:**

A draft Event Code of Conduct was provided to the 2017 Conference Committee.

**6.1.2. Newfoundland and Labrador Public Libraries:**

APLA launched a successful advocacy campaign on behalf of Newfoundland and Labrador Public Libraries.

**6.1.3. CFLA-FCAB Membership:**

APLA became an official member of the Canadian Federation of Library Associations.

## **7. President's Report – Suzanne van den Hoogen**

As submitted; S. van den Hoogen thanked the members of the Executive for making this an exceptional year.

## **8. Past President's Report – Lynn Somers As submitted.**

## **9. Vice President/President Elect – Kathryn Rose**

As submitted.

## **10. Vice Presidents' Reports**

**10.1. New Brunswick – Mathieu Lanteigne As submitted.**

**10.2. Newfoundland & Labrador – Becky Smith As submitted.**

**10.3. Nova Scotia – Carolyn DeLorey As submitted.**

**10.4. Prince Edward Island – Grace Dawson As submitted.**

**10.5. Membership – Carolyn DeLorey As submitted.**

## **11. Financial Examiner**

**11.1. Report 2016/2017 – Peter Glenister**

**MOTION:** Patricia Doucette moved the approval of the Financial Examiner's Report as submitted; B. Slauenwhite seconded the motion. Motion carried.

**11.2. Appointment of Financial Examiner 2017/18**

**MOTION:** Jocelyne Thompson moved the appointment of Peter Glenister as the APLA Financial Examiner for the 2017-18 fiscal year; Michelle Paon seconded the motion. Motion carried.

## **12. Treasurer – Maggie Neilson**

**12.1. Report 2016/17**

**MOTION:** Ann Smith moved the acceptance of the Treasurer's Report for the 2016-17 fiscal year; Gail Fraser seconded the motion. Motion carried.

**12.2. Proposed Budget: Maggie Neilson**

**MOTION:** Tyler Griffon moved the approval of the proposed budget for the 2017-18 fiscal year; Elizabeth Millar seconded the motion.

The budget was circulated, with no significant changes to the budget from last year.

Total proposed revenues for 2017-18 are: \$19 791.55 Total

proposed expenses for 2017-18 are: \$19 791.55

Patricia Doucette asked whether the fact that the incoming President is from Newfoundland had been factored into the travel line; S. van den Hoogen replied that it had.

Motion carried.

**13. Report of the APLA Bulletin Co-Editors – Alison Ambi and Marc Harper**

As submitted.

**14. Finance – Suzanne van den Hoogen**

As submitted as part of the President's report.

**15. Communications Coordinator – Kristel Fleuren-Hunter**

As submitted.

**16. Webmaster – Melissa Anez As submitted.**

**17. Advocacy – Jocelyne Thompson**

J. Thompson provided a verbal update for her submitted report. A conference session on Advocacy was held yesterday; advocacy efforts will be focused on a particular province each year and this year the focus will be on Nova Scotia. She urged APLA members from all provinces to contact members of the committee with ideas and news which require action.

**18. Memorial Award Committee – Heather Sanderson As submitted.**

**19. Carin Alma E. Somers Scholarship Committee – Kathryn Rose**

As submitted as part of the Vice President / President-Elect's report.

**20. Games at the Library – Juanita Lewis As submitted.**

**21. Nominations and Elections – Lynn Somers**

**21.1. New Executive Introductions**

L. Somers introduced the new and continuing executive.

**22. Committee on Committees and Interest Groups – Kathryn Rose**

As submitted.

**23. Grow a Library – Crystal Rose**

No report submitted

**24. Revisions to Standing Orders – Lynn Somers**

(See Appendix A for full text of Standing Orders)

**24.1. Standing Order 5.02: Committee on Committees and Interest Groups**

### **Recommended action to Standing Order 5.02**

Remove Standing order 5.02, and allocate duties to the Aims and Objectives Committee in Standing Order 5.03.

**Motion:** K. Rose moved to remove Standing Order 5.02; D. Corey seconded the motion. Motion carried.

### **24.2. Standing Order 5.03: Committee on Aims and Objectives**

#### **Recommended Addition to Standing Order 5.03**

5.03 Committee on Aims and Objectives

Membership: The convener shall be the Vice-President/President-Elect with the vice-presidents as members.

Terms of reference:

- to regularly consider the aims and objectives and the program of the Association with a view to recommending developments or changes in either
- **Recommend new interest groups or committees to help achieve the aims and objectives of the association**
- **The chair of the Committee on Aims and Objectives, or a delegate, regularly liaise with conveners of Interest Groups and Committees**
- **Prepare terms of reference for new interest groups and committees**
- **Appoint conveners when necessary**
- **Recommend dissolution of interest groups and committees necessary.**

**Motion to add to the terms of reference for the Aims and Objective Committee to include:**

- **Recommend new interest groups or committees to help achieve the aims and objectives of the association**
- **The chair of the Committee on Aims and Objectives, or a delegate, regularly liaise with conveners of Interest Groups and Committees**
- **Prepare terms of reference for new interest groups and committees**
- **Appoint conveners when necessary**
- **Recommend dissolution of interest groups and committees necessary.**

**Motion:** Kathryn Rose moved to approve the changes; Bill Slauenwhite seconded the motion. Motion carried.

### **24.3. Standing Order 6.06: Advocacy Committee**

#### **Recommended Change to Standing Order 6.06**

Membership:

The Committee shall include the ~~Chair, as well as~~ **Convener, the four VP Provinces to ensure representation of all regions, and one additional francophone member** ~~other members from the~~

different library sectors. At least one of these members shall be francophone, to ensure that important issues for francophone libraries are not overlooked. The APLA President and VP/President Elect will be ex officio members. Members may serve up to three years.

Terms of reference:

- to monitor developments in libraries and librarianship, both regionally and nationally, and identify key issues
- to research and compile background information on these issues, as needed
- to advise the APLA Executive on possible actions to be taken on emerging issues
- to develop advocacy tools for use by APLA members
- to facilitate training for effective advocacy; and
- to collaborate with other organizations (e.g. **CFLA-FCAB** ~~CLA~~, The Partnership, other regional associations) to increase the reach and impact of advocacy efforts.

**Motion:** Suzanne van den Hoogen moved to approve the changes; Jocelyne Thompson seconded the motion. Motion carried.

#### **24.4. Standing Order 9.01: Association Membership**

##### **Recommended Change to Standing Order 9.01**

**9.01** The Atlantic Provinces Library Association shall be an institutional member of the **Canadian Federation of Library Associations / Fédération canadienne des associations de bibliothèques (CFLAFCAB)** ~~Canadian Library Association~~ and I'ASTED.

**Motion:** Suzanne van den Hoogen moved to approve the changes; Patricia Doucette seconded the motion. Motion carried.

#### **24.5. Standing Order 9.02: The Canadian Library Association's Statement on Intellectual Freedom**

##### **Recommended Change to Standing Order 9.02**

**9.02** The Atlantic Provinces Library Association shall adopt the **Canadian Federation of Library Associations / Fédération canadienne des associations de bibliothèques (CFLA-FCAB)** ~~Canadian Library Association's~~ [Statement on Intellectual Freedom](#) (ratified at the CLA Annual Conference in June 1974, and amended **on November 17, 1983, November 18, 1985 and September 27, 2016** ~~in June 1983~~) as its standard in all situations where these freedoms are threatened.

**Motion:** Suzanne van den Hoogen moved to approve the changes; Margaret Vail seconded the motion. Motion carried.

#### **24.6. Standing Order 9.08: The APLA Merit Award**

##### **Recommended Change to Standing Order 9.08 The APLA Merit Award**

##### **Form of the Award:**

1. At the annual conference, the award winner will be presented with:

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An Atlantic pewter goblet handmade by a pewter smith, **indicating the Province** decorated with the Arms of the Province in which the presentation takes place and inscribed on one side with the name of the winner, the award, and the date. The goblets (7 oz., shiny finish) are purchased from Aitken Pewter, Fredericton, NB and are patterned on a design originally produced by Dr. Ian Crowell, Canada's first pewterer.

**Motion:** Suzanne van den Hoogen moved to approve the changes; Courtney Boudreau seconded the motion. Motion carried.

## **25. CFLA-FCAB**

### **25.1. Truth and Reconciliation – Maggie Neilson**

M. Neilson provided a verbal update; she was the APLA representative on the Truth and Reconciliation Working Group, which ultimately produced a 77-page document with ten overarching recommendations. She encouraged APLA members to read the document and consider the recommendations.

### **25.2. Copyright – Ann Smith**

As submitted.

## **26. Annual Conferences – Reports**

### **26.1. 2016 Halifax, NS – Crystal Rose**

No report submitted

### **26.2. 2017 Charlottetown, PEI – Patricia Doucette**

As submitted.

### **26.3. 2018 Fredericton, NB – Jocelyne Thompson**

J. Thompson and Ella Nason invited APLA members to the 2018 conference to be held in Fredericton June 6<sup>th</sup> – 9<sup>th</sup>.

## **27. Awards – Suzanne van den Hoogen**

S. van den Hoogen announced the recipients of the 2017 APLA awards.

**27.1. APLA Merit Award Winner:** Jocelyne Thompson

**27.2. APLA First Timer's Grant Recipient:** Hugh Samson

**27.3. Carin Alma E. Somers Scholarship:** Sonjel Eiriksson-Vreeland

**27.4. APLA Memorial Award:** Jenn Carson

**27.5. APLA Advocacy Award** (Not awarded this year)

**27.6. DAL SIM award winner:** Confidential until awarded at Graduation Ceremonies

**27.7. NSCC award winner:** Confidential until awarded at Graduation Ceremonies

## **28. Resolutions – VP President-Elect (Patricia Doucette)**

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There were four resolutions presented.

**Resolution 1: Prison Libraries Network Right to Read Position Statement:**

Whereas, the mandate of the Atlantic Provinces Library Association (APLA) includes the objective to cooperate with library associations and other organizations on matters of mutual concern,

And, whereas, the Prison Libraries Network Right to Read Statement clearly asserts the value of libraries and access to information resources in correctional institutions,

Be it resolved, that APLA endorse the Prison Libraries Network Right to Read Position Statement.

**Motion:** Moved by Suzanne van den Hoogen; seconded by Laurinda Matheson.

S. van den Hoogen explained that the Prison Libraries Network is seeking support and endorsement from organizations; APLA can endorse the statement and share it with the membership to increase awareness.

Motion carried.

**Resolution 2: APLA Event Code of Conduct:**

Whereas the Atlantic Provinces Library Association (APLA) holds a conference, several business meetings, and may host or sponsor other events annually;

And, whereas APLA values an equitable, fair, and respectful forum for conducting business, offering professional development, socializing, and the discussion of ideas;

And, Whereas APLA does not tolerate harassment, discrimination, or disrespectful behaviour towards its members or guests at any of the aforementioned events;

Be it resolved that APLA adopt the Event Code of Conduct approved by the APLA Executive and adopted by the 2017 Conference Planning Committee.

**Motion:** Moved by Suzanne van den Hoogen; seconded by Carolyn DeLorey. Motion carried.

**Resolution 3: Canadian Federation of Library Associations (CFLA-FCAB) Truth and Reconciliation Report:**

Whereas the Atlantic Provinces Library Association (APLA) recognized that access to Indigenous knowledge and cultural materials depends on decolonizing libraries and cultural memory institutions and their services,



And, whereas, the Canadian Federation of Library Associations (CFLA-FCAB) [Truth and Reconciliation Report and Recommendations](#) are now available,

Be it resolved that the Atlantic Provinces Library Association (APLA) endorse the 10 recommendations presented in the Truth and Reconciliation Report and Recommendations:

1. As CFLA-FCAB is a national voice with the ability to influence national and international policy regarding issues of importance, we request the CFLA-FCAB create a permanent Standing Committee on

Indigenous Matters utilizing the medicine wheel framework developed by the Truth & Reconciliation Committee;

2. The T&R Committee supports and endorses the CFLA-FCAB Position Statement on Library and Literacy Services for Indigenous (First Nations, Métis and Inuit) Peoples of Canada;

3. Encourage libraries, archives and cultural memory institutions to implement the Truth and Reconciliation Commission of Canada 94 Calls to Action, several of which have been identified as having a direct impact on libraries and archives and are prioritized in this report, and to implement a status report on a yearly basis to monitor their implementation;

4. Ensure accessibility moving forward by continually reminding stakeholders that material produced and programming planned in the future should be accessible to all Canadians. CELA (the Center for Equitable Library Access) and NNELS (the National Network for Equitable Library Service) are positioned to support these efforts.

