



SSLA ANNUAL GENERAL MEETING REPORTS 2017-2018

PRESENTED AT THE 2019 AGM

AGM Reports

2017-2018

President's Report

Throughout the 2017-2018 year, SSLA successfully engaged members with a number of excellent professional development opportunities and with a commitment to communicate the latest and greatest of the library and literacy world through a variety of platforms from social media postings to our peer-reviewed journal and our newsletters. SSLA's membership is 339 members in total.

Strategic Plan

In accordance with Year 1 of our Strategic Plan, the SSLA Executive undertook the following actions:

Setting Strategic Direction

In accordance with the guidelines for our Reserve Fund Policy, the SSLA created two term deposits for an operating reserve fund an opportunity reserve fund.

Professional Development

The SSLA submitted presentation proposals for the Regina Teachers' Convention.

The SSLA planned two workshops for April 11 & 12, 2019 featuring Ruth Culham.

The SSLA hosted three learning events on Blackboard Collaborate featuring Jennifer Serravallo, Angela Stockman, and Jennifer LaGarde.

The SSLA hosted two Twitter chats in conjunction with #Saskedchat.

The SSLA hosted two FaceBook Live sessions, featuring Carlene Walters.

The SSLA increased our social media presence through a Facebook Page, and more frequent use of our Twitter account.

Communication

The SSLA distributed at least three newsletters during the 2017-2018 year.

The SSLA offered awards and bursaries for 2017-2018, although no recipients were put forward.

The SSLA launched a new web site under its existing domain.

The SSLA published three editions of the Medium.

The SSLA sent a delegate to Treasure Mountain Canada 2017 and the Canadian Federation of Library Association's National Forum.

Sustainability

The SSLA was able to maintain its current roster of Executive members, but has had difficulty finding new Executive members to fill vacant positions.

SSLA Reserve Fund

As our Reserve Fund Policy was approved by the STF, SSLA's reserves were subdivided into two parts:

Subdivision 1: Operating Reserves - \$10,000

The Operating Reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses

Subdivision 2: Opportunity Reserves - \$10,000

The Opportunity Reserve is intended to provide funds to meet special targets of opportunity or to respond to a need that furthers the mission of the organization. The Opportunity Reserve is intended as a source of internal funds for organizational capacity building such professional development, advocacy opportunities, and sustaining long term projects including but not limited to the SSLA website and ongoing special projects.

Professional Development

SSLA continued to provide professional development by publishing three issues of *The Medium*, our professional journal and posting to *The Medium* blog hosted on the SSLA website. SSLA was also pleased to present Carlene Walter's blog, *The Eclectech Educator*.

Three webinars were offered as Learning Events throughout the school year—featuring Jennifer Serravallo, Angela Stockman, and Jennifer LaGarde. Angela Stockman presented on her book *Make Writing* and shared strategies for encouraging writing with students. Jennifer LaGarde spoke on advocacy and how to bring attention to the work being done in our school libraries. Jennifer Serravallo presented portions of her book *Writing Strategies*. Due to a reduced Executive presence and the decision to host two days of workshops in April, 2019, the decision was made to suspend the Learning Events program for 2018-2019, and re-examine the possibility of hosting Learning Events in 2019-2020.

SSLA opted not to host a conference for the 2017-2018 year, but booked Ruth Culham for two dates, April 11th and 12th in 2019. Sessions will be presented in Saskatoon and Regina.

SSLA's Digital Badging project presented two Facebook live sessions, hosted by Carlene Walters.

SSLA continued work on our special projects grant for a ***FNMI K-6 Resources Project***. The purpose of the project is to create and post a digital curation of quality resources to support FNMI content, Treaty Education, and the ideals of the Truth and Reconciliation Commission of Canada (TRC): Calls to Action. The digital curation would support the achievement of Saskatchewan curricular outcomes and would be available for quick and easy access to teacher librarians, teachers, students, and the public as they develop a better understanding of FNMI ways of knowing, Treaty Education, the legacy of the residential schools, and the journey towards reconciliation.

