

Prince Albert Literacy Network (PALN)
Annual General Meeting
Nov. 25, 2021

Reports

CHAIRPERSON REPORT

It has been another year of ups and downs with COVID 19 still present in the community. With that being said, we still managed to have a successful year of delivering workshops and providing families with some fun and exciting opportunities. This was my 3rd year as Board Chair with the Literacy Network and I am so proud of the work we have done in these trying times and I continue to be humbled by the people who are involved and the programming that we can deliver. Unfortunately, we were unable to move forward with any of our fundraising activities due to Covid 19.

Office Staff:

Family Literacy Coordinator - Kara Thorpe has continued to stay on as our Family Literacy Coordinator. This being her 3rd full year in the role, and while very limited in her usual role/presentations she continued to move her programming forward in the best possible way she could. Partnering with the Family Resource Center has given her the opportunity to expand her programming and watch it grow.

Adult Literacy Coordinator –Samantha (Sam) Kelly has also stayed on as our full time Adult Literacy Coordinator. Sam was finally able to put some of her programming back in to place this year making active matches with Tutors/Learners, as well as delivering Financial Literacy and Tenancy workshops.

Board Members:

We began the year with 9 Board Members: Nikki Hemsworth, Cathy Dickson, LaVera Schiele, Sylvia Gent, Greg Elliott, Liz Thompson, Sandra Williams, and Grace McLeod, as well we welcomed new Board Members Brent Smith and Tammy Burns who joined ‘by appointment’ in June. Our board has worked hard this year on various things including focusing on safety measures and installing plexi-glass as well as new flooring for the office. All of our meetings for the year continued to be over zoom, and we were then able to reconvene on Sylvia’s Deck in June for our year end Spring Fling. Many thanks to you all for another year of hard work and being so giving of your time.

Partnerships:

Dolly Parton Imagination Library - This year we were approached by the Dolly Parton Imagination Library to partner with them. After much discussion we agreed to go forward with the partnership as both parties take an active interest in Early Education Development in children. Currently our obligation is to ‘house’ monies that come in as donation by cash or cheque until a cheque can then be written to the Dolly Parton Imagination Library. This is a year to year contract and the first review period will be Dec 1, 2021.

Kids First & Family Resource Centre – This partnership brought the Development of 10 Indoor & Outdoor Story Walks with Kids First, The Family Resource Centre and PALN playing an integral part.

This program was extremely successful and rewarding as each story walk drew a large number of families out to participate.

PALN Board Committees:

Proposal Writing: Lavera Schiele, Liz Thompson

Although this is not an official Board committee, La Vera and Liz continue to be available to write and apply for most of the grants. Their expertise and knowledge in this area is greatly appreciated. Thank you both so much.

Financial: Sylvia Gent, Rita Hardman (Bookkeeper)

To ensure financial accountability, Sylvia and Rita continue to work together to keep the financial reporting system accurate and easy to read for the Board and Staff alike which is very much appreciated.

EVENTS:

Family Literacy Day - Celebrated on January 23rd 2021, was held in the Gateway Mall and aptly titled "A Story Adventure". Kara was instrumental in organizing this family friendly event that promoted activities for children and parents alike. It was very well attended and feedback from the families was very positive. Well done Kara!!

International Literacy Day – While it was officially recognized with the proclamation by the city in September 2020, our participation in the Farmers Market was cancelled.

SOCIAL MEDIA:

This year our website underwent a complete transformation thanks to a handful of very hardworking and dedicated individuals. The website looks great and is super easy to navigate. As well, Kara and Sam are always keeping our social media sites up to date with events and information.

We look forward to the new year and implementing some exciting new initiatives. Thank you to all who have supported PALN.