5. Decolonize Access and Classification by addressing the structural biases in existing schemes of knowledge organization and information retrieval arising from colonialism by committing to integrating

Indigenous epistemologies into cataloguing praxis and knowledge management;

6. Decolonize Libraries and Space by recognizing and supporting Indigenous cultures, languages and knowledges through culturally appropriate space planning, interior design, signage, art installations, territorial acknowledgements of geographic-specific traditional territories and public programming in collaboration with local Indigenous stakeholders;

7. Enhance opportunities for Indigenous library, archival and information professionals as well as the inclusion of Indigenous epistemologies in the Canadian library and archives profession through culturally appropriate pedagogy, recruitment practices, professional and continuing education and cross-cultural training in collaboration with local Indigenous stakeholders and partners;

8. Recommend the implementation of Indigenous Knowledge Protection protocols and agreements with local and other Indigenous groups who have holdings in libraries, archives and/or cultural memory institutions to respect the Indigenous cultural concept of copyright with regard to Indigenous history or heritage, which is often located in but not limited to oral traditions, songs, dance, storytelling,

anecdotes, place names, hereditary names and other forms of Indigenous knowledges; recommend that CFLA-FCAB actively participate in reforming the Canadian Copyright Act to include protection of CFLAFCAB Truth & Reconciliation Committee Report & Recommendations 7 Canadian Federation of Library Associations-Fédération canadienne des associations de bibliothèques (CFLA-FCAB) Indigenous knowledges and languages while advocating for changes to include traditional knowledge as outlined and recommended by the World Intellectual Property Organization (WIPO) – Intergovernmental Committee on Intellectual Property and Genetic Resources, Traditional Knowledge and Folklore (<http://www.wipo.int/tk/en/igc/>). We join the Truth and Reconciliation Commission (TRC) in calling upon Library and Archives Canada to implement the Truth and Reconciliation Commission Calls to Action #69 (Appendix D) by fully implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) [http://www.un.org/esa/socdev/unpfii/documents/DRIPS\\_en.pdf](http://www.un.org/esa/socdev/unpfii/documents/DRIPS_en.pdf) and the Updated Set of Principles for the Protection and Promotion of Human Rights through Action to Combat Impunity

(2005), more commonly known as the Joinet/Orentlicher Principles

<http://www.derechos.org/nizkor/impu/principles.html>;

9. Establish an online database of “living documents” to highlight existing Best Practices of Indigenous Services in libraries, archives, and cultural memory institutions that will serve as a foundation to help disseminate those best practices and for this “living document” to be updated preferably on a quarterly basis but minimally semi-annually;

10. Maintain a database of Indigenous organizations or groups committed to preserving cultural memory primarily, but not limited to, libraries, archives, language preservation, cultural history/museums to build relationships; to support the development of an Indigenous association of library, archives and cultural memory institutions; and to support in principle the National Aboriginal Library Association (NALA) regarding their stated intent of developing First Nations public libraries on reserves.

**Motion:** Moved by Trina O’Brien Leggott; seconded by Maggie Neilson. Motion carried.

#### **Resolution 4: Conference Courtesy Resolution:**

Be it resolved that the Atlantic Provinces Library Association (APLA) extends its appreciation to members of the Charlottetown conference organizing committee, the speakers, the exhibitors, the sponsors and all who have contributed to the success of the 2017 Atlantic Provinces Library Association conference.

**Motion:** Moved by Suzanne van den Hoogen; seconded by Laurinda Matheson. Motion carried. (Applause).

#### **29. Dalhousie University, School of Information Management Update – Sandra Toze**

As submitted.

### **30. Nova Scotia Community College Library Technician Program Update – Kristina Parlee**

As submitted.

### **31. Inauguration of Incoming President**

Suzanne van den Hoogen welcomed Kathryn Rose as the incoming president.

### **32. Adjournment**

S. van den Hoogen moved the adjournment of the meeting at 1:35 pm.

Respectfully submitted by Laurinda Matheson

## **Appendix A: Standing Orders**

### **Recommendation to Change a Standing Order 5.02**

**Existing Standing Order:** Committee on Committees and Interest Groups

5.02 Committee on Committees and Interest Groups

**Membership:** The Vice President/President-Elect shall be the convener.

Terms of reference:

- to recommend as necessary to the Executive and the Association formation of new committees and interest groups
- to prepare terms of reference for those committees and interest groups if established
- to appoint conveners to committees and interest groups when necessary and members to serve on those committees
- to recommend when necessary the dissolution of standing committees and interest groups

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Recommended action to Standing Order 5.02

Remove Standing order 5.02, and allocate duties to the Aims and Objectives Committee in Standing Order 5.03.

**Motion to Remove Standing Order 5.02.**

Respectfully Submitted by Kathryn Rose, VP President-Elect on April 27, 2017.

## Recommendation to Change a Standing Order 5.03

### Existing Standing Order: 5.03 Aims and Objectives

#### 5.03 Committee on Aims and Objectives

Membership: The convener shall be the Vice-President/President-Elect with the vice-presidents as members.

Terms of reference:

- to regularly consider the aims and objectives and the program of the Association with a view to recommending developments or changes in either

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### Recommended Addition to Standing Order 5.03

#### 5.03 Committee on Aims and Objectives

Membership: The convener shall be the Vice-President/President-Elect with the vice-presidents as members.

Terms of reference:

- to regularly consider the aims and objectives and the program of the Association with a view to recommending developments or changes in either
- **Recommend new interest groups or committees to help achieve the aims and objectives of the association**
- **The chair of the Committee on Aims and Objectives, or a delegate, regularly liaise with conveners of Interest Groups and Committees**
- **Prepare terms of reference for new interest groups and committees**
- **Appoint conveners when necessary**
- **Recommend dissolution of interest groups and committees necessary.**

**Motion to add to the terms of reference for the Aims and Objective Committee to include:**

- **Recommend new interest groups or committees to help achieve the aims and objectives of the association**
- **The chair of the Committee on Aims and Objectives, or a delegate, regularly liaise with conveners of Interest Groups and Committees**
- **Prepare terms of reference for new interest groups and committees**
- **Appoint conveners when necessary**
- **Recommend dissolution of interest groups and committees necessary.**

Respectfully submitted by Kathryn Rose, VP President-Elect: April 27, 2017

## Recommendation to Change a Standing Order 6.06

## Existing Standing Order: 6.06 Advocacy Committee

**Membership:** The Committee shall include the Chair, as well as four other members from the different library sectors. At least one of these members shall be francophone, to ensure that important issues for francophone libraries are not overlooked. The APLA President and VP/President Elect will be ex officio members. Members may serve up to three years.

### Terms of reference:

- to monitor developments in libraries and librarianship, both regionally and nationally, and identify key issues
- to research and compile background information on these issues, as needed
- to advise the APLA Executive on possible actions to be taken on emerging issues
- to develop advocacy tools for use by APLA members
- to facilitate training for effective advocacy; and
- to collaborate with other organizations (e.g. CLA, The Partnership, other regional associations) to increase the reach and impact of advocacy efforts.

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## Recommended Change to Standing Order 6.06 Advocacy Committee

**Membership:** The Committee shall include the ~~Chair, as well as~~ **Convener, the four VP Provinces to ensure representation of all regions, and one additional francophone member** ~~other members from the different library sectors. At least one of these members shall be francophone,~~ to ensure that important issues for francophone libraries are not overlooked. The APLA President and VP/President Elect will be ex officio members. Members may serve up to three years.

### Terms of reference:

- to monitor developments in libraries and librarianship, both regionally and nationally, and identify key issues
- to research and compile background information on these issues, as needed
- to advise the APLA Executive on possible actions to be taken on emerging issues
- to develop advocacy tools for use by APLA members
- to facilitate training for effective advocacy; and
- to collaborate with other organizations (e.g. **CFLA-FCAB** ~~CLA~~, The Partnership, other regional associations) to increase the reach and impact of advocacy efforts.

**Motion to change “Chair, as well as four other members from the different library sectors. At least one of these members shall be francophone” to “Convener, the four VP Provinces to ensure representation of all regions, and one additional francophone member.”**

**Motion to strike CLA and replace with CFLA-FCAB.**

Respectfully submitted by Laurinda Matheson & Suzanne van den Hoogen, on May 1, 2017.

## Recommendation to change a Standing Order 9.01

### Existing Standing Order: 9.01

**9.01** The Atlantic Provinces Library Association shall be an institutional member of the Canadian Library Association and l'ASTED.

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**Recommended Change to Standing Order 9.01**

**9.01** The Atlantic Provinces Library Association shall be an institutional member of the **Canadian Federation of Library Associations / Fédération canadienne des associations de bibliothèques (CFLA-FCAB)** ~~Canadian Library Association~~ and l'ASTED.

**Motion to change “Canadian Library Association” to “Canadian Federation of Library Associations / Fédération canadienne des associations de bibliothèques (CFLA-FCAB).”**

Respectfully submitted by Laurinda Matheson & Suzanne van den Hoogen, on April 27, 2017.

**Recommendation to change a Standing Order 9.02**

**Existing Standing Order: 9.02**

**9.02** The Atlantic Provinces Library Association shall adopt the Canadian Library Association's Statement on Intellectual Freedom (ratified at the CLA Annual Conference in June 1974, and amended in June 1983) as its standard in all situations where these freedoms are threatened.

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**Recommended Change to Standing Order 9.02**

**9.02** The Atlantic Provinces Library Association shall adopt the **Canadian Federation of Library Associations / Fédération canadienne des associations de bibliothèques (CFLA-FCAB)** ~~Canadian Library Association's~~ [Statement on Intellectual Freedom](#) (ratified at the CLA Annual Conference in June 1974, and amended **on November 17, 1983, November 18, 1985 and September 27, 2016** ~~in June 1983~~) as its standard in all situations where these freedoms are threatened.

**Motion to change “Canadian Library Association’s” to “Canadian Federation of Library Associations / Fédération canadienne des associations de bibliothèques (CFLA-FCAB).”**

**Motion to change “ in June 1983” to “on November 17, 1983, November 18, 1985 and September 27, 2016.”**

Respectfully submitted by Laurinda Matheson & Suzanne van den Hoogen, on April 27, 2017.

## Recommendation to change a Standing Order 9.08

**Existing Standing Order:** 9.08 The APLA Merit Award

**9.08 The APLA Merit Award** shall be awarded in accordance with the following guidelines, as approved at the 1977 Annual General Meeting and amended at the May 27, 1999 Executive meeting and the April 17-18, 2004 Executive meeting.

**Name:** Atlantic Provinces Library Association Merit Award

**Terms of the Award:**

1. The award honours an individual who has made an outstanding contribution to library services in the Atlantic Provinces.
2. Some of the contributions that might be considered in selecting a person for this award are: a) leadership in library associations at the local, regional and provincial levels; b) contributions to the development, application and utilization of library services and library systems; c) significant contribution to library literature.
3. Normally only one award shall be given in each year. **Form of the Award:**
  1. At the annual conference, the award winner will be presented with:
    - a. An Atlantic pewter goblet handmade by a pewter smith, decorated with the Arms of the Province in which the presentation takes place and inscribed on one side with the name of the winner, the award, and the date. The goblets (7 oz., shiny finish) are purchased from Aitken Pewter, Fredericton, NB and are patterned on a design originally produced by Dr. Ian Crowell, Canada's first pewterer.
    - b. A certificate (blank certificates are held by the past-president)
    - c. Life membership in the Atlantic Provinces Library Association
  2. A typescript of the presenter's remarks shall be given to the recipient. **Procedures:**
    1. The Past-President shall be responsible for organizing the procedure for selecting an award winner and for presenting the award.
    2. Nominations for the award shall be solicited through an advertisement in the September/October issue of the APLA Bulletin.
    3. Names of persons previously nominated but not chosen may be resubmitted.
    4. The deadline for nominations shall be March 31.
    5. Each recommendation for an award must be accompanied by documentation of the nominee's achievements.
    6. The executive shall act as a jury to select an award winner from among those nominated by members of the Association. 11 Atlantic Provinces Library Association.
    7. An award need not be made if, in the opinion of the executive, no sufficiently outstanding nominee has been recommended.
    8. The award shall be presented at the Association's annual conference.
    9. The transcript of the presentation remarks shall be published in the APLA Bulletin.

## Recommended Change to Standing Order 9.08 The APLA Merit Award

### Form of the Award:

2. At the annual conference, the award winner will be presented with:
  - a. An Atlantic pewter goblet handmade by a pewter smith, **indicating the Province** ~~decorated with the Arms of the Province~~ in which the presentation takes place and inscribed on one side with the name of the winner, the award, and the date. The goblets (7 oz., shiny finish) are purchased from Aitken Pewter, Fredericton, NB and are patterned on a design originally produced by Dr. Ian Crowell, Canada's first pewterer.

**Motion to change “decorated with the Arms of the Province” to “indicating the Province.”**

Respectfully submitted by Laurinda Matheson & Suzanne van den Hoogen, on April 27, 2017.

## APLA Executive Reports

### President

**Kathryn Rose**

#### Thank you

I'd like to sincerely thank the Association for the opportunity to serve as it's president. This year has been one of the most fulfilling of my career, as we were able to support new initiatives in the Atlantic region, assist with the advocacy efforts in Nova Scotia, and respond to National events that effect libraries and library workers in the Region. Our Association does such important work, and it was a privilege to work with the Executive and our members to carry out these functions.

#### Accomplishments

It has been a large year for APLA. Executive members continued to update handbooks, and standing orders were updated and revised, bringing our documentation in line with general practice. Several of our members increased their involvement with CFLA-FCAB, joining new committees, and we renewed our lapsed membership with ASTED. It was also the first year in which our Advocacy Committee initiated a pro-active campaign in Nova Scotia, raising awareness of the activities and programs offered in the regions across the province.

