



Alberta Association of Academic Libraries

AAAL Annual General Meeting - Fall 2011 Agenda

Thursday, November 17th, 2011

8:30 am – 1:00 pm

Room N218 — The Kings University College

9125 - 50 Street, Edmonton, AB, T6B 2H3

(for details on parking, lunch etc, please see Additional Information)

8:30 am - 9:00 am

Refreshments & Socializing

- Special Thanks to *The King's University College* (TKUC) for hosting this meeting and to *University of Alberta* for sponsoring the Coffee Break.

9:00 am - 9:30 am

Welcome & Introductions

- Approval of and additions to agenda
- Approval of minutes of the 2011 April 14 meeting.

Executive reports

- Chair [Brad Neufeldt]
- Secretary/Treasurer [Sheila Clark]
- Director-at-large [Isobel Rancier]
- Membership Coordinator [Liz Fulton-Lyne]

Committee & Working Group Reports

- Newsletter [Terry Donovan]
- Workshop committee report: [Lisa Shamchuk, Corene Kozey, Tara Stieglitz]
- AAAL statistics: [Susan Brayford]
- AAAL Webmaster Report [Sona Macnaughton]
- Canadian Library Association : [Keith Walker]
- TAL update: [Clive Maishment, Dan Mirau]

9:30 am - 11:00 am

Business

1. Proposed amendments to Bylaws
 - explain about letter and legal obligations
 - Vote on amendments
2. Sponsorship Requests
 - WILU sponsorship

- Course of Action: What should be our course of action / decision with respect to AAAL sponsoring the WILU May 2012 conference
- Recommendations: The Secretary/Treasurer (Sheila Clark) recommends a Bronze Sponsorship
- Alberta Library Conference (ALC) Sponsorship
 - Course of Action: What should be our course of action / decision with respect to AAAL sponsoring the ALC May 2011 conference?
 - Recommendations: can the AAAL afford to provide for 2 sponsorships? And which should be our priority?
- Questions:
 - Can the AAAL afford to provide for 2 sponsorships?
 - If only one sponsorship is possible, then which should be our priority?

4. Nominations Committee

- The expiry for the current term of service for a number of executive or other committee members will be coming due at the 2012 Spring Meeting. This includes the current Chair & Newsletter Editor.
- Bylaws state:

6. Officers ii) Elections for officers shall be held every two years. An Election Committee, consisting of the past Chair and two additional institutional participants, will solicit nominations two months prior to the expiry of the terms of office. An election shall be conducted within one month of receipt of nominations, usually at the spring meeting. Officers shall not serve more than two consecutive terms (4 years) in a particular office.

- Request for Volunteers for the Nominations Committee (previous volunteers have been Geoff Owens, Robin Minion & Ann Gish)

3. Scheduling of future Spring and Fall AAAL Meetings

- In the past all AAAL meetings have been the day before the TAL BoD.
- What should be our current course of action with regards to other organizations scheduling on the day before the TAL BoD?
- Are there other available options for scheduling dates?
- When should the Spring 2012 meeting be scheduled?

5. Access Copyright Interim Tariff Opt-Out Survey

- Survey Results
- Current Posting Status - accessible via login only @ <http://aacl.engineseven.com/node/115>
- Questions:
 - Should this list be made public on the AAAL listserv?
 - Should this list be forwarded to the TAL PLD membership and/or PLD Steering Committee?
 - Should this list be forwarded for posting on other sites (i.e. Michael Geist's blog @ <http://www.michaelgeist.ca/> and/or Howard Knopf's blog @ <http://excesscopyright.blogspot.com/>?)

11:00 am - 11:15 am

<break>

11:15 am - 12:00 pm

Roundtable Discussion

- Developments at your institution

12:00 pm - 1:00 pm

Lunch

- Special Thanks to *The King's University College* for arranging catering.

Tour

- Please talk to our host Tim Janewski (tim.janewski@kingsu.ca).

ADDITIONAL INFORMATION

Directions

Address & Map

- The Kings University College: 9125 - 50 Street, Edmonton, AB, T6B 2H3
- A map to the campus is available online @ <http://www.kingsu.ca/contact.html>
- A map of the campus is available online @ http://www.kingsu.ca/about-us/kings_map.pdf

TIP: For those of you who will be attending the TAL Board of Directors Meeting you may be able to arrange taxi pooling. I recommend using the AAAL listserv to help coordinate.

Parking

For those of you who are driving, parking is available for free in the parking lot on the east side of the campus (please consult the map of the campus @ http://www.kingsu.ca/about-us/kings_map.pdf).

Costs

- Lunch will cost \$20.00 and payment is by cash on November 17th.



Alberta Association of Academic Libraries

Spring 2011 Minutes

Thursday, April 14th, 2011

9:00 am – 3:45 pm

Room A1085-1 — Ambrose University College

150 Ambrose Circle SW, Calgary, AB T3H 0L5

9-9:45

- Coffee, refreshments and socializing.

9:50

Welcome

- Welcome from Sandy Ayers, Library director at Ambrose and Dr. Howard Wilson President of Ambrose. Brad Neufeldt thanked to Ambrose for hosting the AAAL

Approval of and additions to the Agenda

- Addition to agenda of copyright at the beginning of the roundtable.
- Brad Neufeldt distributed one voter designator card per institution
- Tim Janewski moved for the approval of the Agenda.
- Agenda approved.

Approval of Minutes of Thursday, November 18, 2010

- Minutes in record of roundtable amended to read "Terry is now the new College Librarian of Portage College." rather than "Terry is now the Library Director of Portage College."
- Amend Sheila's proposal to "from August 31" rather than to August 31."
- Debbie McGugan moved approval minutes with amendments.
- Minutes approved.

10:15

Executive Reports:

- **Chair: Brad Neufeldt**

Brad reported that AAAL now has 32 members. Twenty-one rsvp'd to the meeting. Since the Fall 2010 meeting, Brad found a better deal and was able to purchase a domain name for AAAL for 8 years. Website hosting issues remain. Digitizing association records requires deciding on standards. Using Google Docs means our documents would be subject to the Patriot Act since the material would be stored on a server in the U.S. Best option may be to pay a commercial service to host the web site. Brad also discussed the possibility of enabling the membership list to be changed online. Potential addition of membership coordinator to executive would keep written record of members.

- **Secretary/Treasurer: Sheila Clark**

The fiscal year began with a balance of \$2353.41 The AAAL income was entirely from membership fees in the amount of \$1080.00 Expenditures totaled \$1,072.43 including in costs associated with the name change and domain registration, honorariums, and sponsorships. The cheque for the TAL membership fee is being made out today.

The auditors are certain that the financial statement is free of material misstatement and is ready to be included in the society's annual return.

- **Director at Large: Isobel Rancier**

Delayed due to inclement weather

Dan Mirau moved to accept the air and secretary-treasurer reports be accepted

Reports accepted

10:25

Committee and Working Group Reports

- **Newsletter: Terry Donovan**

Terry uses reports from roundtables to put in the twice yearly newsletter. Question arose as to whether newsletter replaced roundtable. It does not replace it. Newsletter can market the association and inform those members unable to attend the meeting

Workshop Committee Report: Sonya Betz.

This is the last workshop the Sonya Betz and Valla McLean are planning. The new workshop committee will be planning for the Fall 2011 meeting.

- **AAAL Statistics: Susan Brayford**

Copies of the statistics were distributed. Attendees encouraged sharing copies with their library staff.

Definitions were included this time. Importance of everyone submitting statistics every year was stressed. Charts, graphs and line items presented are presented in the report. Workshop presentation to show trends was suggested. With proliferation of reports, the suggestion was made to poll members of which statistics are most important to collect. B.C. statistics are very similar to ours. Statistics are useful for benchmarking and leveraging our own institutions for resources. Statistics required by various organizations are becoming more similar. Organizations are beginning to share them rather than having institutions submit statistics multiple times to multiple institutions. LibQual, for institutions that use it, is a good source. Need to ensure statistics are congruent with those required by CARL. Statistics required by COPUL should also be considered.

Suggestion was made to post the material on the website instead of creating paper copies, but privacy is an issue. A recommendation was made to drop the question on salaries. An ad hoc sub-committee of Keith Walker, Debbie McGugan chaired by Susan Brayford will review statistics with the purpose of streamlining them and aligning them with COPUL. Tom Hickerson agreed to share U of C statistics with subcommittee.

The question of arose of whether having of large institutions will skew statistics. Statistics are all ready grouped by institutional size. Those with new university status will find statistics from the four longstanding universities will be helpful in benchmarking goals for which they now need to aim.

Moved that the ad hoc subcommittee will report back in the fall.

Motion passed

Report accepted

- **Honorarium**

Cari Merkley moved that 200 honorarium be given to Tom Skinner for his statistics work.

Motion passed

11:15

Break while phone connection re-establishment was attempted.

11:25

- **Membership ad hoc committee report: Liz Fulton**

Recommend addition membership coordinator to the executive. A quorum of the Executive shall consist of three members of the Executive rather than two with the addition of the membership coordinator. The duties of the position are listed in the Appendix.

Eve moved the recommendation be accepted. Dan congratulated the ad hoc committee. If done now, the coordinator can start now. There was a question if 3 readings are required to change the bylaws since AAAL a registered society. Three readings have not been done in the past. Recommendations submitted in item 6 of the in bylaws

Motion passed.

Yvonne Rezcik and Liz Fulton volunteered for Membership coordinator. Both names will be forwarded to the Nominating committee. An email vote will be taken.

- **Web master's report: Sona McNaughton**

Sent the report in advance. Location to host the AAAL site remains an issue. Listserv is hosted at Banff Centre and the website is elsewhere. All of it needs to be consolidated.

Tim Janewski moved to release funding to engage third party for web hosting. Brad does not know what amount will be appropriate and will report at fall meeting. Bylaws empower executive to spend up to \$500 for time sensitive expenditures.