Communication

SSLA executive send regular newsletters to the membership and to the school division liaisons. SSLA has been successful in finding someone from almost every school division to act as a liaison to distribute SSLA news and information to school librarians across their district whether or not the school division has teacher-librarians who are SSLA members. SSLA maintains connections with a number of provincial and national groups as well. Jack Ma from the Provincial Literacy office continues to provide us with information on the multitype database licensing program. Elgin Bunston from the Information Management and Supports Branch of the Ministry of Education worked with the President and President Elect to construct a place on BlackBoard where Ministry information can be shared. SSLA continues to have a representative on the Multitype Library Board. Through these networking relationships SSLA is able to connect its members to pertinent information provided by these groups.

The SSLA sent a representative to Treasure Mountain Canada 2017, a Canadian symposium for school libraries. I was pleased to represent Saskatchewan at this important conference, and presented my experiences in an article published for *The Medium*. I was also fortunate to attend the Canadian Federation of Library Associations national Forum, which was held in Regina in May, 2018 on behalf of Canadian School Libraries and the SSLA. School libraries are being threatened not only in Saskatchewan, but across the country, and it is important for the SSLA to be visible at the national level of discussion so that our voices and stories may be heard.

SSLA updated and relaunched our website under our current domain ssla.ca. Additions to the new site include information from our Legacy Project, which provides a history of the SSLA and the organizations which preceded the SSLA. Thank you to all those who contributed to gathering the information for the Legacy Project. Currently, we are working to add the FNMI resources from our Special Project. We hope to launch the FNMI project on the website in the fall of 2018.

Sustainability

Sustainability is the fourth pillar of SSLA's strategic plan. As the number of teacher-librarians across the province dwindles as school divisions deal with tight budgets, SSLA is concerned that teacher-librarians could be eliminated entirely across the province as evidenced by the current practice in some school divisions. SSLA was once again unable to fill all of the available executive positions forcing current executive members to perform double duties. The executive is trying a number of methods to remain viable. SSLA promotes mentorship roles on the executive so that an incoming member can have a year to be mentored before taking on the full responsibility of a position. SSLA offered participation in the AGM through Blackboard Collaborate so that members did not have to travel to Regina to be involved.

Treasurer Report

Saskatchewan School Library Association Profit and Loss

July 2017 - June 2018

| | <u>Total</u> |
|---------------------------------|----------------------|
| INCOME | |
| Access Copyright | 299.79 |
| Digital Badging Income | 110.00 |
| Interest | 10.86 |
| Learning Events | 3,270.00 |
| Membership | 902.00 |
| STF Basic Grant | 4,416.00 |
| Term Deposit Transfer | 12,359.00 |
| Total Income | \$ 21,367.65 |
| GROSS PROFIT | \$ 21,367.65 |
| EXPENSES | |
| Audit | 160.00 |
| Bank charges | 13.79 |
| Conference 2019 - Regina | 1,332.75 |
| Conference 2019 - Saskatoon | 1,868.18 |
| Digital Badging | 428.50 |
| Executive Meetings | 816.04 |
| Executive Travel | 2,488.30 |
| Financial Record Keeping | 210.90 |
| Gifts | 112.95 |
| Learning Event Expenses | 2,068.32 |
| PD Opportunity - Fourth Year | |
| Executive | 903.13 |
| Postage | 14.10 |
| Publications | 350.00 |
| Special Projects | 1,439.45 |
| Strategic Planning Facilitation | 978.39 |
| Term Deposit Transfer Out | 32,359.00 |
| Website Hosting Fee | 1,255.13 |
| Wufoo Online Survey Maker | 79.03 |
| Total Expenses | \$ 46,877.96 |
| OTHER EXPENSES | |
| Paypal fees | 112.12 |
| Total Other Expenses | \$ 112.12 |
| PROFIT | -\$ 25,622.43 |

Submitted by: Carol Preece

Secretary/Membership Report

As secretary I attended all meetings of the SSLA both online and in person. During the meetings, I took notes and created the minutes. The minutes were sent to the executive for review and added to the SSLA website.