#### Advocacy

The Advocacy Committee has been busy the past few months. Three series of letters have been



sent out to every MLA in Nova Scotia, highlighting the work of Public Libraries in the Cumberland, Cape Breton and Annapolis Valley Regions, with more to come.

We also had cause to respond to the proposal to phase out the University Librarian at Mount Allison. We received a prompt response from the Provost/VP Academic & Research at the time. We have subsequently been informed that the VP Academic & Research has decided to pursue the hiring of a University Librarian.

#### Letters Outgoing

Open Letter : APLA's Reponses to EY's Organizational and Service Review of the Newfoundland and Labrador Public Library System	Sent to: Premier Ball, Dale Kirby, Andrew Hunt
Object: Repeal of the Sales Tax on Books	Sent to: Honorable Tom Osborne
Re: APLA Celebrates Cumberland Public Libraries!	Sent to: All Nova Scotia MLAs
Re: APLA Celebrates Cape Breton Public Libraries!	Sent to: All Nova Scotia MLAs
Re: APLA Celebrates Annapolis Valley Public Libraries!	Sent to: All Nova Scotia MLAs
Re: APLA Celebrates South Shore Public Libraries!	Sent to: All Nova Scotia MLAs

#### Correspondence Incoming:

Barbara Adams, MLA	Re: APLA Celebrates Cumberland Public Libraries!
Susan Leblanc, MLA	Re: APLA Celebrates Cumberland Public Libraries!
Karla MacFarlane, MLA, Interim Leader of the Opposition	Re: APLA Celebrates Cape Breton Public Libraries!
Lisa Roberts, MLA	Re: APLA Celebrates Cape Breton Public Libraries!
Lisa Rochon, Constituency Assistant for Barbara Adams	Fwd: Meeting
Barbara Adams, MLA Cole Harbour Eastern Passage	Re: APLA Celebrates Annapolis Valley Public Libraries!
Cecilia Greyson, Constituency Assistant for Lisa Roberts	FW: APLA Celebrates Annapolis Valley Public Libraries!
Annette Burke, Constituency Assistant for Kim Masland	FW: APLA Celebrates Annapolis Valley Public Libraries!
Jeff Ollerhead	Re: Letter from APLA Re: Position of University Librarian

Cate Carlyle	[APLA-LIST] Fwd: Re: Letter from APLA Re: Position of University Librarian
Deb Cryderman	FW: University Librarian

Media Requests: This summer we also received a media request from Michael Robinson of the Telegraph-Journal in Saint John regarding the workplace hazards of librarians. Despite the very short notice, I responded via email and several quotes were used for his story. A second request was received from Katrina Clarke on the same issue, where insufficient time was provided to respond.

## **APLA 2018**

The Conference celebrating 100 years of APLA is fast approaching! The programming committee has released the schedule, and it is full of what is sure to be incredible presentations, workshops and sessions. New to our conference this year is APLA 2018 Common Read program. Intended to build on the the reflection that began in Charlottetown on the response of libraries to the Truth and Reconciliation Committee’s Call to Action, the program will focus on Thomas King’s *The Inconvenient Indian: A Curious Account of Native People in North America* and gather attendees together to discuss the book and its themes in a relaxed and open environment. Be sure to check out the interactive installation, “100 Reasons Why We Matter” at the Registration Desk, and take a look at the print timeline that offers a glimpse into the Association’s 100 year history.

## **APLA 2019 – St. John’s, Newfoundland**

Co-Chairs: Amanda Tiller-Hackett and Catherine Lawton

Dates: June 5-9, 2019

Location: Battery Facility on Signal Hill

Theme: “Tip of the Iceberg”

## **APLA 2020 – Nova Scotia**

APLA 2020 is back in Nova Scotia! Location and Conference planning chairs will be determined over the next few months.

## **APLA Bulletin**

As some of you may have noticed, our Bulletin is now available in a single PDF! Thank you to Marc Harper, Kat Felix and Margaret Vail for this addition!

## **CFLA-FCAB**

The second Annual General Meeting of the CFLA-FCAB occurred in Toronto Ontario at the OLA SuperConference. As a member association, APLA participated in the meeting. I attended the AGM via AdobeConnect. CFLA-FCAB staggers the election of it’s board each year, and I am the Atlantic Region’s representative until the AGM in 2019. With the passage of 2017-2018, a new Executive was elected at the first Board meeting. Alix-Rae Stefanko is the new Chair, Camille Callison is the new Vice-Chair, Carole Lague is the Treasurer, and I am the new Secretary.

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Attached you will find the report from the AGM outlining CFLA-FCABs activities for the past year.

Atlantic Representatives are on  
Indigenous Matters Committee: Maggie Jean Neilson, Suzanne van den Hoogen, Elizabeth Stregger, Louise White, Catherine Carter, Darren Furey

Copyright: Jeannie Bail, Ann Smith

Metadata: Amy Lorencz

Thank you all for your involvement in CFLA-FCAB!

### **DAL SIM Association Day**

Bill Slauenwhite, Suzanne van den Hoogen, and Margaret Vail attended on September 7<sup>th</sup>.

### **150 Books Nova Scotia**

In Summer 2017, APLA sponsored 150 Books of Influence, an initiative led by NSLA and the Regional Library systems. The project was to compile a list of books that Nova Scotians feel have influenced or defined them. The primary criteria of the books will be that the author be Nova Scotian and/or the books be about the province. The list is available at:  
<https://www.150booksns.ca/>

### **Paths in Partnership, towards Honouring Reconciliation**

APLA sponsored Paths in Partnership, towards honouring Reconciliation: A Workshop about Indigenous Peoples in Relationships with Libraries, Archives and Museums, held on Monday, October 30<sup>th</sup>, at Pictou Landing First Nation's new Fire Hall. Registration was free of charge. The keynote was Camille Callison of University of Manitoba, CFLA-FCAB, and of the Tahltan Nation. There was Knowledge walk with Pictou Landing First Nation Elders and a Presentation on the Mi'kmawey Debert Culture Centre. The event was well attended, and reached capacity.

### **Dalhousie Information Without Borders, February**

APLA has provided the students at Dalhousie with a \$500 sponsorship for their Information without Borders conference on Mass Media. Bill Slauenwhite will be representing APLA at the conference. APLA attends this conference to support the students and network, and promote the benefits of our association, including the conference and professional development opportunities.

### **Executive Meetings**

The Executive met twice in 2017-2018. Once in person in Halifax, and a second time over Skype. A third meeting will occur during the Annual Conference in Fredericton.

## **Executive Handbooks**

Members of the executive have continued to work on updating the handbooks for each of the executive positions. This has included the creation of several new handbooks, including ones for Webmaster, Bulletin editor and Convenor. This effort has been led by Past President, Suzanne van den Hoogen.

## **Finance Committee**

The APLA Finance committee has not officially met over the summer months, but we have been in communication with each other, ensuring the business of the association is complete. Signing authority was transferred to the incoming VP-President Elect, and for a second time, we transferred a lump sum to our chequing account, rather than arrange monthly deposits from our savings to chequing account.

## **Games @ the Library**

Once again, Juanita Lewis did a fantastic job running the Games at the Library campaign. With her recommendations accepted at the last conference, she adjusted the dates of the program to coincide with ALA's International Games Week. Emma Bullen from Lourdes Public Library was the winner. Her photo was submitted to the Bulletin along with a release form signed by her parents. I'd like to extend my sincerest thanks to Juanita for doing an excellent job once again.

## **Hackmatack 2018**

APLA continues to support the Hackmatack program, and has provided \$600 to the committee to help offset costs associated with the ceremony.

## **The Partnership**

In August 2017, Patricia Doucette, Vice-President/President Elect, and I travelled to Toronto to participate in the Partnership meetings. The second meeting was held in late January, in conjunction with OLA's SuperConference. I was not able to attend, and weather delays and cancellations created challenges for Ms. Doucette. Thankfully, APLA was represented by our Past President, Suzanne van den Hoogen, who serves as the Partnerships Secretary. The Partnership is Canada's national network of provincial and territorial library associations. The group meets twice a year to discuss programs and member benefits for their associations. All members of APLA are members of the Partnership, and are eligible to benefit from the programs and services offered.

## **IFLA Global Vision Workshop**

IFLA extended an invitation for me to participate in the North American workshop in Ottawa, April 16<sup>th</sup> and 17<sup>th</sup>. Unfortunately, I was not able to attend and encouraged IFLA to extend the invitation to our Vice-President/President Elect, Patricia Doucette. They agreed, and she will represent our region at these discussions.

Respectfully Submitted  
Kathryn Rose

## Past President

**Suzanne van den Hoogen**

April 2018

Dear Friends and Colleagues,

This report provides an overview of the activities of the APLA Past-President for 2017-18. This is a bittersweet moment for me, as this report represents the end of six amazing years spent as a member of our APLA Executive.

I would like to thank all of my past, current and future colleagues for their dedication to our association, for promoting librarianship, and especially for taking an active role to speak on behalf of all library workers across our region and country. If I have learned anything during my time with APLA, it is that we are all advocates for intellectual freedom and access to information. Moreover, it has reaffirmed my belief that libraries are great equalizers; providing safe learning spaces for our communities, and welcoming all of our patrons without bias.

I am so very proud to be a part of this profession, and it has been my absolute honour to be a member of our APLA Executive.

Sincerely,

Suzanne van den Hoogen  
APLA Past President 2017-18

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**APLA Procedures Manual:** The APLA Procedures Manual was updated to reflect changes made to the Association's Standing Orders, and current practices. The updated version was submitted to the APLA Executive for review and posted to the APLA website in December 2017.

**APLA Standing Orders:** The APLA Standing Orders were updated in June 2017 to reflect the adoption of changes passed at the June 2017 OGM. While updating the Standing Orders of the Association, a few discrepancies were noted. A recommendation to the APLA Executive was made to update the following standing orders to reflect current practice:

- **5.05** Bulletin Management Board
- **6.03** Communications and Public Relations Committee
- **6.04** Continuing Education Committee
- **8.02** The format of the APLA Bulletin

**APLA Merit Award 2018:** Nominations for the APLA Merit Award have been extended to April 30, 2018. Our website was updated, and an official announcement was sent to the APLA

Membership in September 2017, December 2017, January 2018, February 2018, and March 2018. A request was submitted to the APLA Bulletin Editors to have this announcement appear in the fall and winter editions. As of Friday, April 13, 2018, no nominations for this award have been received.

**APLA Nominations Committee:** The APLA Nominations Committee is normally comprised of the APLA Past President and any exiting APLA Executive members. Membership for this year's Nomination Committee includes: Suzanne van den Hoogen (Past President), Becky Smith (Secretary), and Grace Dawson (VP Prince Edward Island). A call for nominations was sent in early January 2018, and early February 2018. A final reminder was sent on February 20<sup>th</sup>, 2018. A notice was sent to the APLA Bulletin for submission in the winter edition.

Two vacancies were identified: **VP President-Elect** and **VP Prince Edward Island**. The deadline for nominations was February 28, 2018. An online election was held for the position of VP Prince Edward Island.

- **Trecia Schell** was elected as our VP President-Elect for 2018-19
- **Jennifer Howard** was elected as our VP Prince Edward Island for 2018-19

**APLA Executive Handbooks:** The following APLA Executive Handbooks were updated with requests made to each Executive member to review for accuracy:

- President      □ Secretary □ Past President □ Treasurer
- VP President-Elect    □ VP Provinces

**Handbooks that remain to be created or updated:**

- VP Membership      □ Communications Coordinator
- Web Master

**CODE Grow a Library Committee: Burt Award for First Nations, Métis and Inuit Literature**

In 2015, APLA selected the ***Burt Award for First Nations, Métis and Inuit Literature*** as a new fund raising project. This award recognizes excellence in First Nations, Métis and Inuit literature for youth and provides engaging and culturally-relevant books for young people across Canada. Our donations put books by indigenous Canadian authors in First Nations, Métis and Inuit communities in Atlantic Canada.

Traditionally, funds for this award have been raised at our annual conferences. In lieu of presenter awards, donations are made to this project, and individual donations are also accepted. Last year's APLA Conference in Charlottetown, PE raised \$1500 for this award!

This year, in addition to our traditional fundraising events, we will be selling buttons. Our goal is to raise \$2000 at this year's conference in Fredericton, NB.

~Suzanne van den Hoogen

## VP, President Elect

**Patricia Doucette**

April 2018

This past year as APLA VP President-Elect has been a huge learning and motivating professional development opportunity! I have spent the year working with some very passionate and gifted library professionals across the Atlantic Region and Canada.

The following summary outlines the activities that took place during my tenure:

### The Partnership/OLA Conference

Two Partnership meetings were held in August 2017 and January 2018 in Toronto at OLA Headquarters. On behalf of APLA both the President, Kathryn Rose and I attended the August 2017 meeting and I alone planned to attend the January 2018. The Partnership is Canada's national network of provincial and territorial library associations. This group meets twice a year in Toronto to discuss programs and member benefits for their associations. A consensus was reached to offer Partnership member associations' top executives complimentary conference registration across Canada.

At the August Partnership meeting, a workshop on media relations was provided by Ana-Maria Critchley, Manager Stakeholder Relations, from Toronto Public Library. The partners also discussed government relations and had a panel on advocacy with case studies from across Canada. The Partnership is looking in to a Youtube Channel with CRTC funding. There was also an interesting discussion by Paul Takala on the development of the CFLA-FCAB.