- **CTCL Update: Anne Marie Watson**

Keith Walker read report of CTCL by Anne Marie Watson. CTCL will no longer exist. Alberta constitutes large part of CTCL. Members congratulated Keith Walker as the first College librarian to be elected President of CLA.

- **TAL report:**

Fiona Dyer reported that TAL has a developed a new strategic plan based on information pulled information from survey and the NEXT conference. The vision is "Together. One card. One click." Michelle Tombs chaired strategic plan committee. Dan Mirau is the chair of the Post Secondary Library Directors Committee of TAL.

- **Director at Large report: Isobel Rancier**

AAAL name change published in CTCL newsletter. Library Association of Alberta is exploring open access. They will follow the IFLA policy on open access. The technology plan involves establishing a technology director to address website issues.

Report accepted.

- **Elections**

- Workshop Committee**

- Corene Kozey [corene.kozey@lethbridgecollege.ca] of Lethbridge College volunteered. Tara Stieglitz [stieglitz@macewan.ca] and Lisa Shamchuk [ShamchukL@macewan.ca] will also be workshop committee.

- Webmaster**

- Brad moved Sonia McNaughton confirmed as webmaster.
Motion carried

Business Items

1. **Proposed amendments to Section 2, Part IV & Part VI of the AAAL Bylaws**

Brad Neufeldt moved the proposed amendments be adopted. Motion carried

2. **Canadian Library Association sponsorship to CTCL \$200 Innovation Achievement Award.**

CTLIC will not exist but award will continue. CLA still needs our support. Changes may be implemented later. Brad moved \$200 award be continued for the next year. Motion carried.

Next Meeting

Fall meeting to be Thursday, November 17 at King's University College. Thank you to Mary Jo Romaniuk for putting forward the U of A to host coffee break.

1:10

Why I love WorldCat

Dan Mirau

Synopsis: Concordia chose WorldCat Local to provide one stop, faceted, forgiving searching, relevance ranking real time availability and social features. U of A adoption of WorldCat Local made implementation easier and more affordable. Dan demonstrated some searches illustrating why Concordia had changed some search defaults. Concordia is using open source link resolver from Simon Fraser University.

2:00

RDC Digital & Media Literacy @ RDC

Kristine Plastow, Robyn Hall and Teneil Vuori, presented online from Red Deer College.

Synopsis: According to a Horizon report put out by Educause, digital literacy vitally important though not universally defined. RDC teaches digital literacy in one shot lessons. Technology is taught so student can create projects Students are now free agent learners in a digitally rich environment. Teaching digital literacy gives opportunity to teach technology, discuss copyright, evaluate web sources incorporate visual literacy and use open access materials. Plan to use text messaging in the near future

Round Table

Grant MacEwan: Dr. Davis Atkinson is the new president starting in July. Loaded 5,000 records for Films on Demand and licensed them. They are going live with NEOS live on July 27. Library acquired lending kiosk for EPL branch which will take holds for EPL. It has a 1,000 book capacity and may be operational in fall. Grant MacEwan paid \$150,000 for the machine. EPL will pay the maintenance fees. The agreement includes a subsidized rate for EPL membership for faculty and students.

MHC: Leigh has been to leadership conference. The library is a test site for Vista. QR codes are now on catalogue records.

RDC: Has one QR code at reference desk taking library users to web page of hours and lib information.

Mt Royal: Two term library positions added. David Dockerty is the new president. Fundraising campaign will include new library. CHLA conference taking place at Mt Royal and Banff

Norquest: Dr. Jodi Abbot is the new president. Institution has been realigned into 3 divisions. Library is in division called Student Life.

Keyano: Dr. Kevin Nagel is the new president. Received a 5% cut in funding. Staff cuts were avoided. Keyano recently joined NEOS. Deliveries via courier between Fort McMurray and Edmonton are going well.

NAIT: New president is Dr. Glenn Felton. Are near completion of interactive web tutorial. In the process of selecting a discovery tool.

Lakeland and Portage: looking at EBSCO Discovery Service.



REPORTS

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- Report from the TAL Chief Executive Officer's to the AAAL

Chair's Report

DATE SUBMITTED: 2011 November 17
TO: AAAL Membership
FROM: Brad Neufeldt <brad.neufeldt@stmu.ca>.

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Executive Committee Communications

Executive Communications infrastructure - AAAL executive has set up a Google communications system. This is comprised of each member of the Executive Committee establishing a gmail account as the following:

- aaal.chair@gmail.com
- aaal.secretary-treasurer@gmail.com
- aaal.directoratlrg@gmail.com
- aaal.membership-coordinator@gmail.com
- aaal.webmaster@gmail.com

This is part of an internal communications & succession planning strategy.

- It will allow for a smooth transition in succession. The email identity will be independent of any personal identity and can be handed off to a successor and allow a smooth transition / succession of different persons occupying AAAL executive positions. Regardless of the turnover in positions it would be pre-set up and pre-organized.
- It allows for easy communications via Google Google+ video conferencing
- It can be used for internal executive communications and document sharing (ie agenda, minutes, other stuff) .

The Executive Committee has started using this strategy and has already taken advantage of the video conferencing utilities in Google+ (called Hangout). This utility allows for up to 10 seats simultaneously for video conferencing. On 2011 October 05, the Executive Committee held its first successful video conferencing meeting.

PLEASE NOTE: that these google accounts are meant only for internal communications and document collaborations between Executive Committee members. There is no intention at this time or the foreseeable future to use these accounts for external communications with the AAAL membership or the broader public.

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Bylaws Amendments

- We on the Executive Committee had thought that we were done with the run of bylaw amendments that had started in 2010, just prior to my tenure as Chair. However, we were caught by surprise when the Corporate Registry contacted and informed us that we had some extra legally required changes to our bylaws to make. For further explanation please see the 2011 November 17 Agenda – Business Item #1 and associated documents.

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Scheduling Conflicts

- Planning for this year's Fall Meeting has been especially difficult. The 2011 November 17 date was triple booked by us, the *TAL Post-Secondary Directors Meeting*, and by the *11th Annual*

Augustana Information Literacy Workshop. After conferring with the Executive Committee and the Workshop Committee, it was agreed that we should cancel the fall workshops and plan for a more robust offering of afternoon workshops for the Spring 2012 meeting.

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Follow-up on items in Last Chair's Report

- With regards to the Society for Technical Communication (STC) Alberta request for affiliate membership, it was recommended at the 2010 Fall meeting that the Chair engage in further discussions with the STC and propose that they purchase an AAAL affiliate membership (with no rights). I have had no further communication with the STC and at this time the Chair does not recommend formal affiliate membership with the STC.
- As per the report filed at the 2011 Spring meeting by the Membership Ad-hoc Committee, the Chair has been coordinating the transfer of various duties to the Membership-Coordinator. This includes the sending out of membership invoices and the management of the Institutional "Member Libraries" directory @ <http://aacl.engineseven.com/members/> and the "AAAL Directory of Library Staff" @ <http://aacl.engineseven.com/node/95/>.

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Announcement - End of Term for Current Chair

- I will be stepping down as of 2012 Spring Meeting, at which time I will have served a 2 year term. (beginning Start Date 2010apr15).

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Thanks to:

- Sheila for her work as Secretary-Treasurer.
- Thanks to Isobel for her help with setting up this agenda. Her timely email input kept things on track.
- Thanks to Liz as Membership Coordinator

Secretary-Treasurer Report

DATE SUBMITTED: 2011 November 17
TO: AAAL Membership
FROM: Sheila Clark <sclark@cauc.ca>

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Invoices were sent out via email rather than snail mail for the first time this year. To date seventeen members have paid their dues. Our current balance is \$2453.

The changes in our bylaws voted in at the last two meeting were sent to the Alberta registry. The material was returned with a letter detailing changes and additions that must be made to our bylaws to meet regulations. These will be discussed later today.

Director-at-Large Report

DATE SUBMITTED: 2011 November 17
TO: AAAL Membership
FROM: Isobel Rancier <ISOBELR@nait.ca>.

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1. Library Association of Alberta (LAA)

Update from LAA President Mary Jane Bilsland: LAA is continuing with the Open Access Policy work, which will be voted on by the membership at the LAA Annual General Meeting.

LAA is delighted to support a writer-in-residence program again this year. The program is a great way to provide library patrons access help from Alberta authors, particularly in rural and remote areas.

LAA and ALTA have just selected the 50 sessions for 2012 Alberta Library Conference which will be held April 26-29, 2012, in Jasper. Keynote speakers includes Jian Ghomeshi and the comic strip Unshelved! Guys, Gene Ambaum & Bill Barnes. The ALC website is available at www.albertalibraryconference.com.

2. I will be sending an update about the AAAL Fall 2011 meeting to be published in the *Letter of the LAA*. New information will include:

- Membership Coordinator Executive position
- AAAL - required bylaw changes
- New Workshop Committee members
- New Nominations Committee members
- Upcoming workshops
- Place/date of Spring 2012 meeting

Membership-Coordinator Report

DATE SUBMITTED: 2011 November 17

TO: AAAL Membership

FROM: Liz Fulton Lyne <lfultonlyne@ytced.ab.ca>

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1. **Welcome to Red Crow Community College.** RCCC is a Tribal College located on the Kinai Nation Reserve in Southern Alberta, with a satellite campus located in Lethbridge, AB. Mary Weasel Fat is the Library Coordinator, and Nora Stabs Down is the Library Assistant. AAAL is pleased to have RCCC join the Association!
2. Red Crow Community College is the second First Nations College to join the association. I will be inviting the other First Nations colleges (Blue Quills, Old Sun and Maskwacis) to join.
3. I updated the Directory, created a welcome letter to be sent to new members, and am working with Brad to ensure that new members obtain access to the website and listserv in a timely fashion. My role is becoming more defined as duties previously handled by the Chair and the Treasurer are handed off to me, and as I learn more about the operations within the Association.