I sent out communications for the SSLA in newsletter format and shared other SSLA news and information with the membership.

I have gathered the minutes and reports digitally for the year and will share with the president.

I kept records of membership and shared total numbers of membership with the necessary people. The SSLA is currently at 195 members.

With the president, I will submit the necessary documents for the archives.

Report submitted by Sophie Long

Professional Development/Publication Councillors' Report

Conference 2018 Final Report

The SSLA published three editions of *The Medium* in 2017-2018. Articles were contributed by Gaétan Hammond, Sophie Long, Regan Williams, Danielle Mahey, Kendra Helfrich, and the Good Spirit School Division Teacher Librarian Group. The SSLA would like to thank all those who contributed articles.

Plans were made to host Ruth Culham on April 11th & 12th, 2019.

Report submitted by: Regan Williams

Special Projects Councillor's Report

SSLA Special Projects

2017-2018 Projects

FNMI, Treaty and TRC K-12 Resources Project

Project Description

The National Centre for Truth and Reconciliation (NCTR) states, “Education is the key to reconciliation but only a true and complete experience in education can pave the path to relationships built on mutual respect and peaceful co-existence between Aboriginal and non-Aboriginal classmates, neighbors and community members in this country” (NCTR, 2016). The *FNMI, Treaty and TRC K-12 Resources Project* provides a venue for SSLA to develop and maintain a FNMI resources section within its current website. This multimedia curation includes embedded videos such as elders telling their stories, digital links to documents, prints, websites, and openly shared resources, as well as annotated suggestions for print or other educational materials all supporting the SK Ministry of Education outcomes.

Activities to Date

- Grant Application approved April 2017 with Phase One Environmental study completed April through June 2017.

Phase Two: Curation and Annotation of Resources

The primary focus of the project from September 2017 through June 2018 was to curate and annotate resources to support Kindergarten to Grade 6 Treaty Education Outcomes and Indicators, as well as Supporting Reconciliation in Saskatchewan Schools. Consultations occurred with the Ministry of Education and with personnel at the Office of the Treaty Commissioner. Resources were selected across a variety of formats including print and media. Wherever possible, it was determined to include an image as well as a summary of the resource. Resources were categorized based on grade level and Treaty Outcome. Sections were also developed for Teacher resources and resources specific to Reconciliation. The site is meant to be evergreen, therefore, curation and additions to the site will be on-going.

Phase Three: SSLA Website Enhancement

In late March 2018, an individual was contracted to develop the FNMI extension to the current SSLA website to house the FNMI curation. Consideration was given to ensuring it was mobile-friendly, easily accessible, had a clean professional look with “above the fold” layout, and, that would include a multi-media format. Field testing occurred through a multi-level process that included having executive, teacher librarians and teachers explore and provide suggestions for site improvement.

Late 2017, it was decided to postpone the launch of the website until 2018-2019 term as SSLA did not hold a 2018 conference. The 2018-2019 year was also determined to be a better fit as it is the 60th anniversary of SSLA.

SSLA Digital Fluency Badging Project

The SSLA Digital Fluency Badging, funded in part by a grant received from STF April 2013, provides a self-directed professional learning opportunity for teacher librarians, educators and other professionals interested in learning about technology tools and applications, and then applying their learnings purposefully within their professional practice. It has been my pleasure to continue supporting the Digital Fluency Badges initiative during the 2017-2018 year.