Unfortunately, winter weather postponed my attendance at the January meeting. I did however attend the OLA super conference as APLA Vice President.

All members of APLA are members of the Partnership, and as such are eligible to benefit from the programs and services offered on the Partnership website <http://www.thepartnership.ca/web>.

### Advocacy/Correspondence

Many thanks to the work of our Chair of the Advocacy Committee, Jocelyne Thompson who will be stepping down this year. Her dedication and passion have made this committee a force within the library community in the Atlantic Region!

### Membership Survey

I have gathering statistics on the numbers of library workers in all provinces and library sectors. Totals so far are 1303 permanent library staff and 291.5 casual library staff. It is my hope to use this a membership drive this year. A report will be produced for the OGM.

#### Committees and Interest Groups: 2017-2018

APLA Committees and Interest Groups 20172018	Chair/Convener
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<b>Executive Committees</b>	
APLA Bulletin	Marc Harper, Katherine Felix
Aims & Objectives	Patricia Doucette
Committee on Committees and Interest Groups	Patricia Doucette
Finance	Maggie Neilson, Kathryn Rose, Patricia Doucette
Nominations and Elections	Suzanne van den Hoogen
Games @ the library	Juanita Lewis
Membership	Carolyn Delorey
Carin Alma E. Somers Scholarship Trust	Patricia Doucette
<b>Standing Committees</b>	
Advocacy	Jocelyne Thompson
APLA Memorial Award	Kate Stewart
Communications & Public Relations	Kristel Fleuren-Hunter
Website Moderator	Margaret Vail
Continuing Education	VACANT
Resolutions Committee	Patricia Doucette
Grow a Library	Suzanne van den Hoogen
<b>Interest Groups</b>	
Information Literacy	VACANT
Library Technicians	VACANT
<b>Other</b>	
APLA Archives	Jennifer Richard
CFLA Cataloguing and Metadata Standards	Amy Lorenz
CFLA Copyright	Ann Smith
<b>Annual Conference Committees</b>	
Fredericton, NB 2018	Jocelyne Thompson and Ella Nason
Charlottetown, PE 2017	Patricia Doucette
Halifax, NS 2016	Crystal Rose

### **APLA Executive Committees**

On June 7th, I met with President Kathryn Rose, Past-President Suzanne van den Hoogen to debrief and to discuss our vision for APLA.

#### **Committee on Aims and Objectives**

- This committee did not convene during 2017-2018.



### **Committee on Committees and Interest Groups**

- This committee did not convene during 2017-2018.

### **Finance Committee**

- The committee met in February 7th to discuss the current budget. The budget was deemed in good shape. Members meet on April 19th to discuss the draft budget for 20182019.
- An item that needs to be revisited and adjusted every year is executive travel.

### **Membership Committee**

- In the fall, convener Carolyn Delorey proposed some much needed changes to the membership form online.
- The membership committee has been working on retention of existing members. A survey was designed, by Carolyn Delorey VP Membership, to send to all members who have let their membership lapse in the last 4 years.

### **Resolutions Committee**

- The committee sits during the OGM

### **Carin Alma E. Somers Scholarship Trust Fund Committee**

- A notice of this grant was distributed through the APLA list serv in January, followed by final reminder in March prior to the deadline on March 31st.
- A notice of the scholarship was also forward to all M.L.I.S. programs across Canada.
- We received two applications for this scholarship, with a third applicant expressing interest, but did not meet the criteria for application.

### **Games@ the Library**

Juanita Lewis, chair of the Games @ the Library Committee, has done an amazing job with this committee. The Committee, and particularly Juanita, are to be commended for their extraordinary work this year. Unfortunately, Juanita will be stepping down and a new convener is being sought.

### **Standing Committees**

- Memorial Awards ○ This year's convener Kate Stewart assembled her team of Alison Black (NS) Simon Lloyd (PEI), Vicki Murphy (NFLD) and Leah Campbell (NB).
- Interest Groups ○ Information Literacy
  - To date no convener has been found for this group. Efforts will be made at the OGM to locate an interested association member.
- Library Technicians
  - To date no convener has been found for this group. Efforts will be made at the OGM to locate an interested association member.

- First Timer's Conference Grant
  - A notice of this grant was distributed through the APLA list serv in January, followed by reminders in February and a final reminder in March prior to the deadline on March 31st.
  - We received two applications for this grant. Discussions were then referred to the Finance committee, who will administer the grant. Announcement of the winner will come later in April.

## VP, Membership

Carolyn DeLorey

April 2018

### Membership Summary

As of April 13, 2018, our **active membership** totals **320**. This is an increase of 23 members since the annual membership report of April 2017. We currently have 42 memberships that have expired within the last 3 months. Renewal reminders will be sent to these members before the end of April to remind them of the upcoming conference in June. It has been noted in past years that membership renewals increase as the conference approaches.

#### Membership Statistics as of April 13, 2018

**Active Membership: 320**

**Active Members by Province:** The total membership has increased from last year, but remains lower than in the previous three years. All provinces except NL had increases in membership this year. NB had the greatest increase with 19 more members than last year.

Active Members by Province					
	2018	2017	2016	2015	2014
<b>NB</b>	<b>84</b>	65	69	88	96
<b>NL</b>	<b>37</b>	44	42	42	34
<b>NS</b>	<b>154</b>	149	186	186	205
<b>PE</b>	<b>22</b>	19	16	16	19
<b>Other</b>	<b>23</b>	20	26	31	26
<b>Total</b>	<b>320</b>	<b>297</b>	<b>339</b>	<b>363</b>	<b>380</b>

**Active Institutional Members by Province:** Our total number of institutional memberships is 27, down from 35 last year. More than half of these memberships (15) are complimentary, thus

do not generate any funds. All eight of the institutional memberships from other provinces fall into this category.

Institutional Members by Province					
	2018	2017	2016	2015	2014
<b>NB</b>	2	3	4	6	7
<b>NL</b>	2	3	2	1	0
<b>NS</b>	13	19	19	13	14
<b>PE</b>	2	2	1	2	2
<b>Other</b>	8	8	9	1	

**Active Joint Memberships:** We currently have more joint memberships than in the past four years. Joint memberships have increased by 16 for NS and have decreased by 7 for NB.

Active Joint Memberships					
	2018	2017	2016	2015	2014
<b>APLA/APLNB</b>	22	21	24	18	27
<b>APLA/NLLA</b>	23	30	26	26	23
<b>APLA/NSLA</b>	59	43	41	39	38
<b>APLA/NSALT</b>	0	2	1	3	6
<b>Total</b>	104	96	92	86	94

**New Members by Province:** New members for 2018 are those who joined between May 2017 and April 2018.

New Members by Province					
	2018	2017	2016*	2015	2014
<b>NB</b>	10	5	5	12	18
<b>NL</b>	3	7	2	11	6
<b>NS</b>	30	31	12	46	64
<b>PE</b>	4	3	3	1	2
<b>Other</b>	4	4	0	11	8
<b>Total</b>	47	50	22	81	98

\*2016 numbers were calculated based on Joined Date (from 2015-05 to 2016-04) in Membership Database. These numbers were not provided in the 2016 report.

**Membership Comparison by Type:** The *complimentary* memberships include 1 personal and 15 institutional. The category of *personal* includes librarian, library support staff, unwaged, retired, and trustee; *student* was also included in the *personal* count prior to 2017, at which time it was counted separately to distinguish between paying and non-paying personal memberships.

Membership by Type					
	April 2018	April 2017	April 2016	April 2015	April 2014
<b>Complimentary</b>	16	15	17	16	16
<b>Institutional</b>	13	20	20	23	23

<b>Joint</b>	<b>104</b>	96	92	86	94
<b>Lifetime</b>	<b>41</b>	42	40	40	37
<b>Personal</b>	<b>107</b>	105	171	198	210
<b>Student</b>	<b>38</b>	32			

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## **Other Business**

### **Membership Database**

The Membership Committee reviewed the list of memberships that expired between 2014 and 2017. In April, after identifying a few names to remove from the list, we sent a survey to 364 past members to gather feedback and gain insight into how we might improve our member services and resources. Twenty-four of those emails were returned as undeliverable, and those names will be removed from the database. Analysis of the survey results is ongoing and an update will be provided at the APLA OGM on June 9, 2018.

### **Online Renewal Form**

In February, I worked with Margaret Vail, APLA Webmaster, to make changes to the online renewal form. To reach the mail-in form, members must now first fill out the online form, and a selection for “payment method” was added to the online form. I now receive an online form when members will be renewing by mail and I know not to send them renewal reminders while the cheque is in the mail. This is important because it can take up to 3 months for me to receive a form by mail from the date it was sent.

## **Treasurer**

**Maggie Neilson**

April 2018

The Atlantic Provinces Library Association remains in good financial standing at the end of the fiscal year (March 31, 2018). As of March 31, our chequing account had a balance of \$6,077.16, our savings account had a balance of \$ 54,762.73, and our PayPal account had a balance of \$7,144.92 before transfer to savings. Total in both accounts at that time was \$60,839.89.

The 2018 Memorial Award was also calculated in the first week of February, the amount being \$1166.17. This is a significant increase from the 2017 award.

In May of 2017, we reinvested the \$6000 principle of one of our GIC funds at 1.35% for 14 months. The Somers Fund also reached maturity in August with a value of \$78,385.36. We reinvested the principle at 1.45% for 14 months. It should be noted that the value of the Somers scholarship will decrease as a result of this reinvestment to approximately \$1,120.00.

No GICs came to maturity since the February APLA Executive meeting.

Peter Glenister, the APLA Financial Examiner, will complete a report on the financial standing of the Association which will be made available for the OGM at the APLA 2018 conference in Fredericton, New Brunswick. The final examined Year End Statement of the Association will be made available as well.

Respectfully submitted,  
Maggie Neilson

## VP, New Brunswick

**Courtney Boudreau**

### **Membership Renewal**

I have been working to reach out to members whose memberships are due to be renewed as needed throughout the year. I have also made efforts to share information about our membership within my network. This includes trying to reach out to the library staff located at the Saint John Free Public Library, University of New Brunswick (Saint John campus), Horizon Health, Nova Scotia Health Authority and Dalhousie University.

### **APLA Bulletin**

I have been encouraging individuals and organizations to share information to be added to the APLA Bulletin and have worked to provide content for publication in the bulletin. Working towards getting more Public Library content from individual library branches across New Brunswick.

Respectfully submitted,

Courtney Boudreau  
April 2018

## VP, Newfoundland and Labrador

**Amanda Tiller-Hackett**

### **Membership Renewals**

I send membership renewal reminders as needed, and recently offered advice on current long-expired NL memberships.

### **APLA Bulletin**

With the exception of one accidentally-missed submission, I have submitted a Newfoundland and Labrador Libraries update for each *APLA Bulletin* edition since the beginning of my term. I regularly encourage others to submit, as well.

### **APLA Advocacy Awards**

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I recently reviewed submissions for the 2018 award, and cast my votes and feedback as APLA VP for NL.

### **Board Member: Margaret Williams Trust Fund**

I sit on the Board of Trustees of the Margaret Williams Trust Fund as the APLA VP for NL. The purpose of the fund is to “promote the development of librarianship in Newfoundland and Labrador by providing funds for scholarship, research, special projects, and work exchange opportunities.” The award is offered annually.

### **APLA Conference, 2019**

As APLA VP for NL, I decided to take on the role of co-Convenor of the APLA 2019 conference planning committee. The 2019 conference is to be held in St. John’s, NL. Conference details can be found in the President’s report.

Respectfully submitted,

Amanda Tiller-Hackett

## **VP, Nova Scotia**

### **Bill Slauenwhite**

As the newly elected VP for Nova Scotia, my first official act was to present the APLA Award for Outstanding NSCC Student, at the NSCC Convocation on June 8. The recipient was Phil Laugher.

Through the early summer months, I met with several representatives of organizations and associations that operate in the library sector in Nova Scotia. The purpose of these meetings was to introduce myself as the APLA VP and to begin discussions on what APLA could do with and for these groups. Meetings were held with:

- Sandra Toze, Director, School of Information Management (SIM), Dalhousie University
- Ruby McDorman, President, Library Board Associations of Nova Scotia (LBANS)
- Cindy Lelliott, President, Nova Scotia Library Association (NSLA)
- Erin Comeau, President, Council of Regional Libraries (CORL)
- Lynn Somers, Provincial Librarian, Nova Scotia Provincial Library (NSPL)
- Åsa Kachan, CEO, Halifax Public Libraries (HPL)

The APLA VPs are also members of the APLA Advocacy Committee. This year’s theme is focusing on the plight of NS Public Libraries. With the Committee chair, Jocelyn Thompson, we organized an initial meeting with the presidents of CORL, NSLA and LBANS to discuss advocacy for NS Public Libraries in general and what APLA and these organizations could do in specific. We also submitted a proposal with the Management Without Borders graduate class at Dalhousie’s School of Information Management to work with their students. More details can be found in Jocelyn’s Advocacy Committee report.