Newsletter Editor Report

DATE SUBMITTED: 2011 November 17

TO: AAAL Membership

SUBMITTED BY: Terry Donovan <terry.donovan@PortageCollege.ca>

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After some technical issues with the Fall 2010 newsletter, I was able to post the Spring 2011 edition to the AAAL website.

Some people have suggested that the newsletter's time has past and that with new technologies we could more effectively communicate using blogs, RSS feeds, etc. On the other hand, I have had positive feedback from AAAL members regarding the existing newsletter. Perhaps this could be discussed at our next meeting.

Finally, I regret to inform the membership that as the sole librarian in a small institution, I am unable to continue as the newsletter editor. It is not a difficult task, but does take a little bit of time. I will publish the Fall 2011 edition, then I'm hoping someone will volunteer to take over this position.

Workshop Committee's Report

DATE SUBMITTED: 2011 November 17

TO: AAAL Membership

SUBMITTED BY: Lisa Shamchuk <shamchukl@macewan.ca>

COMMITTEE MEMBERS: Corene Kozey <corene.kozey@lethbridgecollege.ca>; Lisa Shamchuk <shamchukl@macewan.ca>; Tara Stieglitz <stieglitzt@macewan.ca>

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Sonya Betz and Valla McLean transferred responsibility of the workshop committee to Lisa Shamchuk (MacEwan University), Tara Stieglitz (MacEwan University) and Corene Kozey (Lethbridge College). They will sit on the committee and organize the biannual workshops up to and including Spring 2013. Due to unforeseen scheduling conflicts, the workshops scheduled for Fall 2011 have been postponed until the Spring 2012 meeting. We apologize for any inconvenience.

Statistics Coordinator Report

DATE SUBMITTED: 2011 November 17
TO: AAAL Membership
FROM: Susan Brayford <susan.brayford@sait.ca>.

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Please see appended statistics documents

DEFINITIONS/GUIDE TO AAAL SURVEY

A. Library Facilities/Hours

A.1 Number of campus libraries

A campus library is unit of an administrative entity which has at least all of the following:

- Separate quarters
- An organized collection of library materials
- Paid staff
- Regularly scheduled hours for being open to the public

A.2 Total library area in square metres

In order to convert measurements in square feet to one in square meters multiply the former by .0929.

Include space for books and non-book materials. Include space for storage of audiovisual equipment if control of this equipment is the library's responsibility. Include classrooms, seminar rooms and work space for library staff if these areas are considered to be part of the library's physical facilities. Include areas occupied by shelves for library materials and users of library materials.

A.3. Computing infrastructure

- a. Computers available for students: count any computer that can be used by a student in the library including those in classrooms or labs that are under the library's responsibility; include stand-up OPACs and express email stations.
- b. Computing devices available for borrowing: count the number of computing devices available for borrowing (e.g. laptops, e-book readers, and tablets).

A.4. Library seating

- a. Classroom seats: classroom seating is any seating used for library instructional purposes and is located in the library.
- b. Group study room seats: the number of seats in the group study rooms in the library.
- c. Total library user seats: include all seating available for students; exclude seats in staff areas, offices, and administrative meeting rooms. This figure includes A4a and A4 b.

A.5 Hours open per week (September – April term)

Use the figure from the campus library that has the longest hours.

A.6 Full reference hours per week (September-April term)

Hours for the reference/information service desk in the campus with the longest hours.

B. Collections

B.1 Physical collections

- a. Books and other print material catalogued as books: a volume is a physical unit of any printed or processed work contained in one binding, encasement or other clear distinction, which has been catalogued as part of the collection and given an individual barcode; include monographic titles which are in microform or CD format; include annuals; exclude periodicals.
- b. Audiovisual materials: count all AV physical units for which the library has responsibility if the holdings are listed in the catalogue, even if they are regularly housed or used outside the library. In the case of two or more different types of audiovisual media meant to be used together, do not count each physical item separately. Instead, count all items meant to be used in conjunction as a single unit. Examples of AV: DVDs, videos, compact discs.
- c. Back issues of periodicals: count all issues and include journals, magazines, and newspapers received in print, microform, or CD formats; count volumes if they are known, otherwise 1 year = 1 volume; and include annual index volumes.
- d. Total physical collection: include B1a, B1b, and B1c for the total collection size.

B.2. Current print subscriptions

Count all serial subscriptions that are currently received in print; including scholarly journals, newspapers, and magazines.

B.3 Licensed databases

A database is an aggregate licensed by the library from a vendor that allows a search for resources. Report the total number of citation indexes and abstracts; full-text article databases; full-text reference sources; dissertation and conference proceedings databases. Exclude open source and free databases.

B.4 E-journals

Count the unique full-text journal titles included in aggregator packages and those available as separate electronic journals.

B.5 E-books

Count all licensed titles individually regardless of whether the books are licensed as a bundle or individually purchased.

B.6. Streamed products

Count music and video products by title, not by segment (i.e. don't count individual songs).

C. Enrollment/Staffing

C.1 FLE student enrollment

Report Full Load Equivalent (FLE) enrollment as reported by the Registrar's office.

C.2 FTE faculty

Report the Full Time Equivalent (FTE) number of faculty in the institution, as reported to the government.

C.3 FTE library staff

- a. Professional librarians are those individuals who possess professional qualifications in librarianship and who are employed in positions requiring such qualifications.
- b. Library technicians include graduates of a two year diploma program in library and information technology and are employed in positions requiring such qualifications.
- c. Other staff includes all clerks, administrative support personnel, student assistants and all others engaged in tasks supporting library services or necessary for the operation of the library if they are paid from the library's operating budget.
- d. Total of all staff: add C3a + C3b + C3c

D. Expenditures

D.1 Operating expenditures

- a. Staffing: all salaries and benefits for the staff listed in C3.
- b. Collections: include all print and non-print resources, including electronic.
- c. All other operating expenditures: include all other library operating costs other than salaries, benefits, and collections (e.g. include supplies, telephone, travel).
- d. Total library operating expenditures: D1a + D1b + D1c

D.2 Capital expenditures

Furniture and equipment with a value of over \$1000.

D.3 Institutional expenditures

Total expenditures for the institution: operating plus amortization of capital assets.

E. Library Transactions/Activities

E.1 Circulations

Count as circulations those items charged out to library users from the library's collection (do not include "in house" usage). Include renewals and reserve circulations.

E.2 Interlibrary loans

- a. Interlibrary loan/document delivery service borrowed: the number of items borrowed from other libraries, including both returnables (loans) and non-returnables (copies). Count only those loans actually filled.
- b. Interlibrary loan/document delivery service lent: the number of items lent to other libraries, including both returnables (loans) and non-returnables (copies). Count only those loans actually filled.

E.3 Information literacy

Count classroom sessions only; do not include tours.

- a. The number of sessions/classes.
- b. The number of students attending the sessions/classes.

E.4 Reference transactions

Total of all reference questions received, including by electronic means.

E.5 Cataloguing

- a. The number of volumes added.
- b. The number of volumes deleted.

E.6 Gate count

Count the attendance through a gate counter system.

E.7 Database usage

- a. Searches: a specific query submitted through a search form to the database.
- b. Retrievals: sum of all full text abstracts and extended citation records and sessions examined, downloaded or printed.

E. 8 E-book Usage

The number of full-text sessions: the units examined, downloaded, or otherwise supplied to the user, to the extent these are recordable. Count e-books and e-reference materials.

INSTITUTION: _____ YEAR ENDING: _____

PERSON COMPLETING SURVEY: _____ PHONE: _____

AAAL ANNUAL STATISTICAL SURVEY

Note: Figures given should include main and all branch libraries under the same administrative unit.

- If an exact figure is not available, enter "U/A" in the field
- If a question is not applicable to your library, enter "N/A" in the field
- If the answer is zero or none, use "0"

A. Library Facilities/Hours

1.	Number of campus libraries (include main). Note: include statistics from all campuses for each of the questions	
2.	Total library area in square meters	
3.	Computing infrastructure	
	a. computers available for students	
	b. computing devices available for borrowing	
4.	Library seating	
	a. Classroom seats	
	b. Group study seats	
	c. Total library user seats (include A4a and A4b)	
5.	Hours open per week (September through April)	
6.	Full reference service hours per week (September through April)	

B. Collections

1.	Physical collections	
	a. Volumes of books and other print material catalogued as books	
	b. Audiovisual materials	
	c. Back issues of periodicals	
	d. Total physical collection (B1a + B1b + B1c)	
2.	Current print subscriptions	
3.	Licensed databases	
4.	E-journals	
5.	E-books	
6.	Streamed products	

C. Enrolment/Staffing		
1.	FLE student enrolment	
2.	FTE faculty	
3.	FTE library staff	
	a. Professional librarians	
	b. Library technicians	
	c. Other staff	
	d. Total of all library staff (C3a+C3b+C3c)	
D. Expenditures		
1.	Operating expenditures	
	a. Staffing	
	b. Collections	
	c. All other operating expenditures	
	d. Total library expenditures (D1a +D1b+D1c)	
2.	Capital expenditures	
3.	Institutional expenditures	
E. Library Transactions/Activities		
1.	Circulations	
2.	Interlibrary loans	
	a. Items borrowed	
	b. Items lent	
c.	Information literacy	
	a. Sessions/classes	
	b. Number of students attending sessions/classes	
4.	Reference transactions	
5.	Cataloguing	
	a. Volumes added	
	b. Volumes deleted	
6.	Gate count	
7.	Database usage	
	a. searches	
	b. retrievals	
8.	E-book usage	

F. Ratios from data supplied

1.	Dollars in collection expenditure/FLE student (D1b/C1)	
2.	Dollars in collection expenditure/FTE faculty (D1b/C2)	
3.	Dollars in total library expenditure per FLE student (D1d/C1)	
4.	Collection expenditure as a percent of total library expenditure (D1b/D1d)	
5.	Total library expenditures as a percentage of the institution's operating expenditures (D1d/D3)	
6.	Physical collection/FLE student (B1d/C1)	
7.	E-books/FLE student (B5/C1)	
8.	Computers/ FLE student (A3a/C1)	
9.	Computing devices/FLE student (A3b/C1)	
10.	FLE students/FTE library staff (C1/C3d)	
11.	Library entries/FLE student (E6/C1)	
12.	Circulation/FLE student (E1/C1)	
13.	E-book usage/FLE student (E8/C1)	

Webmaster Report

DATE SUBMITTED: 2011 November 17
TO: AAAL Membership
FROM: Sona Macnaughton <sona.macnaughton@rdc.ab.ca>

=====

As AAAL webmaster for the past year, I have been trying to activate the aaal.ca domain and apply security updates to the website. Over time, I realized that what I am able to do is limited by the current set-up of the website.