By the end of June 2016, the following phases have been supported:

- Phases 1-4 including Implementation, Promotion and Do-It Phases (July 2015-June 2017...ongoing)
 - The Digital Fluency Badges site was reviewed and updated
 - Two FaceBook Live Session were provided with host Carlene Walter to further promote technological literacy and the digital badge opportunities.
 - New registrations were welcomed as well as support provided to participants' self-directed pathway to learning as they explore and complete tasks within the digital fluency badge site

Report submitted by Carla Katerynych, Special Projects Councillor

FNMI Project Budget April 2017 - June 2018

| Date | Income | Amount | Total |
|------------------|---|-------------|------------|
| 2017-03-01 | Special Subject Grant | \$ 4,375.00 | |
| | SSLA Chequing | \$ 175.00 | |
| | Total Income | | \$4,550.00 |
| | Expenses | | |
| 2017-11-28 | Meeting Expenses Mileage Regina | \$ 222.60 | |
| 2017-11-28 | Meeting Expenses Regina Montana's | \$ 38.81 | |
| 2018-01-22 | Meeting Expense Brown's | \$ 29.12 | |
| April 20-21 2018 | Meeting Expense Hotel | \$ 244.20 | |
| April 20-21 2018 | Meeting Expense - Meals | \$ 50.00 | |
| April 20-21 2018 | Meeting Expense Mileage | \$ 231.00 | |
| 2018-04-21 | Meeting Expense - Applebee's | \$ 36.72 | |
| 2018-05-25 | Meeting Expense - Alexanders | \$ 33.76 | |
| 2108-06-06 | Meeting Expense Mileage | \$ 210.00 | |
| | | | \$1,096.21 |
| 2018-04-20 | Website Images Aboriginal Stock | \$ 155.00 | |
| 2018-04-20 | Website Images Dreamstime LLC | \$ 20.30 | |
| 2018-04-20 | Website Images Aboriginal Stock | \$ 15.00 | |
| 2018-06-20 | Website Development | \$ 1,224.70 | |
| 2108-06-20 | Website Images Sharon Shirt Aboriginal Images | \$ 85.00 | |
| | | | \$1,500.00 |
| 2018-06-26 | GSCS Teacher Replacement Cost | \$ 735.00 | |
| 2018-05-08 | Regina Catholic Teacher Replacement Cost | \$ 317.90 | |
| 2018-07-13 | Regina Catholic Teacher Replacement Cost | \$ 317.90 | |
| 2018-07-25 | GSCS Teacher Replacement Cost | \$ 245.00 | |
| | | | \$1,615.80 |
| 2018-06-15 | Promotional Materials | \$ 175.00 | |
| | | | \$ 175.00 |
| | Total Expenses | | \$4,387.01 |

Digital Badges Budget 2017-2018

| | Actual |
|-------------------------|-----------|
| Income | |
| Chequing | \$ 795.00 |
| Registrations | \$ 30.00 |
| Expenses | |
| Web Maintenance | \$ 247.50 |
| Multimedia Presentation | \$ 330.00 |
| Purposeful Tasks | \$ 247.50 |

Report submitted by Carla Katerynych, Special Projects Councillor

Past President's Report

In my role as Past President I focussed on two main projects and assisted by fulfilling some of the duties of President Elect as that position remained vacant. We finalized a Reserve Fund policy, a document which brings clarity and a protocol for accessing the SSLA's monetary reserves. The Saskatchewan School Library Association Reserve Fund has been subdivided into two parts: an operating reserve intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time unbudgeted expenses, unanticipated loss in funding, or uninsured losses; and an opportunity reserve, a fund intended to provide funds to meet special targets of opportunity or to respond to a need that furthers the mission of the organization. Secondly, the Legacy Project was completed and uploaded to the website. The Legacy Project traces the history of SSLA from its inception in 1959 until present day. There are two parts to the project: a listing of all past executives and an accounting of major events and publications of the organization. In addition, I chaired the Awards committee and the Nominations committee. I corresponded with SSLA liaisons including the Saskatchewan Library Association, Canadian School Libraries, and the International Association of School Librarianship. I sat as a representative on the Multitype Library Board. Finally I worked with Elgin Bunston from the Ministry of Education on a strategy to improve communication from the Ministry to the school sector.

Report submitted by Charlotte Raine