I attended the School of Information Management’s Association Day, along with APLA Past-President Suzanne van den Hoogen, on September 7 to talk about APLA with the incoming students.

I assisted Marc Harper's initiative to launch an online mentorship forum by connecting him with the LIT faculty at NSCC to get their help in publicizing the new forum with their students.

I attended the Dalhousie School for Information Management Information Without Borders conference on Feb. 13, along with Margaret Vail, to represent APLA.

Respectfully submitted,

Bill Slauenwhite

## VP, Prince Edward Island

**Grace Dawson**

### **Memberships:**

- PEI members whose memberships have expired were contacted with a friendly reminder to renew their memberships.

### **APLA Bulletin**

- Colleagues from all library fields (i.e. academic, public and special) were contacted regarding submissions for inclusion in the APLA Bulletin.

### **APLA Advocacy Awards**

- Reviewed 2018 submissions and casted vote as VP for PEI.

### **APLA Nominations Committee**

- Reviewed 2018 nominations for the Vice President/President Elect and VP Prince Edward Island Executive positions.

Respectfully submitted by Grace Dawson, April 2018.

## Bulletin Co-editors

**Marc Harper and Katherine Felix**

The bulletin editors thank everyone who submitted news stories this year. It has been wonderful to read about the creative initiatives and exciting activities at libraries in Atlantic Canada.

### **Editors**

Katherine Felix has now been lead editor for almost one year as she took over when Alison Ambi stepped down in May, 2017. Marc Harper has kept his position as content editor which he began in October, 2016.

### **New Platform**

After many technical issues in 2016-17, the Open Journal Systems (OJS) platform has been a very efficient tool over the past year. Author profiles were created online for first time contributors and many

have chosen to submit directly to OJS for subsequent issues. A few additional tasks related to the platform change will need to be tied up by the future layout editor:

- Issues published on the old platform will need to be archived appropriately at Acadia before they are removed from the APLA website
- The process for future archiving will need to be ironed out in collaboration with librarians at Acadia

The most recent issue (Vol 81, No 3) features the entire Bulletin in one PDF. This initiative was the result of user feedback as well as a desire from the editors to provide entire issues within one document. Despite this new feature, the old layout still exists; each entry can be downloaded individually but there is now a section titled “Full Issue” at the very top of the table of contents.

Also, contributions to the APLA Bulletin have been on the rise. The latest issue saw 20 submissions compared to just eight from its winter counterpart in 2017.

## Communications Co-ordinator

**Kristel Fleuren-Hunter**

### Website

Post items of interest to News & Events and Advocacy blogs

### Listserv

Moderate APLA listserv

- Post items of interest and approve others’ posts
- Add, update or delete members’ records:
  - I went through the database and removed a number of records for individuals with invalid e-mail addresses; most had retired, moved or changed their e-mail addresses and so had duplicate records.

### Social Media

I have given Jessica Laroque from New Brunswick Public Library Service permission to update Twitter and Instagram during the 2018 APLA Conference.

#### **Instagram (APLAGram)**

- 76 followers (26 since last April) and 27 following □ Submissions of photos are welcome.

#### **Twitter (@APLAcontact)**

- Post news items, listserv items, etc.
- Post regularly
- Cleaned up some spam followers
- Activity from April 1, 2017 to present:



○ 748 followers ○  
New followers: 70 ○  
Following: 294

### **Facebook**

- Post news items, listserv items, etc.
- Other members post regularly.
- Activity ○ 306 members (16 more since April 2017)

Submitted by Kristel Fleuren-Hunter  
April 6, 2018

## **APLA Committee Reports**

### **Advocacy Committee**

**Jocelyne Thompson**

The new structure of approved at the 2017 OGM has had the intended effect of making the committee much more agile than in the past. It has been a pleasure working with the VP-Provinces and our Francophone member on issues of concern to the membership. There is much to report.

### **Letters**

- June 2017: open letter to Premier Ball in response to the release of EY's long-anticipated *Organizational and Service Review of the Newfoundland and Labrador Public Library System*. The letter, drafted by VP-NL Amanda Tiller-Hackett for the President's signature, commented on

several aspects of the report. It strongly encouraged the Government of Newfoundland and Labrador to proceed immediately with the hiring of a full-time Professional Head Librarian with management experience to guide the strategic planning process expected to address the recommendations of the report.

- August 2017: letter to Minister of Finance, Hon. Time Osborne, congratulating him and the Government of Newfoundland and Labrador on the repeal of the sales tax on books implemented the previous January. APLA had written twice to the Premier in opposition to the tax.
- January 2018: letter to Dr. Jeff Ollerhead, Provost and Vice-President, Academic and Research, Mount Allison University, questioning the CBC report that consideration was being given to eliminating the University Librarian position and opposing such a move.

### **Good News with Respect to the Moncton Public Library**

On August 1, 2017, it was announced that the plan under consideration to move the Moncton Public Library into the old Moncton High School was being abandoned. In support of the Moncton Public Library Board's position, APLA had written to various elected officials at the municipal and provincial levels in July 2016 to oppose such a move, citing inadequate useable space at the proposed new location and the lack of consultation with Library administrators concerning the project.

### **Focus on Nova Scotia Public Libraries**

As decided in Charlottetown, the Advocacy Committee's efforts have been largely focused in 2017-18 on promoting Nova Scotia public libraries to provincial MLAs. VP-NS Bill Slauenwhite reached out in fall 2017 to the various stakeholders in the province (including NSLA, LBANS, CORL) to offer APLA's help with provincial and local advocacy. The campaign which emerged is still in full swing.

The idea has been to focus on one library region at a time, highlighting the positive impact libraries are having in their communities. For each library region, a poster is created (in collaboration with the regional librarian), and each MLA receives a personally-addressed email that includes the poster (APLA Celebrates [region name] Public Libraries!) with a letter signed by the President explaining the value of public libraries and their need for ongoing and adequate financial support. The campaign will continue into the summer. The response has been very positive and several MLAs, as well as Premier McNeill, have acknowledged the emails, expressing their commitment. We are told that the Government is working on a review of funding for the public library system.

### **APLA Conference 2018**

The Advocacy Committee is hosting a session in Fredericton under the rubric, "Celebrating Nova Scotia Public Libraries – a year of advocacy."

### **Advocacy Award**

After a year's hiatus, the Advocacy Award will be presented at this year's conference. Mathieu Lantaigne, the Francophone member of the Advocacy Committee, ably promoted the contest to our members via the APLA-List and the Association website, and several submissions were received. The VPProvinces were charged with the task of evaluating the submissions and selecting a winner. The award comes with a cash prize of \$500.

## And Finally, Thank You...

...to Kathryn Rose and the APLA Executive for enthusiastic support of the work of the Advocacy Committee, and especially to Bill Slauenwhite (VP-NS), Courtney Boudreau (VP-NB), Becky Smith (VPNL), Grace Dawson (VP-PEI) and Mathieu Lanteigne (Francophone representative), for their contributions throughout this busy year.

*Respectfully submitted by Jocelyne Thompson, Convener*

## Memorial Award Committee

**Committee members:** Kate Stewart (Convener – Saint Mary’s University), Leah Campbell (New Brunswick Public Libraries), Alison Black (Halifax Public Libraries), Simon Lloyd (University of Prince Edward Island), Vicki Murphy (Newfoundland Public Libraries)

The APLA Memorial Award supports the projects of members who wish to contribute to their professional development and to the library profession as a whole, through research, study, or other appropriate endeavour. The 2018 Award will be given to Kate Oland, the manager of the Baddeck Public Library and Victoria County Bookmobile in Cape Breton. Ms. Oland is currently enrolled in a Master’s of Adult Education program (Community Development Focus) at St. Francis Xavier University. This award will help support her research on the potential of the community-led library approach in rural public library settings. Research on community-led library models tends to focus on urban settings, however Ms. Oland’s research will investigate the feasibility of implementing this model in rural areas. We are pleased to be able to support research on this timely topic with its practical applications that could greatly benefit rural public libraries and the communities they serve. Ms. Oland will share her research findings in the APLA Bulletin upon completion of her studies. The value of the award for this year is \$1166.00.

I would like to thank the members of the committee for their participation and thoughtful contributions.

Respectfully submitted May 2, 2018.

Kate Stewart (Convener)

## Educational Institution Reports



# School of Information Management (SIM) Directors Report to APLA

**Submitted by Sandra Toze, Director, May 2018**

This past year the School of Information Management (SIM) had continued to focus on the ways we can lead in Information Management education. SIM is excited to share our new Mission and Strategic Priorities which will help us to grow and respond to the exciting opportunities within our field. Stay tuned to our website. We are continuing to review and evolve our programs, focusing on our history and strengths, and taking advantage of our unique position within a Faculty of Management. We are preparing for our comprehensive review of our MLIS degree in 2019, as part of our continual accreditation with ALA. This past year we submitted our Biennial Narrative Report, as well as our Statistical Report to ALA. Both were accepted as submitted. As our Master of Information (MIM) degree turns 10 this year, we have initiated a review. The first phase of the changes to the Bachelor of Management Program (BMgmt) are underway, and we are beginning to see upper year students from the Bachelor of Applied Computer Science (BACS) in our courses. We are investigating the best way of supporting graduate level spatial analytics education and collaborating on digital innovation initiatives.

Research highlights during the past year for SIM include Dr. Vivian Howard's role as part of a team of Faculty of Management (FoM) researchers which included SIM MLIS student Tyler Lightfoot as a Research Assistant, that conducted a national survey of perceptions of social license in various sectors (food retail, clothing retail, transportation, government departments and services). Dr. Louise Spiteri is finishing the editing of her 2<sup>nd</sup> book, while Dr. Bertrum MacDonald's EIUI team is publishing and presenting broadly. Dr. Mike Smit received additional grant money to support his data management research, and Dr. Sandra Toze will be working, along with Dr.'s Roy and Sharaput (School of Public Administration) on a needs analysis for digital capacity with the federal government. SIM hosted our 3<sup>rd</sup> annual Research Day where 12 students of SIM presented their work, and the MIM Capstone poster event showcased the work of 14 MIM students. SIM Faculty have continued to have success in increasing our grant money and publications. For an update on current activities please take a look at our recent blog post <https://blogs.dal.ca/sim/2018/05/04/faculty-research-update-spring-2018/>. We are continuing to monitor our research productivity and are happy to note we have had an increase in publications in top journals.

This past year SIM continued to expand a more structured approach to recruiting. We held two Open Houses for our MLIS degree, and monthly virtual Information Sessions for our MIM degree. We have been working with CFAME to provide Information Management content for their blog and are keeping content fresh on our Inform blog. We have had our MLIS and MIM students profiled within the Dalhousie press (see for example the feature on Becky Smith <https://www.dal.ca/news/2017/12/11/dual-passions-lead-to-dual-degree.html>) and were thrilled that MLIS student, Nicole Dalrymple, was chosen to represent Graduate Studies on the brand new Dal 200 lamppost banners, installed to commemorate Dal's bicentennial. We are continuing to expand the ways we connect and attract new students. Similar to most ALA accredited programs, SIM continues to see a rebound in applications and inquiries. The number of total MLIS application to SIM increased by 30% over last year, and we have 20% more accepted applicants than last year at this time, and last year was a significant increase over the previous year. We are also happy to note an increase in diversity. We have

had an increase in 50% in accepted MIM students this past year, while there is still room for more growth.

SIM is excited to continue its partnerships with Library and Archives Canada, the Province of Nova Scotia, Treasury Board of Canada, ARMA, Dalhousie Libraries, our other Academic library partners, Halifax Public Libraries, and Archives Nova Scotia on projects and research. A highlight of the past year was the Right to Know - Balancing Access and Privacy Symposium held on September 28<sup>th</sup>, hosted by SIM, Dalhousie Libraries and Library and Archives Canada to help celebrate International Right to Know Week. SIM, along with the Province of Nova Scotia hosted our 2<sup>nd</sup> annual Open Data Contest on March 3<sup>rd</sup> and 4<sup>th</sup>, in conjunction with Open Data Day. We look forward to participating more actively with initiatives around Libraries, Archives and Museums Nova Scotia (LAMNS) and similar initiatives across Canada. Highlighting SIM's connections to our communities, Dr. Louise Spiteri received a Service Award from ALISE (Association for Library & Information Science Education) recognizing her "regular and sustained service to ALISE through the holding of various offices and positions within the organization or fulfilling specific responsibilities for the organizations."

SIM students hosted another successful Information Without Borders (IWB) conference on February 13<sup>th</sup>, built around the theme "Information in Mass Media". The Opening Keynote was given by Dr. Victoria Rubin and explored "The Disinformation Triangle: An Epidemiology of 'Fake News'". Breakout sessions included poetry with El Jones and Janice Cruddas, and fan culture with Jennifer Grek Martin (SIM Lecturer). The Closing Keynote was entitled "Media Manipulation, Misinformation Online, and the Role of Library and Information Professionals" by Dr. Tami Oliphant. Congratulations to the IWB team led by Diana Castillo and Kim Mortimer for a very successful and educational event. This annual conference has been organized by our MLIS students for more than 10 years. Stay tuned for details of next year's event.