The AAAL website is hosted by Engine Seven; it is set-up as a sub-domain that doesn't have its own account or control panel. As a consequence, James Rout is the only person with access to system administration tools (he owns Engine Seven). This means that the AAAL Webmaster can't perform functions such as apply Drupal updates and patches, set domain transfer, install Drupal templates, and perform any functions that require access to the file structure. This limits what we can do with the Drupal site both in terms of function and look & feel, without the assistance of James.

My recommendation is that AAAL look for an alternate host where the AAAL webmaster can have full access to the account. This would make updating Drupal (or even using a different CMS if we choose) easier. In addition, this will enable us to properly activate the aaal.ca domain name; I contacted James August 2011 regarding the domain, and he will be making necessary changes in the system settings to fully activate the domain.

It might be possible that the site could be hosted at one of the AAAL member institutions, or, AAAL budget permitting; we may be able to obtain relatively cheap web hosting. For example, iWeb is a Canadian company that offers 5 years of hosting for \$200. There are other similar web hosts out there, iWeb is an option recommended by a system admin colleague.

Respectfully Submitted,
Sona Macnaughton

Sona Macnaughton
Librarian | Learning Commons
Learning Designer | Centre for Teaching and Learning
Red Deer College | 100 College Blvd | Red Deer | AB | T4N 5H5
work 403.343.4065 | fax 403.346.8500 | sona.macnaughton@rdc.ab.ca
library.rdc.ab.ca | ctrlrdc.ca

Report from the CLA to the AAAL

DATE SUBMITTED: 2011 November 17
TO: AAAL Membership
SUBMITTED BY: Keith Walker <kwalker@mhc.ab.ca>

=====

Canadian Library Association: report to AAAL November 2011

At the Annual General Meeting of the Canadian Library Association, held in Halifax, Nova Scotia, on May 26, 2011 the members unanimously approved the Future Plan that had been developed by the Executive Council to lead the Association into a new, exciting, and streamlined future. It was exceedingly rewarding to have the support of the membership after a busy year of consultations as the plans for the future were developed.

The restructuring of CLA has resulted in the elimination of the former structure with Divisions, Sections, and Interest Groups and as a result both the Canadian Association of College and University Libraries (CACUL) division and the Canadian Technical and College Libraries (CTCL) section no longer exist. In place of the old structure there are now standing and advisory committees plus the grassroots-driven Networks.

So far 19 new Networks have been formed based on a number of themes including subject, section, and geography. Other Networks are encouraged to be developed: there needs to be a moderator to keep contact with the members, 10 CLA members need to form the group and then non-members may join, and a simple terms of reference that is approved by the CLA Executive Council.

I encourage members of AAAL to consider forming Networks and supporting the work of our national association.

I also strongly encourage membership in CLA as it is the voice for Canada's libraries and can only be as effective as we the members make it. I have been encouraged by the response to the changes made in the Future Plan, by the calibre of candidates who let their names stand for election to the CLA Executive Council, and by the number of members who have volunteered to serve on committees and Networks. Membership is up to over 4000, another strong indication of the support for the new CLA.

The annual conference takes place May 30 – June 2, 2012 in Ottawa at the brand new, beautiful convention centre alongside the famous Rideau Canal. The theme is on advocacy, which is appropriate with the conference taking place in the national capital. There will be excellent sessions and great opportunities to network with colleagues from across the country. Please plan to attend.

-Keith Walker, CLA Past President

Report from the TAL Chief Executive Officer's to the AAAL

DATE SUBMITTED: 2011 November 17

TO: AAAL Membership

SUBMITTED BY: Clive Maishment <<mailto:mcmashment@thealbertalibrary.ab.ca>>

=====

Please see appended documents

November 17, 2011**Netspeed 2011**

The theme for Netspeed 2011 was *The Human Side of Technology*. 172 delegates attended the conference in Calgary this year, including 7 students. There were 30 speakers, 17 exhibitors and 4 sponsors (University of Calgary, Bibliocommons, Carr MacLean and Mango Languages). A preliminary review of conference evaluations indicate that delegates were very happy with the conference, with most ratings of keynote speakers being "excellent" or "very good."

A survey of attendees generated 74 responses. Of these 83% said Netspeed is "valuable" or "very valuable." 83% said technology is the appropriate focus, while 85% said they will attend Netspeed again. We will also be sending out a survey of people who did not attend the conference.

Alberta Public Library Electronic Network***Marketing Campaign***

After discussions were held in the spring and feedback was provided regarding proposed creative platforms, the 'Make It Yours' platform was selected for the Campaign. This platform focuses on the fact that while libraries offer millions of resources, they also offer relevant content – no matter what a person's interests are.

The Campaign, which began roll out in the fall, features radio, newspaper and online ads, tradeshow displays, posters and an online poster application. Libraries are able to customize newspaper ads, posters, and the online poster application. This is the first year of a projected three year campaign. New tools will be developed each year, with a growing emphasis on the millions of resources available at libraries and the fact that libraries are connected.

Provincial Technology Plan

In July the provincial technology plan was released by Alberta Municipal Affairs. The plan was developed in consultation with various library stakeholders and includes a number of recommendations. Recommendation 6, which relates to infrastructure and the Supernet, and Recommendation 1, which focuses on the concept of seamless access, are the areas that the Public Library Services Branch (PLSB) and APLEN will be working together on over the coming months. Two million dollars has been provided to APLEN for the roll out of initiatives associated with the recommendations. Further financial support for the plan will come from the \$1.5 million dollar grant provided to APLEN by the PLSB as part of the annual contract between the PLSB and TAL.

The Plan will have an impact on post secondary libraries through TALOnline and "one card" initiatives.

Mobile Digital Media Creation Lab

One of the services APLEN provides to public library members is the coordination and deployment of two mobile training labs. As many aspects of the Technology Plan will take time to implement, the APLEN Standing Committee chose to purchase a mobile digital media creation lab as outlined in one of the Plan's recommendations. The lab which consists of twenty laptops and several peripherals can be broken down into four pods. Each pod contains a short throw projector, a portable scanner, and headsets with microphones and a digital camera. The entire lab should be available for circulation within the next month or two. A gadget and ebook lab is also being purchased and will be deployed for use by library staff early in 2012.

APLEN/PSLDSC Liaison

Since the provincial technology plan is ultimately to include post secondary institutions, APLEN has established a liaison with the post-secondary side of TAL by having APLEN Chair R. Sheppard attend the PSLDSC (Post Secondary Library Directors' Standing Committee) meetings and having Dan Mirau, Chair of the PSLDSC attend APLEN meetings.

Online Reference Centre (ORC)

Alberta Education has indicated their intention to increase the funding for ORC from \$1,700,000 to \$1,900,000 in 2012. This will enable the purchase of additional electronic resources by TAL for the K-12 sector. In addition, Alberta Education funded the purchase of CBC News in Review for schools in Alberta. This is a streaming service that will be available through learnalberta.ca with the other resources purchased for ORC.

Licensing Service Committee

- Call for members: As the appointments for the current members of the LSC expire at the end of the year a call for volunteers was sent out to the Board. Current members of the LSC are eligible to re-apply. The call will remain open until November 18.
 - Post Secondary Sector Core Project Team: At the request of the Post-secondary Library Directors Standing Committee the Licensing Service Committee has established project team to explore interest in the creation of a sector core to supplement the materials in the Universal Core of electronic resources. The PLDSC made the request because the results of a survey conducted by the PLDSC indicated there is interest in such an initiative on the part post secondary libraries. A call for members will be sent out once the call for the LSC itself has closed.
 - E-book Business Case: LSC members are assisting TAL staff in exploring the viability of a provincial license for e-books. It is hoped that an effective proposal might convince the provincial government to fund a project.
-

Tattle-Tape™ Purchase

TAL coordinates this program on behalf of libraries across western Canada. Products purchased include Tattle-Tape™, RFID tags and other products. There were some problems with shipping this year that have made overall evaluation of the program challenging. We feel that we can address some of the most obvious issues (e.g. choice of shipping company), which will enable us to complete a more thorough evaluation of the program as a whole.

Strategic Planning

The Strategies Project Team, Executive Committee, and staff have created strategies for the Board's consideration at their meeting November 18 based primarily on feedback generated at the April Board meeting. These strategies represent the next stage of TAL's strategic planning process which have seen the development of a new vision, mission and strategic planning 'pillars' (next page). The next stage will be the preparation of a business plan.



VISION

Together. One card. One click.

MISSION

Strengthening communities through collaboration.

STRATEGIC PLAN 2012-2014

ENGAGE

The Alberta Library cultivates member commitment by engaging the community to create dynamic library services for Albertans.

CONNECT

The Alberta Library acts as a focal point for collaboration so that Albertans enjoy easy access to all library resources.

INSPIRE

The Alberta Library champions the value of TAL membership to libraries and the value of libraries to Albertans.

STRATEGIES



VISION

board
approval

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STRATEGIES

BUSINESS PLAN

executive
approval

OPERATIONAL PLANS

CEO
approval

August 19, 2011

Sheila Clark
Alberta Association of Academic Libraries
5415 College Avenue
Lacombe AB T4L 2E5

Dear Ms. Clark:

RE: **ALBERTA ASSOCIATION OF ACADEMIC LIBRARIES**
Corporate Access Number 503818684

The BYLAWS AMENDMENT documents cannot be filed because:

Special Resolution

We require a special resolution passed by the members when they change the society's bylaws. There were several deficiencies on your letter. I am enclosing a special resolution for your completion and signature.

Bylaws

We require the following provisions in your bylaws. These provisions are required by section 9(4) of the *Societies Act* and cannot be left out of your bylaws.

- **Expulsion of Member:** Can a member be expelled? What are the grounds for expulsion? How are they expelled?
- **Calling Annual Meetings:** How will members be notified of annual meetings? By mail, fax, email, telephone? How many days notice will the members receive for annual meetings?
- **Calling Special Meetings:** How will members be notified of special meetings? By mail, fax, email, telephone? How many days notice will they be given?
- **Voting Rights:** What are the members voting rights? Can they vote only in person? Can they vote by proxy?
- **Removing Directors and Officers:** How will directors and officers be removed from office if they don't do the job they've been appointed to do? Is this by a majority vote? What is the method of removing the directors and officers from office?
- **Duties and Powers of Directors and Officers:** What are they duties and powers of the directors and officers?
- **Remuneration of Directors:** Will the directors be paid? If they won't get paid, you must state this in the bylaws. Please specifically use the term "remuneration".
- **Preparing and Keeping Minutes of the Society Meetings:** Who is responsible for taking minutes at the society meetings? Who is responsible for keeping these minutes?
- **Preparing and Keeping Minutes of the Director's Meeting:** Who is responsible for taking minutes at director's meetings? Who is responsible for keeping these minutes?



- **Preparing and Keeping Other Books and Records:** Who is responsible for preparing other books and records? Who is responsible for keeping these items?
- **Amending The Bylaws:** Your bylaw section for amending the bylaws by a special resolution is not correct according to section 1(d) of the *Societies Act*. A minimum of 75% (3/4) of the members present at the meeting must vote in favour of this special resolution.

Bylaw 7(i) states that the duties of the officers are outlined in Appendix A. However, that appendix is not attached to the bylaws. Please provide.

We note that bylaw 8(i) states, in part,

“... An audited financial last updated: 2011 April 14 page 3 statement shall”.

Please review and amend.

Objects in the Bylaws

You have listed objectives in your bylaws. You must remove the objective from the bylaws, as they are not the society's operating rules and are filed separately.

If you are changing the objectives, we require a separate special resolution passed by the members. You will need to state the objectives with the special resolution. Any time your society alters, adds or changes its objectives it must pay a filing fee of \$25.00, made payable to the Minister of Finance. Enclosed is a special resolution for your completion and signature, if you are changing the society's objects.

Please return the documents with original signatures to my attention within 60 days. If you cannot meet the 60-day deadline, please call me as soon as possible as I may be able to extend it. If I do not hear from you within sixty days, I will return any documents that I held onto and close your file.

Yours truly,



Jennifer LeBlanc
Corporate Registry

Enclosures



BYLAWS

1. Name

The name of the society is the *Alberta Association of Academic Libraries (AAAL)*.

Comment [BN1]: **PROPOSED AMENDMENT**

Original Wording

The name of the society is the Alberta Association of Academic Libraries.

Proposed Amendment

The name of the society is the Alberta Association of Academic Libraries (**AAAL**).

Rationale

Amendment inclusion of abbreviation at outset of document to provide precedence for its further use in said document.

2. Membership

- i) Membership is institutional and is available to all academic libraries in Alberta upon payment of the annual institutional membership fee.
- ii) Individuals employed in the libraries of institutional members are eligible to participate in association activities and meetings.
- iii) Each institutional member must appoint a single voting representative.
- iv) Voting representatives at a general meeting may determine the annual institutional membership fee. It is payable no later than September 30th of every year.
- v) Membership shall cease upon a) non-payment of dues by the institution or b) the request in writing to the Chair by a member institution wishing to resign its membership. A member institution shall be expelled upon the loss of its status as an academic library. Members shall be notified of a cease in membership or expulsion via email and mail. Notification shall be sent to either the Library Director/Library Manager/Provost, or to the designated institutional voting representative thereof. Institutions resigning membership shall not be entitled to any rebate of membership fee.
- vi) Other interested parties may seek affiliate membership by submitting a request to the Executive Committee for consideration by the voting members. Affiliate memberships do not include voting rights. Employees of affiliate members are welcome to attend and participate in association meetings and activities. The annual affiliate institutional membership fee will be determined by member institutions at a general meeting. It is payable no later than September 30th of every year.

Comment [BN2]: **PROPOSED AMENDMENT**

Original Wording

v) Membership shall cease upon a) non-payment of dues by the institution or b) the request in writing by the member to the Chair.

Proposed Amendment

v) Membership shall cease upon a) non-payment of dues by the institution or b) the request in writing to the Chair by a member institution wishing to resign its membership. A member institution shall be expelled upon the loss of its status as an academic library. Members shall be notified of a cease in membership or expulsion via email and mail. Notification shall be sent to either the Library Director/Library Manager/Provost, or to the designated institutional voting representative thereof.

Rationale

Amendment required by AB Corporate Registry.

3. Objectives

- i) To facilitate communication and the exchange of information among the membership.
- ii) To facilitate research, planning and development in identified areas of concern among the membership.
- iii) To facilitate the development and operation of cooperative endeavours among the membership.
- iv) To represent the interests of the member institutions their staff, and their users.
- v) To establish liaison with such other committees, institutions, organizations, departments as may be considered beneficial and desirable.

- vi) ~~To sell, manage, lease, mortgage, dispose of, or otherwise deal with the property of the society.~~

4. Meetings

- i) The association shall hold an annual meeting on or before June 30 in each year. Notice shall be delivered to the members 14 days prior to such meeting. Notification of meetings will be made by the Chair via the AAAL listserv.
- ii) The Chair may call general or special meetings of the association at any time. Notice shall be delivered to the members 14 days prior to such meeting. Notification of meetings will be made via the AAAL listserv.
- iii) Quorum at an annual or general meeting will consist of representatives from at least 75% of member institutions in good standing.
- iv) Minutes of meetings of the Association, including Annual, General and Special meetings shall be taken by the Secretary/Treasurer and be made available to the membership through the AAAL listserv and/or by posting to the AAAL website.
- v) Where technology permits, members may attend meetings via remote means.

5. Voting

- i) Each institutional member must appoint a single representative with the right to a single vote in person at any meeting of the association. This representative does not have to be the Director of the member institution, and an institution's voting representative may change from meeting to meeting. The voting representative for each institution will be asked to identify him or herself at the opening of each association meeting.
- ii) In the event that an institution cannot send a designated voting representative, then that institution may appoint a library staff member from another member institution as their voting proxy. Notification of such voting proxy authorization must be delivered to the AAAL Membership Coordinator by the requesting institution, in writing, 7 days in advance of a meeting.
- iii) The Chair may vote as a member if appointed as the voting representative for his/her institution and shall not have a special vote as Chair.

6. Officers

- i) The business of the society shall be carried out by an Executive Committee, consisting of a Chair, a Secretary/Treasurer, a Membership Coordinator, and a Director-at-Large, to be elected from institutional participants.
- ii) Elections for officers shall be held every two years. An Election Committee, consisting of the past Chair and two additional institutional participants, will solicit nominations two months prior to the expiry of the terms of office. An election shall be conducted within one month of receipt of nominations, usually at the spring meeting. Officers shall not serve more than two consecutive terms (4 years) in a particular office.
- iii) Voting for elections shall take place by secret ballot.

Comment [BN3]: PROPOSED AMENDMENT

Removal

In a letter dated 2011aug19 (please see package), the Corporate Registry requires that we remove the objectives from the bylaws document and file them as a separate document.

Rationale

Amendment required by AB Corporate Registry.

Comment [BN4]: PROPOSED AMENDMENT

Original Wording

- i) The association shall hold an annual meeting on or before June 30 in each year.

Comment [BN5]: PROPOSED AMENDMENT

Original Wording

- ii) The Chair may call meetings of the association at any time. Notice shall be delivered 14 days prior to such meeting.

Comment [BN6]: PROPOSED AMENDMENT

Original Wording

- iii) Quorum at any meeting will consist of representatives from at least 50% of member institutions in good standing.

Comment [BN7]: PROPOSED AMENDMENT

New Addition (pushing former subclause iv) to v)

- iv) Minutes of meetings of the Association, including Annual, General and Special meetings shall be taken by the Secretary/Treasurer and be made available to the membership through th

Comment [BN8]: PROPOSED AMENDMENT

Original Wording

- i) Each institutional member must appoint a single representative with the right to a single vote at any meeting of the association. This representative does not have to be the Direct

Comment [BN9]: PROPOSED AMENDMENT

New Addition (pushing former subclause ii) to iii)

- ii) In the event that an institution cannot send a designated voting representative, then that institution may appoint a library staff member from another member institution as their voti

- iv) A member of the Executive may resign by giving one (1) month's notice in writing to the Executive Committee. The resignation takes effect no later than the end of the month's notice.
- v) An extraordinary provision for the election of officers to fill vacant positions shall be provided for at a general meeting or by an e-mail.
- vi) A member of the Executive Committee may be removed for just cause. Absence from three consecutive meetings shall be deemed as just cause for removal from office, unless such absence has received prior consent of the Executive Committee. A Special Resolution for removal shall take place at any meeting of the members and must be passed by three-quarters (75%) of the members present and entitled to vote.
- vii) Meetings of the Executive Committee will be held as required and shall be called by the Chair. A quorum for a meeting of the Executive Committee shall consist of three members. Special meetings of the Executive Committee may be called at any time by a majority of the Executive. Notification of executive meetings will be made via phone and/or email with a minimum one week's notice.
- viii) Between general meetings, the Executive Committee may expend society funds to cover time-sensitive society-related expenses up to a limit of \$500. Expenses which exceed this limit shall be presented by the Executive Committee to member institutions for consideration in an email vote.