SIM is fortunate to have strong and engaged alumni across the country. Our SIM Associated Alumni work closely with the school to plan events, and to recruit volunteers. SIM Alumni are a key part of our governance structure, playing roles in our Admissions, Curriculum, and Appointments, Tenure and Promotion committee. At this time, we would like to both recognize and thank the following members of the SIMAA Executive: Chair – Shelley McKibbon, Vice Chair - Kimberly Senf, Past Chair – Sarah Visintini, Member at Large – Sarah Horrocks, Nominations – Kimberly Senf, Outstanding Alumni Award Selection – Heather Berringer. We would also like to thank our committee members for the past year, Joyce Thomson our MLIS Admissions representative, and Hannah Steeves and David McDonald our Curriculum Committee members.

In addition, SIM would like to thank all of our Alumni for their tremendous support of our school and our programs. Many of you host our student for practicums, hire our students and are professional partners for our students. We appreciate all that you do.

This past year we were pleased to honour Heather Berringer, who was the 2017 Dal SIM Outstanding Alumni Award winner at a Welcome Event hosted by SIMAA on September 27<sup>th</sup>. Heather's collaborative and inclusive approach to librarianship has led to many successful community partnerships, including the UBC Innovation Library, which is embedded in the Kelowna branch of Okanagan Regional Library, a Leader in Residence Program, and the Okanagan Region Historical Digitization Project.

On February 27<sup>th</sup>, SIM and Dalhousie Libraries hosted Guy Berthiaume, the 2018 Dalhousie-Horrocks National Leadership Lecturer, for his speech - *Fast Times at Library and Archives Canada. Imagine Sisyphus Happy!* Becky Shaw was awarded the Dalhousie-Horrocks National Leadership Award. We were thrilled to have Sarah Horrocks (MIM 2011) take part in the event.

With our Information Management Lecture series SIM's goal is to showcase the breadth of Information research, and to stimulate discussion and debate. We are happy to work collaboratively with our partners to bring leading researchers to Halifax, and to showcase our regional talent. We are actively planning our lectures for next year and would love your input. Send us your thoughts to [sim@dal.ca](mailto:sim@dal.ca). Below is a list of the lecturers this past year.

#### 2017-2018 Lectures

##### FALL 2017

- The Future of Open Access to Research and Scholarship: Lessons from the Medieval to the Early Modern Era (John Willinsky)
- Group Management and Affective Dialogue in Collaborative Work (Nadia Conroy)
- Demographic Transparency to Combat Data Analytics Discriminatory Recommendations (Sepideh Ebrahimi)
- Using Innovative Information Management and Artificial Intelligence to Increase Information Quality in Citizen Science Crowdsourcing (Roman Lukyanenko)

##### WINTER 2018

- Fast Times at Library and Archives Canada. Imagine Sisyphus Happy! (Guy Berthiaume)
- Memory, Imagination, and Landscapes: Understanding the Psychology of Real World Place Attachment and Fantasy Film and Literature (Jennifer Grek Martin)

As we approach our 50<sup>th</sup> Anniversary SIM is excited to continue to expand our programs, our partnerships, our research and our connections to our communities. We are actively looking for your input, thoughts and ideas. We will be reaching out to try and connect to graduates from each year. If you would like to be involved in the planning, or share your ideas let me know. What would you like to see SIM accomplish in the next 50 years?



Sandra Toze, PhD

Director, School of Information Management

# NSCC Library and Information Technology Program

Year End Review 2017-18

Submitted by Kristina Parlee, Faculty Library and Information Technology Program

2017-18 has been another busy and productive year for the students and faculty of the Library and Information Technology (LIT) program at NSCC. In June of 2017, we graduated students from both the online and on-campus streams and have had reports back from students now working in the field in Public, Academic and Special libraries across Atlantic Canada. In September, we welcomed new and returning students to both streams and set about for another year of learning focused on the demands of our ever-changing industry.

Within NSCC, the year began with a significant change with the renaming of the Waterfront Campus to Ivany Campus.

A significant opportunity for our recent and future LIT graduates was finalized in 2017 with the formalization of an agreement with Dalhousie University to allow NSCC students graduating with two-year business and technology diplomas (including the LIT diploma), to complete a Bachelor of Management at Dalhousie in two additional years.

## Technology Focus

Although the LIT program has long focused on introducing our students to the technology of library work, the following developments in the program this year highlight several new endeavors that are giving our students additional access to technological learning opportunities.

- **Integration of D2L/Brightspace**

Our online students have used Learning Management Software for a number of years for their course work, but 2017 marked the first year that our on-campus students used this software for blended access to their coursework. Students in the on-campus stream have embraced this technology for sharing course information, using online discussion forums to expand upon inclass discussions, and submitting assignments.

- **IT Helpdesk/Learning Commons**

For the first time this year, our students have been actively involved in a role at the Learning Commons Help Desk on the Ivany Campus. Three students were employed in Help-Desk support positions over the course of the year and first-year students were given the opportunity to shadow on the Learning Commons Help Desk. Through this initiative, students are getting first-hand experience with the kind of customer focused IT troubleshooting work that is common in many library settings.

- **Digital Portfolios**

As part of the course requirements for completion of the LIT diploma, students must create a portfolio of their work, course and life experience. This portfolio approach to education encourages the students to place their learning in the context of the library industry and consider how the skills they have developed will play out in the work place.

For the first time this year, faculty have actively encouraged students to create digital versions of their portfolios, so that they not only highlight their classroom learning, but are actively

practicing and showing their computer skills. Approximately half of graduating students have chosen this route using PowerPoint, PDF, online website builders (e.g. Weebly, Wix, Wordpress.com) and Microsoft Sway to create digital portfolios.

### **Community Involvement**

- **Student Association Group**

On-campus students in the LIT program continue to have an active Student Association group which meets regularly to allow the students to engage in professional development and social activities. This year the group organized presenters on job search skills, library associations and their role, networking and industry career outlooks. The topics covered are chosen by the students and allow the group members the opportunity to practice booking and organizing small events.

In addition to their regular meetings, the student group organized and took part in a number of fundraising activities over the course of the academic year, raising money to donate to two groups: NSCC Christmas Angels and The Immigrant Settlement Association of Nova Scotia (ISANS).

- **Conference Attendance**

A number of our second-year students attended the 2017 NSLA/LBANS Conference in Annapolis Royal and reported back to their classmates on the learning they experienced there.

In February, NSCC once again supported students from both program streams to attend the Dalhousie SIM Information Without Borders Conference. Approximately 40 students and their faculty attended the conference and heard important talks around the timely topic of Mass Media.

- **Volunteer opportunities**

The year began with a number of our second-year students volunteering at the annual Word on the Street Festival held at Halifax Central Library on September 16th.

Several students continue to be involved in a Yearbook Digitization Project through NSCC Libraries. This year, five students volunteered, providing over 250 hours of service on a project to extract and formulate metadata for loading into Islandora.

Additionally, students looked for opportunities throughout the year to expand their experience through volunteer work including volunteer cataloguing and shelving work at the Cambridge Military Library. One student this year was able to take part in an Internship with the Sexton Library at Dalhousie.

### **Industry Support**

Support from the library industry continues to be an invaluable part of our diploma program. In addition to support for our second-year students' work terms and for our first-year student tours, we would like to highlight the role that industry speakers have played in our course content this year. These speakers bring first-hand knowledge to our students and offer them a chance to meet with librarians and library technicians working in the field. This year we gratefully welcomed speakers from One Book Nova Scotia, Halifax Public Libraries, NSCC Libraries, Dalhousie Libraries, Sacred Heart School, Library and Archives Canada, Nova Scotia Health Authority, NSCAD Libraries, SMU Libraries and Pictou-Antigonish Regional Library.

### **2017 Student Award Winners**



The following awards were presented in June 2017.

#### Industry Awards

APLA Award: Phil Laughher

ARMA Award: Kendra Gauvin

CNSA Award: Leah Griffiths

NSLA Award: Guy Lelievre

#### NSSC Awards

Highest Recognition Award: Kendra Gauvin

School of Business 1st Year Student Award: Carl Harvey

School of Business 2nd Year Student Award: Melanie Leger

We look forward to continuing to work with the library community. If you have questions, comments or requests, do not hesitate to contact us.

## Proposed revisions to Procedures Manual: Executive Travel

### Procedures Manual: Executive Travel

#### Current wording

#### Guidelines for Executive meeting expenses

The following were approved by the Executive on 21 February 1987 and revised on 6 October 1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:
  - a. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at \$0.38/km;
  - b. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;

- c. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;
- d. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast \$8.00  
Lunch \$10.00  
Dinner \$24.00

## Suggested Revision

### Guidelines for Executive meeting expenses

The following were approved by the Executive on 21 February 1987 and revised on 6 October 1991 and again on 22 May 2003:

1. Executive members who live outside the area in which the meeting is held will have the following expenses reimbursed:

a. transportation from home city to meeting location: members will not be reimbursed more than the economy fare and should use seat sales and special offers whenever possible. If personal vehicles are used, members will be reimbursed at the rate established by CAUL-CBUA ~~\$0.38/km~~;

b. ground transportation to and from airport in home city and meeting location: members will be reimbursed up to and not exceeding the cost of a bus trip or equivalent transportation to and from the airport;

c. one night's accommodations: members will be reimbursed for one night's accommodation based on double occupancy at an economy hotel selected by the secretary or local arrangements representative;

d. meals for one day - members will be reimbursed for costs of three meals. Any meals which are concurrent with business meetings are covered under group expenses.

Breakfast \$8.00  
Lunch \$10.00  
Dinner \$24.00

Respectfully Submitted by Kathryn Rose, President: May 7, 2018

# Standing Orders

## Standing Order 5: Executive Committees

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### Current Wording

#### 5.05 Bulletin Management Board

**Membership:** The conveners shall be the Co-Editors. The members shall be the Co-Editors of the Bulletin, Communications, and Public Relations Committee Convener(s) and the Provincial VicePresidents.

**Terms of reference:**

- to arrange for the publication of the APLA Bulletin with a special concern for:
  - promptness of publication
  - format
  - adequacy of distribution
- to solicit material for inclusion in the APLA Bulletin to recommend to the Executive the appointment of the Co-Editors of the Bulletin with the terms being staggered so at least one Co-Editor has a year of experience.

### Suggested Wording

#### 5.05 Bulletin Management Committee~~Board~~

**Membership:** The conveners shall be the Co-Editors. The members shall be the Co-Editors of the Bulletin, Communications, and Public Relations Committee Convener(s) and the Provincial VicePresidents.

**Terms of reference:**

- to arrange for the publication of the APLA Bulletin with a special concern for:
  - promptness of publication
  - format
  - adequacy of distribution
  - elimination of repetitive content.
- to solicit material for inclusion in the APLA Bulletin.

- to recommend to the Executive the appointment of the Co-Editors of the Bulletin with the term being staggered so at least one Co-Editor has a year of experience.

Respectfully submitted by Kathryn Rose, President: May 7, 2018

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## Standing Order 6: Standing Committees

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### Current Wording

#### 6.03 Communications and Public Relations Committee

**Membership:** The convener shall be appointed by the Committee on Committees and Interest Groups for a two-year term. Membership shall include the following: APLA President, APLA listserv postmaster, Vice- President for Membership, Co-editors of the APLA Bulletin, webpage editor, and convener of the Francophone Interest Group. The committee may include other members.

#### Terms of reference:

- to publicize and promote the aims and activities of APLA to libraries and other related organizations and to the general public of the Atlantic Provinces
- as a primary objective, to promote communication among members and to make the committee visible to all members of the Association
- to maintain the APLA listserv
- to maintain the APLA website
- to edit the APLA Membership Directory
- to assist the Bulletin Management Board as necessary in order to ensure the continuance of the APLA Bulletin as the publication of the Association
- to organize a session at each annual conference to increase the visibility of the committee and communication among APLA members
- to provide at least one topical article a year on its activities, to be published in the APLA Bulletin

## Standing Order 6: Standing Committees

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### 6.03 Communications and Public Relations Committee

**Membership:** The convener shall be appointed by the Committee on Committees and Interest Groups for a two-year term. Membership shall include the following: Communications Coordinator (convenor), APLA President, ~~APLA listserv postmaster~~, Vice- President for Membership, Co-editors of the APLA Bulletin, and webpage editor ~~and convenor of the Francophone Interest Group~~. The committee may include other members.

**Terms of reference:**

- to publicize and promote the aims and activities of APLA to libraries and other related organizations and to the general public of the Atlantic Provinces.
- as a primary objective, to promote communication among members and to make the committee visible to all members of the Association.
- to maintain the APLA listserv.
- to maintain the APLA website.
- to edit the APLA Membership Directory.
- to assist the Bulletin Management Board as necessary in order to ensure the continuance of the APLA Bulletin as the publication of the Association.
- ~~to organize a session at each annual conference to increase the visibility of the committee and communication among APLA members~~
- ~~to provide at least one topical article a year on its activities, to be published in the APLA Bulletin~~

Respectfully Submitted by Kathryn Rose, President: May 7, 2018

## Standing Order 8: APLA Bulletin and other publications

### Current Wording

## Standing Order 8: APLA Bulletin and other publications

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**8.01** All publications, proceedings, and communications emanating from APLA shall be expressed using respectful language.