Comment [BN10]: PROPOSED AMENDMENT

New Addition (pushing former subclause iv) to v) and other subsequent clauses down.)

iv) A member of the Executive may resign by giving one (1) month's notice in writing to the Executive Committee. The resignation takes effect no later than the end of the month's notice.

Comment [BN11]: PROPOSED AMENDMENT

New Addition (pushing former subclause v) to vii) and other subsequent clauses down.)

vi) A member of the Executive Committee may be removed for just cause. Absence from three consecutive meetings shall be deemed as just cause for removal from office, unless such

Comment [BN12]: PROPOSED AMENDMENT

Original Wording

vii) Meetings of the Executive Committee will be held as required and shall be called by the Chair. A quorum for a meeting of the Executive Committee shall consist of two. Special meetings of the Executive Committee may be called at a

Comment [BN13]: PROPOSED AMENDMENT

Original Wording

vii) Meetings of the Executive Committee will be held as required and shall be called by the Chair. A quorum for a meeting of the Executive Committee shall consist of two. Special meetings of the Executive Committee may be called at a

Comment [BN14]: PROPOSED AMENDMENT

Original Wording

i) The duties of the officers are as described in Appendix A.

Proposed Amendment

Comment [BN15]: PROPOSED AMENDMENT

Original Wording

No officer or institutional participant of the society shall receive any remuneration for his/her services.

7. Duties of the Officers

- i) The duties of the officers are as described in *Appendix A: Responsibilities of the AAAL Officers*.
- ii) These duties may be modified from time to time as appropriate by the members of the society.

8. Auditing

- i) The books, accounts and records of the society shall be audited at least once each year by two institutional participants, neither of whom shall be officers. An audited financial statement shall be distributed at the annual meeting. The fiscal year end of the society in each year shall be December 31.
- ii) The books and records of the society shall be available to all members of the society at any time upon giving reasonable notice to the Secretary/Treasurer.

9. Remuneration

No officer or institutional participant of the society shall receive any remuneration for his/her services. Any member of the Executive Committee shall receive such out of pocket expenses as approved by the Executive Committee. All out of pocket expenses shall be accounted for and reported to the AAAL membership at the AAAL annual general meeting.

10. Borrowing Powers

For the purpose of carrying out its objectives, the society shall, upon special resolution of all members in good standing in attendance at a meeting, exercise its power to borrow or raise money.

11. Custody of the Seal

The seal of the society shall be in the custody of the Secretary/Treasurer. The seal will be affixed to the signature of the Chair and the Secretary/Treasurer.

12. Amendment of the Bylaws

~~Amendment of the Bylaws may take place at any meeting provided changes have been circulated to all members in good standing 21 days prior to the meeting and the majority of members in attendance support the amendment. Otherwise an email ballot shall be necessary and a majority of those voting shall be adequate.~~

Bylaws may be rescinded, amended or added to only by special resolution. Any member may propose such a special resolution by notifying the Executive Committee in writing. Amendments to the bylaws may take place at any meeting provided the Chair has presented the special resolution to all members in good standing at least 21 (twenty-one) days prior to the meeting and a minimum of 75% (three-quarters) of the members present at the meeting vote in favour of the amendment(s).

NAME (SIGNATURE) ADDRESS OCCUPATION

NAME (WITNESS) ADDRESS OCCUPATION

Comment [BN16]: **PROPOSED AMENDMENT**

Original Wording

Amendment of the Bylaws may take place at any meeting provided changes have been circulated to all members in good standing 21 days prior to the meeting and the majority of members in attendance support the amendment. Otherwise an email ballot shall be necessary and a majority of those voting shall be adequate.

Proposed Amendment

Bylaws may be rescinded, amended or added to only by special resolution. Any member may propose such a special resolution by notifying the Executive Committee in writing. Amendments to the bylaws may take place at any meeting provided the Chair has presented the special resolution to all members in good standing at least 21 (twenty-one) days prior to the meeting and a minimum of 75% (three-quarters) of the members present at the meeting vote in favour of the amendment(s).

Rationale

Amendment required by AB Corporate Registry.

APPENDIX A: RESPONSIBILITIES OF AAAL OFFICERS

1. Chair

- Conduct general meetings and executive meetings
- Coordinate general meeting: contact hosting institution; ensure workshop committee has activity planned; set date and agenda items
- Act as spokesperson when representing AAAL to other associations, agencies, government departments
- Establish objectives for the Association in conjunction with other members of the executive
- Authorize honorariums and other expenses
- Contact new and potential members
- Call for volunteers as required
- Follow bylaws of the Association
- Ensure elections are carried out
- Maintain necessary files
- Contact members to advise them of upcoming meetings

2. Secretary/Treasurer

- Take minutes of meetings and distribute such ~~to the Newsletter editor for distribution through the AAAL listserv and/or by posting to the AAAL website;~~
- Keep accurate records of AAAL accounts;
- Submit Treasurer's report at each general meeting;
- Submit accounting records to the Auditors annually and submit the audited statement to the provincial government;
- ~~Maintain current membership records;~~
- Attend executive meetings ~~as required;~~
- ~~Maintain necessary files;~~
- Collect membership ~~fees dues.~~

3. Membership Coordinator

- Maintain current ~~membership~~ records, files and forms for AAAL members and affiliates;
- ~~Send out membership invoices and coordinate with the Secretary/Treasurer the collection of membership fees~~ ~~Manage membership funds by collecting dues and handing them over to the treasurer for deposit;~~
- Establish collaborative relationship with the AAAL webmaster to ensure the directory of members reflects current membership;
- Ensure all new members are invited to participate in association social media;
- Welcome new members by email with an acknowledgement of dues received and a link to the AAAL Directory and the association's governing documents.

4. Director-at-Large

- Maintain liaison with other library associations, submitting news articles to publications such as *Letter of the LAA* and *Communique*;
- Attend executive meetings ~~as required;~~

Comment [BN17]: **PROPOSED AMENDMENT**

Original Wording

- Take minutes of meetings and distribute such to the Newsletter editor for distribution;

Proposed Amendment

Comment [BN18]: **PROPOSED AMENDMENT**

Removal

This is a duty that now falls the the Membership Coordinator.

Comment [BN19]: **PROPOSED AMENDMENT**

Original Wording

- Attend executive meetings ~~as required;~~

Comment [BN20]: **PROPOSED AMENDMENT**

Removal

Rationale

Comment [BN21]: **PROPOSED AMENDMENT**

Original Wording

- Collect membership dues.

Comment [BN22]: **PROPOSED AMENDMENT**

Original Wording

- Maintain current records, files and forms for AAAL members and affiliates;

Comment [BN23]: **PROPOSED AMENDMENT**

Original Wording

Comment [BN24]: **PROPOSED AMENDMENT**

Original Wording

- Attend executive meetings ~~as required;~~

- Conduct general meetings in Chair's absence.

5. Newsletter Editor

- Compile and produce the AAAL Newsletter twice per year; include the minutes of meetings, Chairman's report, news articles of interest to the Association; and reports from each member institution;
- Distribute the Newsletter to each member via the Web unless otherwise requested.

6. Statistical Coordinator

- Collect the annual AAAL statistics from each member institution;
- Check statistics as to accuracy of computations and compile the statistics on the master form, alphabetically by name of the institution;
- Distribute the completed statistics to each.

7. Workshop Committee (2)

- Plan a workshop or presentation for each general meeting;
- Coordinate with the Chairman for the theme of the presentation and any necessary expenses.

APPENDIX B:

MEETING GUIDELINES

1. General meetings are held twice a year. The spring meeting is designated the annual **general meeting** ~~and is held in conjunction with The Alberta Library's (TAL) Board of Directors meeting~~. Its location is alternated between a Calgary and an Edmonton institution. Whenever possible, the fall meeting is rotated around the province with the smaller centres acting as hosts on a voluntary basis.
2. The executive (Chair, Secretary/Treasurer, Membership Coordinator, Director-at-Large) meet at the call of the Chair.
3. The hosting institution should provide morning and afternoon refreshments. If the institution cannot absorb the costs, the maximum AAAL will contribute is \$50.00. The institution should arrange for lunch, and if it cannot absorb the costs, the attendees could pay for lunch. Notification of such must be made in advance of the scheduled meeting.
4. AAAL will give an honorarium to a guest speaker at the discretion of the workshop committee. The honorarium will be in the form of a gift, not money, and will not exceed \$50.00. AAAL will cover travel and other costs involved with bringing a guest speaker to a meeting.
5. The general meeting is conducted by the Chair (or the Director-at-Large in the Chair's absence) and will include reports from the Chair, Secretary/Treasurer, Membership Coordinator, Director-at-Large, and all other AAAL officers.

Comment [BN25]: **PROPOSED AMENDMENT**

Original Wording

1. General meetings are held twice a year. The spring meeting is designated the annual meeting and is held in conjunction with The Alberta Library's (TAL) Board of Directors meeting. Its location is alternated between a Calgary and an Edmonton institution. Whenever possible, the fall meeting is rotated around the province with the smaller centres acting as hosts on a voluntary basis.

Proposed Amendment

1. General meetings are held twice a year. The spring meeting is designated the annual **general** meeting. Its location is alternated between a Calgary and an Edmonton institution. Whenever possible, the fall meeting is rotated around the province with the smaller centres acting as hosts on a voluntary basis.

Rationale

- Clarification & specificity of terms (regarding Annual General Meeting)
- Regarding the setting of dates for meetings, do we want to tie ourselves to this. It is becoming a problem with conflictive scheduling with other organizations. The current wording is inflexible and paints us into a corner.



BYLAWS

1. Name

The name of the society is the *Alberta Association of Academic Libraries (AAAL)*.