**8.02** The format of the APLA Bulletin shall be determined by the Bulletin Management Board; the frequency shall be 4 times a year; the contents shall include, but are not limited to, news, articles, items of regional interest and book and media reviews; and for the benefit of serials librarians everywhere the APLA Bulletin shall not change its title.

**8.03** The minutes of the previous ordinary general meeting and reports from committees, interest groups and Executive members for the current year shall be published in the pre-conference issue of the APLA Bulletin and the resolutions from ordinary general meetings shall be published in the APLA Bulletin following the meeting.

### Suggested Revision

## Standing Order 8: APLA Bulletin and other publications

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**8.01** All publications, proceedings, and communications emanating from APLA shall be expressed using respectful language.

**8.02** The format of the APLA Bulletin shall be determined by the Bulletin Management ~~Board~~ Committee; the frequency shall be 4 times a year; the contents shall include, but are not limited to, news, articles, items of regional interest and book and media reviews; ~~for~~ for the benefit of serials librarians everywhere, ~~the APLA Bulletin shall not change its title.~~ The Bulletin follows a set template which includes headers and footers containing Volume, Issue, and ISSN. Also, each submission follows template guidelines including font and colors for: The section to which the submission belongs, the title of the article, author and his or her affiliation, and the submission itself.

**8.03** The minutes of the previous ordinary general meeting and reports from committees, interest groups and Executive members for the current year shall be published in the pre-conference issue of the APLA Bulletin and the resolutions from ordinary general meetings shall be published in the APLA Bulletin following the meeting.

Respectfully Submitted by Kathryn Rose, President: May 7, 2018

## Treasurer's Report: Atlantic Provinces Library Association

April 17, 2018

The Atlantic Provinces Library Association remains in good financial standing at the end of the fiscal year (March 31, 2018). As of March 31, our chequing account had a balance of \$6,077.16, our savings account had a balance of \$ 54,762.73, and our PayPal account had a balance of \$7,144.92 before transfer to savings. Total in both accounts at that time was \$60,839.89.

The 2018 Memorial Award was also calculated in the first week of February, the amount being \$1166.17. This is a significant increase from the 2017 award.

In May of 2017, we reinvested the \$6000 principle of one of our GIC funds at 1.35% for 14 months. The Somers Fund also reached maturity in August with a value of \$78,385.36. We reinvested the principle at 1.45% for 14 months. It should be noted that the value of the Somers scholarship will decrease as a result of this reinvestment to approximately \$1,120.00.

No GICs came to maturity since the February APLA Executive meeting.

Peter Glenister, the APLA Financial Examiner, will complete a report on the financial standing of the Association which will be made available for the OGM at the APLA 2018 conference in Fredericton, New Brunswick. The final examined Year End Statement of the Association will be made available as well.

Respectfully submitted,  
Maggie Neilson



## Report of the Financial Examiner: 2018

To the members of the Atlantic Provinces Library Association

I have examined for integrity and accuracy the financial records of the Atlantic Provinces Library Association as at 31 March, 2018, including the statements of operations, functional expenses, changes in fund balances and changes in financial position for the year then ended. My examination was conducted in accordance with generally accepted auditing standards and, accordingly, included such tests and procedures as I considered necessary in the circumstances. In preparation for my review of the Association's records I met and corresponded with the Treasurer to receive the necessary documents and to clarify certain points.

In my opinion the Statement of Revenues and Expenditures and balance Statement represent fairly the financial position of the organization and its investments as at 31 March, 2018, and the results of its operations and the changes in its financial position for the year then ended in accordance with the notes to the Statement have been applied on a basis consistent with that of preceding years. As of that date, the aggregate of assets is \$101,361.17 and the Association's equity is \$99,807.63.

I included in my examination the current accounts of the Association, its investment accounts, and, in accord with Standing Order 3.11, the Carin Alma E. Somers Scholarship Fund. With respect to reports of previous years, the Association has continued to absorb the expense of tax return submission. The equity of the Somers Fund was \$76,718.66 as of 31 December, 2017.

Also in accord with Standing Order 3.11, I have examined the financial records of the APLA Memorial Awards Trust Fund and, in my opinion, the Statement of Revenues and Expenditures and the balance Statement represent fairly the financial position of the Trust Fund as at 31 December, 2017. Current investments are valued at \$40,220.78 and deposits of \$11,345.62 are in a current account creating an equity level of \$51,566.40.

At the discretion of the Executive, Standing Order 3.09 directs that up to \$1,000 of any annual operating surplus may be transferred to the Memorial Awards Trust Fund and Standing Order 3.15 that 50% of any annual conference surplus be divided between the Memorial Awards Trust Fund and the First Timers' Grant Fund; during 2017/2018 no transfers occurred although both had funds available.



Peter Glenister  
Halifax, Nova Scotia  
24 April, 2018

Balance Sheet for Atlantic Provinces Library Association 2017-2018  
 April 16/2018

	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018
<b>Assets</b>							
Current Accounts	\$26,204.17	\$37,023.66	\$41,052.26	\$48,904.25	\$51,847.92	\$57,644.18	\$60,839.89
General Investments (MMF)	\$26,181.92	\$26,181.92	\$26,181.92	\$28,644.68	\$28,644.68	\$30,527.57	\$28,644.68
First Timers	\$11,625.33	\$11,670.93	\$11,714.86	\$11,758.12	\$11,778.04	\$11,843.73	\$11,876.60
Total	\$64,011.42	\$74,876.51	\$78,949.04	\$89,307.05	\$92,270.64	\$100,015.48	\$101,361.17
<b>Liabilities</b>							
Uncashed debits	\$531.75	\$232.22	\$1,850.33	\$15.00	\$216.25	\$365.00	\$1,553.54
Equity	\$63,479.67	\$74,644.29	\$77,098.71	\$89,292.05	\$92,054.39	\$99,650.48	\$99,807.63
Total	\$64,011.42	\$74,876.51	\$78,949.04	\$89,307.05	\$92,270.64	\$100,015.48	\$101,361.17
<b>Current Accounts = Savings, Chequing, PayPal</b>							
Savings	\$49,132.19	\$54,762.73					
Chequing	\$8,511.99	\$6,077.16					
PayPal	\$0.00	\$0.00					
	\$57,644.18	\$60,839.89					

NOTES:

Signature of Financial Examiner:



Atlantic Provinces Library Association Memorial Awards Trust Fund  
January 1, 2017 - December 31, 2017

Balance Sheet	Maturity	2010	2011	2012	2013	2014	2015	2016	2017
Savings Account		\$13,490.05	\$19,870.03	\$18,900.96	\$24,313.96	\$28,926.96	\$9,389.75	\$9,997.74	\$11,345.62
Investment Certificate 8707146-18	25/4/2018	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00
Investment Certificate 8707146-17	7/10/2018	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,126.29
Investment Certificate 8707146-16	11/8/2018	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,094.49
Investment Certificate 8707146-15	2/7/2018	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00	\$20,000.00
Equity		\$33,490.05	\$39,870.03	\$38,900.96	\$44,313.96	\$48,926.96	\$49,389.75	\$49,928.74	\$51,566.40

Statement of Revenues and Expenditures

<b>Receipts</b>									
Donations		\$0.00	\$120.00	\$55.00	\$55.00	\$55.00	\$0.00	\$0.00	\$0.00
Savings Account Interest		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$249.99
GIC Interest		\$687.00	\$611.38	\$343.00	\$454.00	\$454.00	\$558.79	\$703.69	\$111.00
Other (a)		\$6,598.24	\$0.00	\$0.00	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$1,882.89
Total		\$7,285.24	\$731.38	\$398.00	\$5,509.00	\$5,509.00	\$558.79	\$703.69	\$2,243.88
<b>Disbursements</b>									
Safety Deposit Box Award		\$48.03	\$48.88	\$48.88	\$69.00	\$69.00	\$69.00	\$69.00	\$69.00
Bank charges		\$1,457.60	\$900.76	\$1,297.94	\$0.00	\$800.00	\$0.00	\$1,000.00	\$800.00
Total		\$1,505.63	\$949.64	\$1,367.07	\$96.00	\$896.00	\$96.00	\$27.00	\$27.00
Excess of revenue over disbursements		\$5,779.61	-\$218.26	-\$969.07	\$5,413.00	\$4,613.00	\$462.79	-\$392.31	\$1,347.88

a \$1,882.89 = 25% of surplus from APLA conference 2016.

**Carin Alma E. Somers Scholarship**  
 1 January, 2017-31 December, 2017

	2010	2011	2012	2013	2014	2015	2016	2017
GIC (14 month maturing October 14th, 2018 @1.45%)	\$76,185.51	\$76,185.51	\$76,185.51	\$76,185.51	\$76,185.51	\$76,185.51	\$76,185.51	\$77,385.36
Interest	\$1,523.71	\$759.77	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55	\$1,199.85
Awarded from fund	\$1,523.71	\$759.77	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55
Equity	\$76,185.51	\$76,185.51	\$76,185.51	\$76,185.51	\$76,185.51	\$76,185.51	\$76,185.51	\$76,718.66

Reimbursement of Taxes paid(1)  
 Maintenance of this fund was taken over by APLA in June 2004 with the calendar year as the fiscal year.

NOTES:  
 15 August, 2017, reinvested @ 1.45% for 14 months. Interest (1.45%) x \$76,385.36 = \$1107.59 award.

Signature of Financial Examiner: 

**Budget APLA 2017-2018**

Revenues	2014-2015 Examined	2015-2016 Examined	2016-2017 Proposed	2016-2017 Examined	2017-2018 Proposed	2017-2018
<b>CONFERENCE FUND</b>						
General Conference	\$4,925.52	\$0.00	\$0.00	\$7,211.56	\$0.00	\$5,339.40
Seed	\$1,599.26	\$1,032.39	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
<b>Subtotal</b>	<b>\$6,524.78</b>	<b>\$1,032.39</b>	<b>\$1,500.00</b>	<b>\$8,711.56</b>	<b>\$1,500.00</b>	<b>\$6,839.40</b>
<b>GENERAL FUND</b>						
Personal Memberships	\$5,525.00	\$4,775.00	\$5,000.00	\$3,683.28	\$4,700.00	\$3,139.76
Institutional Memberships	\$3,375.00	\$2,750.00	\$2,750.00	\$2,659.58	\$2,750.00	\$1,208.21
Joint Memberships - NSALT	\$114.00	\$70.00	\$70.00	\$103.61	\$0.00	\$0.00
Joint Memberships - APUNB	\$2,355.00	\$2,645.00	\$2,300.00	\$1,907.74	\$2,300.00	\$1,155.05
Joint Memberships - NLLA	\$1,695.00	\$1,375.00	\$1,200.00	\$1,532.21	\$1,200.00	\$1,109.81
Joint Memberships - NSLA	\$2,295.00	\$2,992.50	\$3,000.00	\$2,336.08	\$3,000.00	\$2,047.89
<b>Subtotal</b>	<b>\$15,359.00</b>	<b>\$14,607.50</b>	<b>\$14,320.00</b>	<b>\$12,222.50</b>	<b>\$13,950.00</b>	<b>\$8,660.72</b>
<b>OTHER</b>						
The Partnership-Educ Instit	\$366.80	\$66.80	\$350.00	\$348.00	\$350.00	\$0.00
The Partnership Job Board	\$1,177.99	\$1,405.03	\$1,200.00	\$2,428.65	\$1,535.00	\$1,273.73
Merchandise Sales	\$75.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Donation to CODE	\$391.66	\$0.00	\$200.00	\$2,272.00	\$200.00	\$1,500.00
Interest	\$52.99	\$29.59	\$30.00	\$20.86	\$30.00	\$22.59
First Timers GC Interest	\$562.91	\$523.45	\$400.00	\$358.06	\$360.00	\$358.06
Carin Somers Scholarship GC Interest	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55	\$1,222.09
<b>Subtotal</b>	<b>\$4,493.90</b>	<b>\$3,891.42</b>	<b>\$4,046.55</b>	<b>\$7,294.12</b>	<b>\$4,341.55</b>	<b>\$4,376.47</b>
<b>TOTAL REVENUE</b>	<b>\$26,377.68</b>	<b>\$19,531.31</b>	<b>\$19,866.55</b>	<b>\$28,228.18</b>	<b>\$19,791.55</b>	<b>\$19,876.59</b>