2. Membership

- i) Membership is institutional and is available to all academic libraries in Alberta upon payment of the annual institutional membership fee.
- ii) Individuals employed in the libraries of institutional members are eligible to participate in association activities and meetings.
- iii) Each institutional member must appoint a single voting representative.
- iv) Voting representatives at a general meeting may determine the annual institutional membership fee. It is payable no later than September 30th of every year.
- v) Membership shall cease upon a) non-payment of dues by the institution or b) the request in writing to the Chair by a member institution wishing to resign its membership. A member institution shall be expelled upon the loss of its status as an academic library. Members shall be notified of a cease in membership or expulsion via email and mail. Notification shall be sent to either the Library Director/Library Manager/Provost, or to the designated institutional voting representative thereof. Institutions resigning membership shall not be entitled to any rebate of membership fee.
- vi) Other interested parties may seek affiliate membership by submitting a request to the Executive Committee for consideration by the voting members. Affiliate memberships do not include voting rights. Employees of affiliate members are welcome to attend and participate in association meetings and activities. The annual affiliate institutional membership fee will be determined by member institutions at a general meeting. It is payable no later than September 30th of every year.

3. Meetings

- i) The association shall hold an annual meeting on or before June 30 in each year. Notice shall be delivered to the members 14 days prior to such meeting. Notification of meetings will be made by the Chair via the AAAL listserv.
- ii) The Chair may call general or special meetings of the association at any time. Notice shall be delivered to the members 14 days prior to such meeting. Notification of meetings will be made via the AAAL listserv.
- iii) Quorum at an annual or general meeting will consist of representatives from at least 75% of member institutions in good standing.

- iv) Minutes of meetings of the Association, including Annual, General and Special meetings shall be taken by the Secretary/Treasurer and be made available to the membership through the AAAL listserv and/or by posting to the AAAL website.
- v) Where technology permits, members may attend meetings via remote means.

4. Voting

- i) Each institutional member must appoint a single representative with the right to a single vote in person at any meeting of the association. This representative does not have to be the Director of the member institution, and an institution's voting representative may change from meeting to meeting. The voting representative for each institution will be asked to identify him or herself at the opening of each association meeting.
- ii) In the event that an institution cannot send a designated voting representative, then that institution may appoint a library staff member from another member institution as their voting proxy. Notification of such voting proxy authorization must be delivered to the AAAL Membership Coordinator by the requesting institution, in writing, 7 days in advance of a meeting.
- iii) The Chair may vote as a member if appointed as the voting representative for his/her institution and shall not have a special vote as Chair.

5. Officers

- i) The business of the society shall be carried out by an Executive Committee, consisting of a Chair, a Secretary/Treasurer, a Membership Coordinator, and a Director-at-Large, to be elected from institutional participants.
- ii) Elections for officers shall be held every two years. An Election Committee, consisting of the past Chair and two additional institutional participants, will solicit nominations two months prior to the expiry of the terms of office. An election shall be conducted within one month of receipt of nominations, usually at the spring meeting. Officers shall not serve more than two consecutive terms (4 years) in a particular office.
- iii) Voting for elections shall take place by secret ballot.
- iv) A member of the Executive may resign by giving one (1) month's notice in writing to the Executive Committee. The resignation takes effect no later than the end of the month's notice.
- v) An extraordinary provision for the election of officers to fill vacant positions shall be provided for at a general meeting or by an e-mail.
- vi) A member of the Executive Committee may be removed for just cause. Absence from three consecutive meetings shall be deemed as just cause for removal from office, unless such absence has received prior consent of the Executive Committee. A Special Resolution for removal shall take place at any meeting of the members and must be passed by three-quarters (75%) of the members present and entitled to vote.
- vii) Meetings of the Executive Committee will be held as required and shall be called by the Chair. A quorum for a meeting of the Executive Committee shall consist of three members. Special meetings of the Executive Committee may be called at any time by a

majority of the Executive. Notification of executive meetings will be made via phone and/or email with a minimum one week's notice.

- viii) Between general meetings, the Executive Committee may expend society funds to cover time-sensitive society-related expenses up to a limit of \$500. Expenses which exceed this limit shall be presented by the Executive Committee to member institutions for consideration in an email vote.

6. Duties of the Officers

- i) The duties of the officers are as described in *Appendix A: Responsibilities of the AAAL Officers*.
- ii) These duties may be modified from time to time as appropriate by the members of the society.

7. Auditing

- i) The books, accounts and records of the society shall be audited at least once each year by two institutional participants, neither of whom shall be officers. An audited financial statement shall be distributed at the annual meeting. The fiscal year end of the society in each year shall be December 31.
- ii) The books and records of the society shall be available to all members of the society at any time upon giving reasonable notice to the Secretary/Treasurer.

8. Remuneration

No officer or institutional participant of the society shall receive any remuneration for his/her services. Any member of the Executive Committee shall receive such out of pocket expenses as approved by the Executive Committee. All out of pocket expenses shall be accounted for and reported to the AAAL membership at the AAAL annual general meeting.

9. Borrowing Powers

For the purpose of carrying out its objectives, the society shall, upon special resolution of all members in good standing in attendance at a meeting, exercise its power to borrow or raise money.

10. Custody of the Seal

The seal of the society shall be in the custody of the Secretary/Treasurer. The seal will be affixed to the signature of the Chair and the Secretary/Treasurer.

11. Amendment of the Bylaws

Bylaws may be rescinded, amended or added to only by special resolution. Any member may propose such a special resolution by notifying the Executive Committee in writing. Amendments to the bylaws may take place at any meeting provided the Chair has presented the special resolution to all members in good standing at least 21 (twenty-one) days prior to the meeting and a minimum of 75% (three-quarters) of the members present at the meeting vote in favour of the amendment(s).

NAME (SIGNATURE) ADDRESS OCCUPATION

NAME (WITNESS) ADDRESS OCCUPATION

APPENDIX A:

RESPONSIBILITIES OF AAAL OFFICERS

1. Chair

- Conduct general meetings and executive meetings
- Coordinate general meeting: contact hosting institution; ensure workshop committee has activity planned; set date and agenda items
- Act as spokesperson when representing AAAL to other associations, agencies, government departments
- Establish objectives for the Association in conjunction with other members of the executive
- Authorize honorariums and other expenses
- Contact new and potential members
- Call for volunteers as required
- Follow bylaws of the Association
- Ensure elections are carried out
- Maintain necessary files
- Contact members to advise them of upcoming meetings

2. Secretary/Treasurer

- Take minutes of meetings and distribute such through the AAAL listserv and/or by posting to the AAAL website;
- Keep accurate records of AAAL accounts;
- Submit Treasurer's report at each general meeting;
- Submit accounting records to the Auditors annually and submit the audited statement to the provincial government;
- Attend executive meetings;
- Collect membership fees.

3. Membership Coordinator

- Maintain current membership records, files and forms for AAAL members and affiliates;
- Send out membership invoices and coordinate with the Secretary/Treasurer the collection of membership fees;
- Establish collaborative relationship with the AAAL webmaster to ensure the directory of members reflects current membership;
- Ensure all new members are invited to participate in association social media;
- Welcome new members by email with an acknowledgement of dues received and a link to the AAAL Directory and the association's governing documents.

4. Director-at-Large

- Maintain liaison with other library associations, submitting news articles to publications such as *Letter of the LAA* and *Communique*;
- Attend executive meetings;
- Conduct general meetings in Chair's absence.

5. Newsletter Editor

- Compile and produce the AAAL Newsletter twice per year; include the minutes of meetings, Chairman's report, news articles of interest to the Association; and reports from each member institution;
- Distribute the Newsletter to each member via the Web unless otherwise requested.

6. Statistical Coordinator

- Collect the annual AAAL statistics from each member institution;
- Check statistics as to accuracy of computations and compile the statistics on the master form, alphabetically by name of the institution;
- Distribute the completed statistics to each.

7. Workshop Committee (2)

- Plan a workshop or presentation for each general meeting;
- Coordinate with the Chairman for the theme of the presentation and any necessary expenses.

APPENDIX B:
MEETING GUIDELINES

1. General meetings are held twice a year. The spring meeting is designated the annual general meeting. Its location is alternated between a Calgary and an Edmonton institution.
Whenever possible, the fall meeting is rotated around the province with the smaller centres acting as hosts on a voluntary basis.
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WILU



2012

Vigour,
Thrift &
Resourcefulness

Vitalité,
économie et
débrouillardise

Grant MacEwan University

September 29, 2011

Brad Neufeldt,
Chair, Alberta Association of Academic Libraries

Dear Brad

Grant MacEwan University Library is very excited to be hosting the 41st annual Workshop for Instruction in Library Use (WILU) from May 23-25, 2012. WILU is the premier Canadian conference on information literacy and for the first time ever it is being held in our province. The conference theme is "Vigour, Thrift and Resourcefulness" and we expect to attract 150-200 delegates from the academic library community.

I am contacting leaders within post-secondary library organizations in Alberta to ask for sponsorship support for this event. The conference committee would be appreciative of any financial support and/or in-kind contributions the Alberta Association of Academic Libraries is able to provide to help us bring delegates a high quality program along with a memorable conference experience.

As conference planning is currently underway, I am hoping that you will be able to confirm by *November 10* if you are able to assist in any way. I am attaching an information sheet outlining the various opportunities for sponsorship and support of the conference.

Sincerely,

Chief Librarian & WILU Sponsorship Committee Member,
Grant MacEwan University, City Centre Campus
7-273E, 10700-104 Avenue
Edmonton, AB. T5J 4S2
780-497-5894

wilu2012@macewan.ca

www.macewan.ca/wilu2012

"We must never lose sight of the values of the past, vigour, thrift, self-resourcefulness, upon which the individual and the nations of the world will stand or fall."

~ Grant MacEwan (Lieutenant Governor of Alberta, 1966-1974)



Sponsorship Opportunities

The WILU 2012 Steering Committee deeply appreciates any support you are able to offer to help us achieve a successful and satisfying conference experience for delegates and speakers. Five levels of support are available from which you may choose, depending on your organization's capacity and priorities. We hope to make your sponsorship choice easy by providing a *Sponsorship Support Form* on the next page. Or, you may contact Yvonne Rezek, Chair of the WILU 2102 Sponsorship Committee to discuss these, or alternative sponsorship opportunities.