Expenses	2015-16 Examined	2016-2017 Proposed	2016-2017 Examined	2017-2018 Proposed	2017-2018
CONFERENCE					
Conference Seed Grant 2016	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00
Conference Seed Grant 2017	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$301.88
Conference Seed Grant 2018	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$301.88
<b>MEMBERSHIP</b>					
Joint memberships remitted - NSLA/NSALT/APLNB/NLLA	\$1,417.50	\$1,400.00	\$1,180.00	\$1,400.00	\$687.50
Refunds	\$165.00	\$70.00	\$70.00	\$200.00	\$55.00
CFIA Membership	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
<b>Subtotal</b>	<b>\$1,582.50</b>	<b>\$1,900.00</b>	<b>\$1,550.00</b>	<b>\$1,900.00</b>	<b>\$1,042.50</b>
<b>APLA AWARDS/GRANTS/SCHOLARSHIPS/PRIZES</b>					
Dal. SIM prize	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
NSCC prize	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Merit Award	\$0.00	\$275.00	\$124.87	\$275.00	\$186.82
Games at the Library	\$0.00	\$230.00	\$230.00	\$230.00	\$203.75
Carin Somers Scholarship	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55	\$1,866.55
First Timers Award	\$562.91	\$425.00	\$425.00	\$450.00	\$450.00
GAF Grant	\$0.00	\$1,000.00	\$600.00	\$1,000.00	\$500.00
IWB Conference	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Hackmatack	\$600.00	\$600.00	\$600.00	\$600.00	\$0.00
Grow a Library Donation to CODE	\$0.00	\$200.00	\$2,272.00	\$200.00	\$1,500.00 *
Carin Somers income Tax preparation fee	\$0.00	\$400.00	\$195.48	\$400.00	\$391.00
Advocacy Award	\$500.00	\$500.00	\$500.00	\$500.00	\$0.00
Transfer to Memorial Award	\$1,000.00	\$0.00	\$1,882.89	\$0.00	\$0.00
Transfer to First Timer's Award	\$0.00	\$0.00	\$1,882.89	\$0.00	\$0.00
<b>Subtotal</b>	<b>\$6,029.46</b>	<b>\$6,996.55</b>	<b>\$12,079.68</b>	<b>\$7,021.55</b>	<b>\$6,598.12</b>
<b>EXECUTIVE</b>					
Executive travel (meetings)	\$4,963.98	\$6,000.00	\$4,338.08	\$5,000.00	\$5,295.23 *
President's Travel	\$886.22	\$1,200.00	\$1,522.39	\$2,000.00	\$1,713.09
Executive Projects	\$200.00	\$200.00	\$0.00	\$200.00	\$0.00
Vice Presidents Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Committees/Interest Groups	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Public Relations	\$496.69	\$250.00	\$250.00	\$250.00	\$0.00
<b>Subtotal</b>	<b>\$6,546.89</b>	<b>\$7,650.00</b>	<b>\$6,110.47</b>	<b>\$7,650.00</b>	<b>\$7,008.32</b>
<b>OTHER</b>					
Donations	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
APLA Domain/Web hosting	\$222.70	\$100.00	\$0.00	\$100.00	\$253.75 *
Registry of Joint Stocks	\$37.40	\$40.00	\$37.40	\$40.00	\$37.40
Postage	\$141.00	\$115.00	\$0.00	\$115.00	\$0.00
Supplies	\$13.02	\$25.00	\$10.30	\$25.00	\$28.32 *
Bank fees	\$92.19	\$100.00	\$75.00	\$100.00	\$58.75
Paypal fees	\$336.23	\$340.00	\$303.39	\$340.00	\$241.78
Director's and Officer's Insurance	\$0.00	\$650.00	\$550.00	\$550.00	\$555.00 *
Miscellaneous	\$86.25	\$450.00	\$215.68	\$450.00	\$555.60 *
<b>Subtotal</b>	<b>\$928.79</b>	<b>\$1,820.00</b>	<b>\$1,191.77</b>	<b>\$1,720.00</b>	<b>\$1,730.60</b>
<b>TOTAL REVENUES</b>	<b>\$19,531.31</b>	<b>\$19,866.55</b>	<b>\$28,228.18</b>	<b>\$19,791.55</b>	<b>\$19,876.59</b>
<b>TOTAL EXPENDITURES</b>	<b>\$16,587.64</b>	<b>\$19,866.55</b>	<b>\$22,431.92</b>	<b>\$19,791.55</b>	<b>\$16,681.42</b>
<b>REVENUES - EXPENDITURES</b>	<b>\$2,943.67</b>	<b>\$0.00</b>	<b>\$5,796.26</b>	<b>\$0.00</b>	<b>\$3,195.17</b>

\* Approved by the Executive April 16th, 2018

Uncashed Debits			
Cheque number	Date	Payee	Amount
1488	12/13/2017	NSLA	\$465.00
1489	12/13/2017	NLLA	\$215.00
1490	12/13/2017	APLNB	\$500.00
1494	3/28/2018	K Rose	\$369.44
Visa	3/31/2018	Visa	\$4.10
<b>Total</b>			<b>\$1,553.54</b>

Revenues	2017-2018 Proposed	End of Fiscal Year		
<b>CONFERENCE FUND</b>				
General Conference	\$0.00	\$5,339.40	CHEQUE	\$ 5,339.40 12/5/2017
Seed	\$1,500.00	\$1,500.00	CHEQUE	\$ 1,500.00 12/5/2017
<b>Subtotal</b>	<b>\$1,500.00</b>	<b>\$6,839.40</b>		
<b>GENERAL FUND</b>				
Personal Memberships	\$4,700.00	\$3,139.76	PAYPAL	\$ 2,714.76 3/22/2018
			CHEQUE	\$ 25.00 6/22/2017
			CHEQUE	\$ 25.00 6/22/2017
			CHEQUE	\$ 25.00 6/22/2017
			CHEQUE	\$ 55.00 6/22/2017
			CHEQUE	\$ 25.00 6/22/2017
			CHEQUE	\$ 55.00 6/22/2017
			CHEQUE	\$ 25.00 6/22/2017
			CHEQUE	\$ 55.00 8/25/2017
			CHEQUE	\$ 25.00 8/25/2017
			CHEQUE	\$ 25.00 12/5/2017
			CHEQUE	\$ 25.00 3/28/2018
			CHEQUE	\$ 35.00 3/28/2018
				\$ 3,139.76
Institutional Memberships	\$2,750.00	\$1,208.21	PAYPAL	\$ 363.21 3/22/2018
			CHEQUE	\$ 220.00 6/22/2017
			CHEQUE	\$ 125.00 6/22/2017
			CHEQUE	\$ 125.00 6/22/2017
			CHEQUE	\$ 125.00 12/5/2017
			CHEQUE	\$ 125.00 3/28/2018
			CHEQUE	\$ 125.00 3/28/2018
				\$ 1,208.21
		\$0.00		
Joint Memberships - NSALT	\$0.00	\$1,155.05	PAYPAL	\$ 1,015.05 3/22/2018
Joint Memberships - APLNB	\$2,300.00		CHEQUE	\$ 70.00 6/22/2017
			CHEQUE	\$ 70.00 2/1/2018
				\$ 1,155.05
Joint Memberships - NLLA	\$1,200.00	\$1,109.81	PAYPAL	\$ 999.81 3/22/2018
			CHEQUE	\$ 65.00 8/25/2017
			CASH	\$ 45.00 3/28/2018
				\$ 1,109.81
Joint Memberships - NSLA	\$3,000.00	\$2,047.89	PAYPAL	\$ 1,680.39 3/22/2018
			CHEQUE	\$ 65.00 12/5/2017
			CHEQUE	\$ 302.50 2/1/2018
<b>Subtotal</b>	<b>\$13,950.00</b>	<b>\$8,660.72</b>		<b>\$ 2,047.89</b>
<b>OTHER</b>				
The Partnership-Educ Instit	\$350.00	\$1,273.73	CHEQUE	\$ 571.94 6/22/2017
The Partnership Job Board	\$1,535.00		CHEQUE	12/5/2017 618.92
			CHEQUE	\$ 340.71 2/1/2018
			CHEQUE	\$ 361.08 3/28/2018
				\$ 1,273.73 1892.65
Merchandise Sales	\$0.00	\$0.00		
Donations to CODE	\$200.00	\$1,500.00	CHEQUE	\$ 1,500.00 12/5/2017
Interest	\$30.00	\$22.59	DEPOSIT	\$ 22.59
First Timers GC Interest	\$360.00	\$358.06	DEPOSIT	\$ 358.06
Carin Somers Scholarship GC Interest	\$1,866.55	\$1,222.09		
<b>Subtotal</b>	<b>\$4,341.55</b>	<b>\$4,376.47</b>		
<b>TOTAL REVENUE</b>	<b>\$19,791.55</b>	<b>\$19,876.59</b>		



Expenses	2017-2018 Budget	End of Fiscal Year					
<b>CONFERENCE</b>							
Conference Seed Grant 2014							
Conference Seed Grant 2015							
Conference Seed Grant 2016							
Conference Seed Grant 2017							
Conference Seed Grant 2018	\$1,500.00	\$301.88					
Subtotal	\$0.00	\$301.88	1472	\$301.88	9/1/2017		Deducted from conference surplus
<b>MEMBERSHIP</b>							
Joint memberships remitted - NSLA/NSALT/APLNB/NLLA	\$1,400.00	\$687.50	1459	\$150.00	6/5/2017		Reissued
			1460	\$337.50	6/5/2017		
			1461	\$75.00	6/5/2017		
			1488	\$468.00	12/13/2016		Not cashed
			1459	\$115.00	12/13/2016		Not cashed
			1460	\$600.00	11/17/2017		Not cashed
			1440	\$275.00	12/15/2016		2016/2017
Refunds	\$200.00	\$55.00	1466	\$55.00	7/14/2017		Kendra Neves paid 2x
CFLA Membership	\$300.00	\$300.00	1464	\$300.00	7/11/2017		
Subtotal	\$1,900.00	\$1,042.50					
<b>APLA AWARDS/GRANTS/SCHOLARSHIPS/PRIZES</b>							
Dal. SIM prize	\$500.00	\$500.00	1451	\$500.00	5/8/2017		
NSCC prize	\$500.00	\$500.00	1457	\$500.00	5/26/2017		
Merit Award	\$275.00	\$186.82	1452	\$117.88	5/23/2017		
			1455	\$68.94	5/25/2017		
Games at the Library	\$230.00	\$203.75	1487	\$203.75	12/12/2017		
Carin Somers Scholarship	\$1,866.55	\$1,866.55	1450	\$1,866.55	5/8/2017		
First Timers Award	\$450.00	\$450.00	1449	\$450.00	5/8/2017		
GAF Grant	\$1,000.00	\$500.00	1473	\$500.00	9/8/2017		
IWB Conference	\$500.00	\$500.00	1483	\$500.00	11/22/2017		Reissued
			1492	\$500.00	2/16/2018		
Hackmatack	\$600.00	\$0.00					
CODE donation	\$200.00	\$1,500.00	1486	\$1,500.00	12/11/2017		
Carin Somers income Tax preparation fee	\$400.00	\$391.00	1447	\$195.50	4/17/2017		
			1493	\$195.50	3/19/2018		
Advocacy Award	\$500.00	\$0.00					
Transfer to Memorial Award	\$0.00	\$0.00					
Transfer to First Timer's Award	\$0.00	\$0.00					
Subtotal	\$7,021.55	\$6,598.12					
<b>EXECUTIVE</b>							
Executive travel (meetings)	\$5,000.00	\$5,295.23	1448	\$146.77	5/8/2017		
			1454	\$567.99	5/23/2017		
			1456	\$318.24	5/25/2017		
			1462	\$284.48	6/8/2017		
			1466	\$234.70	7/11/2017		Reissued
			1467	\$458.64	7/27/2017		
			1469	\$464.55	8/28/2017		
			1470	\$234.70	8/30/2017		
			1474	\$334.40	9/13/2017		
			1475	\$603.03	10/14/2017		
			1476	\$161.89	10/14/2017		
			1477	\$457.29	10/14/2017		
			1478	\$167.20	10/14/2017		
			1479	\$102.68	10/14/2017		
			1485	\$681.12	12/11/2017		
			1491	\$312.25	10/25/2017		
President's Travel	\$2,200.00	\$1,713.09	1458	\$592.24	6/2/2017		
			1471	\$393.59	9/1/2017		
			1480	\$84.60	10/16/2017		
			1482	\$642.66	11/17/2017		
			1484	\$500.00	12/13/2017		Not cashed
Executive Projects	\$200.00	\$0.00					
Vice Presidents Fund	\$0.00	\$0.00					
Committees/Interest Groups	\$0.00	\$0.00					
Public Relations	\$250.00	\$0.00					
Subtotal	\$7,650.00	\$7,008.32					
<b>OTHER</b>							
Donations	\$0.00	\$0.00					
APLA Domain/Web hosting	\$100.00	\$253.75		Visa	\$253.75	6/28/2017	
Registry of Joint Stocks	\$40.00	\$37.40		Visa	\$37.40		
Postage	\$115.00	\$0.00					
Supplies	\$25.00	\$28.32	1453	\$28.32	5/23/2017		
Bank fees	\$100.00	\$58.75					
Paypal fees	\$340.00	\$241.78					
Directors & Officers Insurance	\$550.00	\$555.00	1463	\$550.00	7/11/2017		
			1468	\$5.00	7/27/2017		Processing fee
Miscellaneous	\$450.00	\$555.06		Visa	\$280.80	4/10/2017	
			1484	\$195.00	11/23/2017		ASTED membership
			1491	\$200.00	2/13/2018		ASTED membership
				Visa	\$74.26	7/24/2017	Interest
Subtotal	\$1,720.00	\$1,730.06					
<b>TOTAL EXPENDITURES</b>	<b>\$18,291.55</b>	<b>\$16,680.88</b>					
<b>TOTAL REVENUES</b>	<b>\$19,791.55</b>	<b>\$19,876.59</b>					
<b>REVENUES - EXPENDITURES</b>	<b>\$1,500.00</b>	<b>\$3,195.71</b>					