Bronze (\$150 - \$499)

- Your organization or individual name, logo, and active URL will be displayed on the WILU 2012 conference website and Facebook page
- Recognition of your sponsorship in the Conference Program distributed to all delegates and speakers

Silver (\$500 - \$999)

- All Bronze benefits plus...
- Recognition of your sponsorship through signage on site at the Conference venue

Gold (\$1000 - \$1999)

- All Silver benefits plus...
- Your organization or individual name and logo will be displayed as a sponsor of a nutrition break

Platinum (\$2000 +)

- All Gold benefits plus...
- Your organization or individual name and logo will be displayed at the Opening Reception
- WILU co-chairs will verbally acknowledge your contribution at the Opening and Closing keynote addresses
- Your organization's logo will be projected on the overhead screen prior to the opening and closing keynote addresses

Less than \$150 or In-Kind Contributions

- WILU 2012 also welcomes smaller financial donations and in-kind contributions. Your organization will be acknowledged in a Sponsorship List in the Conference Program. Funds will be used to supply items such as speaker gifts or door prizes, and in-kind contributions such as pens and notebooks will be distributed to delegates. In light of this year's sustainability theme, "Vigour, Thrift and Resourcefulness", the conference organizers particularly welcome and appreciate environmentally friendly gifts-in-kind.

wilu2012@macewan.ca

www.macewan.ca/wilu2012

Grant MacEwan University Library
7-203, 10700 – 104 Avenue
Edmonton, Alberta, T5J 4S2

WILU



2012

Vigour,
Thrift &
Resourcefulness

Vitalité,
économie et
débrouillardise

Grant MacEwan University

Sponsorship Support Form

Your response to our request for sponsorship support by **November 10** is truly appreciated. Please respond to the attention of Yvonne Rezek at the email at the bottom of this page or call 780.497.5885.

Please complete the following information

Organization: _____ Contact Person: _____

Email: _____ Phone: _____

Mailing Address: _____

Please indicate your supporting amount beside the appropriate sponsorship level

Level of Sponsorship	Amount of Support
Platinum \$2000 or more	
Gold \$1000 - \$1999	
Silver \$500 - \$999	
Bronze \$150 - \$499	
Up to \$150 or Gift-in-Kind (Contact us to discuss)	

You may make cheques payable to: Grant MacEwan University Library – WILU 2012

We will need a high-resolution version of your logo. Ideally, the logo should be delivered as an image source file in either PhotoShop (.psd) or Adobe Illustrator (.ai) formats. If source files are unavailable, high-quality logos (e.g., over 200 DPI) in .jpg or .png file formats may be used.

wilu2012@macewan.ca

www.macewan.ca/wilu2012

*Grant MacEwan University Library
7-203, 10700 – 104 Avenue
Edmonton, Alberta, T5J 4S2*

-----Original Message-----

From: Faid, Alison [<mailto:alison.faid@ualberta.ca>]

Sent: Friday, November 04, 2011 10:29 AM

To: Brad Neufeldt

Subject: RE: Alberta Library Conference - sponsorship request

Brad - would you consider putting on the agenda a request from the Alberta Library Conference to sponsor a coffee break once again in 2012? I can write you a nice letter but I'm rushing off to a meeting - but just thought if you are preparing the agenda... We really appreciated your support last year. I'm attaching the sponsorship brochure for ALC 2012.

Alison Faid, MLIS

Special Projects, Office of the Vice-Provost and Chief Librarian University of Alberta Learning Services Room 5-07 Cameron Library Edmonton, Alberta T6G 2J8

(780) 492-8328

Mobile: (780) 905-6016

Fax: (780) 492-7925

**Library Association of Alberta
Alberta Library Trustees Association**

Alberta Library Conference

Sponsorship Information



Alberta Library Conference 2012

www.albertalibraryconference.com

Why Be a Sponsor for the Alberta Library Conference?

- Get exposure in the Alberta library & research community.
- Build relationships and learn what is happening within the library community.
- Share your latest creative & innovative products.
- Expand your business opportunities and meet new & upcoming library leaders.

Set in scenic Jasper National Park at the historic Jasper Park Lodge, the conference is one of the most successful conferences in the library sector. With 3 days, 1 venue and approximately 800 delegates, the networking opportunities provided by the Alberta Library Conference are unparalleled!

Gold Level Sponsor

\$5000

Gold Sponsors Receive:

- Your logo and a direct link to your website from our conference home page.
- Your logo & corporate name prominently displayed in "Conference at a Glance."
- Signage for the full conference detailing your generous donation.
- Acknowledgement of your contribution highlighted on the big screens in the Beauvert Dining Room throughout the conference.
- Special acknowledgement for your donation at your booth.
- Special sponsor recognition on your conference nametags.
- Acknowledgement in the daily "Info-to-Go" newsletter at the conference.
- A reserved table for you and 7 of your guests at the Saturday closing banquet.
- Recognition in sponsoring organizations' newsletter.
- Opportunity to have your samples/brochures/etc. available at the registration table.

To become a sponsor or for more information contact:
sponsorships@albertalibraryconference.com

Silver Sponsor

\$3500

Silver Sponsors Receive:

- Your logo and a direct link to your website from our conference home page.
- Your logo & corporate name prominently displayed in "Conference at a Glance."
- Signage for the full conference detailing your donation.
- Acknowledgement of your contribution highlighted on the big screens in the Beauvert Dining Room throughout the conference.
- A reserved table for you and 7 of your guests at the Saturday closing banquet.
- Acknowledgement in the daily "Info-to-Go" newsletter at the conference.
- Special acknowledgement for your donation at your booth.
- Special sponsor recognition on your conference nametags.
- Recognition in sponsoring organizations' newsletter.
- Opportunity to have your samples/brochures/etc. available at the registration table.

Bronze Sponsor

\$2500

Bronze Sponsors Receive:

- Your logo and corporate name on the conference sponsor page of our website.
- Signage for the full conference detailing your contribution.
- Acknowledgement of your contribution highlighted on the big screens in Beauvert Dining Room throughout the conference.
- Special acknowledgement for your donation at your booth.
- Special sponsor recognition on your conference nametags.
- Acknowledgement in the daily "Info-to-Go" newsletter at the conference.
- Recognition in sponsoring organizations' newsletter.
- Opportunity to have your samples/brochures/etc. available at the registration table.



To become a sponsor or for more information contact:
sponsorships@albertalibraryconference.com

Keynote Sponsor

\$3500

Keynote Sponsors Receive:

- Your logo and corporate name on the conference sponsor page of our website.
- Opportunity to introduce your sponsored keynote speaker to the conference delegates.
- Signage for the full conference detailing your contribution.
- Acknowledgement of your contribution highlighted on the big screens in the Beauvert Dining Room throughout the conference.
- Special acknowledgement for your donation at your booth.
- Special sponsor recognition on your conference nametags.
- Verbal recognition at major conference events.
- Recognition in sponsoring organizations' newsletter.
- Acknowledgement in the daily "Info-to-Go" newsletter at the conference.

2012 Keynote Speakers!

Jian Ghomeshi

Jian Ghomeshi is an award-winning broadcaster, writer, musician and producer. He is the host and co-creator of the national daily talk program, *Q*, on CBC Radio One and *bold TV*. Since its inception in 2007, *Q* has garnered the largest audience of any cultural affairs program in Canada and has become the highest-rated show in its morning time slot in CBC history.



Gene Ambaum & Bill Barnes

Bill Barnes is a native New Yorker who ended up in the wilds of Seattle. He is a trained software designer and very much an untrained cartoonist. Gene Ambaum is the pen name of a public librarian from the Seattle area. He loves graphic novels & television shows from his childhood, pina colodas, and getting caught in the rain. Together they write *Unshelved* - the hilariously irreverent comic about life in the library.



To become a sponsor or for more information contact:
sponsorships@albertalibraryconference.com

Author Sponsor

\$1500

ALC is proud to host award-winning Canadian writers from all areas of literature including poets, illustrators, playwrights, and novelists. Past authors have included Marty Chan, Caroline Adderson, Jeremy Tankard, Ian Wallace, Gail Bowen and Ken Roberts.

Author Talk Sponsors Receive:

- Acknowledgment highlighted on the big screens in the Beauvert Dining Room throughout the conference.
- Sponsorship signage posted for the duration of the author talk.
- Corporate name/logo acknowledgment in "Conference at a Glance."
- The opportunity to introduce the author.
- Special sponsor recognition on your conference nametags.

Session Sponsor

\$500

Session Sponsors Receive:

- Session-specific corporate name/logo acknowledgment highlighted on the big screens in Beauvert Dining Room throughout the conference
- Sponsorship signage posted for the duration of the session
- Session-specific corporate name/logo acknowledgment in "Conference at a Glance"

Conference sessions are designed to appeal to a wide range of attendees and reflect the breadth of co-operation and the many commonalities shared by the library community in Alberta.

Talk to us about sponsoring a specific session that fits your profile or interests.



To become a sponsor or for more information contact:
sponsorships@albertalibraryconference.com

Other Sponsorship Opportunities

ALC is happy to work with you to create alternative sponsorship opportunities that fit your organization's profile & budget. Consider:

- Coffee breaks \$ 250.00
(please note the coffee breaks may have more than one sponsor)
- In-kind donations of services and/or goods
- Donation of merchandise for conference prizes



Contact Information

To discuss your involvement, please contact:

Alison Faid
ALC Planning Committee: Sponsorship
P: 780.492.8328
F: 780.439.3124
E: sponsorships@albertalibraryconference.com

Christine Sheppard
Executive Director, Library Association of Alberta
P: 403-284-5818 or 1-877-522-5550
F: 403-282-6646
E: christine.sheppard@shaw.ca

For more information about the conference, please visit our website at
<http://www.albertalibraryconference.com>