Respectfully,

Nikki Hemsworth

PALN 2020-2021 Board Chair

Family Literacy Report
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Report Period: September 1, 2020 - August 31, 2021

Funding Status:

- \$48,878.00 - Coordination and delivery of Family Literacy Hub Funding

Activity Report:

Storysacks Library:

- 43 Borrowed
- 67 Adults and 229 Children
- Numbers were lower this year due to pandemic restrictions

Taste of Family Literacy:

- 0 deliveries due to Covid restrictions

Intro to Family Literacy:

- 1 delivered to Regional Kids First Prince Albert staff
- 1 Saskatchewan Literacy Network/Prince Albert Literacy Network online "Intro to Family Literacy" co-delivered

Other Professional Development Events:

- Family facilitators were asked to complete "Respect In Schools" – an online program delivered by the Government of Saskatchewan
- Family Literacy Coordinator attended 7 online workshops – 5 presented by Sask Poly and 2 on Truth and Reconciliation

Read Move Share:

- 4 sessions scheduled (one delivered – 3 postponed due to Covid restrictions) delivered at YWCA Newcomers Mom's Group, 3 families

Come Read with Me:

- 3 sessions (via take home kits) – delivered and facilitated by: Kids First, Kindred Spirits, Green Lake, (one delivered – 3 postponed due to Covid restrictions) delivered at YWCA Newcomers Mom’s Group, 28 families
- 3 sessions (via take home kits) - facilitated by Prince Albert Literacy Network staff (2 via zoom and text content – 1 with family financial literacy content delivered via zoom in coordination with the Family Resource staff), 18 families

Family Literacy Kits:

- 1 Kit borrowed (Read, Rock, Roll Kit – Green Lake Family Literacy Program), 10 families

Story Walk Project:

- A partnership project with the following organizations: Prince Albert Literacy Network (project creator), Kids First Prince Albert (financial partner), and the Family Resource Center (co-creator and storage of items).
- Story Walk Titles and Engagement:
 - Feb 20th – When We Had Dog Sleds, Miriam Korner, 34 families
 - April 24th – Put Me In a Book, Robert Munch, 44 families
 - May 15th – All Kinds of Families, Suzanne Lang, 36 families
 - June 10th – Awasis and the World-Famous Bannock, 28 families
 - July 10th – Just a Walk, Jordan Wheeler, 15 families (hosted at Little Red Park)
 - July 21st – If you Plant a Seed, Kadir Nelson, 31 families
 - Aug 11th – Sheep in a Jeep, Nancy Shaw, 12 families (rained out halfway)

Community Participation and Outreach:

- Promoted our services at International Literacy Day, Family Literacy Day (other events were cancelled due to Covid)
- Attended monthly Community Network Coalition meetings and Prince Albert Early Childhood Council via zoom which resulted in increased community partnerships for program development and coordinated projects to support families.
- Book Donations from Value Village Get to Give program to fill the Free Little Libraries were postponed in January due to Covid protocols. We will reengage this program in September 2021.
- Community Engagement Program saw a total of 354 books delivered to 8 community organizations.
- 150 Family Fun kits were made and distributed to families in the community. Many were handed out as part of Family Literacy Day events, others were distributed through partnership organizations: YWCA New Mothers group, Prince Albert Catholic Services and the Ministry of Social Services.
- 26 kits were given to Leask Community School to support family literacy to pre-kindergarten/kindergarten families in their area

- 22 Welcome Baby Kits were delivered through – Kids First, Family Futures, Early Childhood Intervention Program and the Family Resource Center.

Additional Highlights:

- Online Presence –
 - Website – staff worked with a board member and Les Dickson to redesign and launch a new website. Staff are now trained to make edit and updates as needed.
 - Social Media – staff worked together to elevate Prince Albert Literacy’s online presence. We activated an Instagram page, made more regular posts and became familiar with online tools such as Canva and Zoom to create posts and support programming.
- Family Learning Olympics – this kit was showing signs of being well used. The kit was refreshed with new resources, updated signage and a general new look.

Goals and Initiatives:

- Participated in creating a provincial wide survey with the Provincial Literacy and Library Office, HUB representatives and the Saskatchewan Literacy Network.
- Began work on a committee to develop a provincial wide social media campaign development and delivery model.
- Participating in launching the Intro to Family Literacy to an online platform.
- Consistent users of Programs are committed to continued use of our programs. We continue to work on modifying programming as needed to reflect Covid 19 Public Health protocols.
- The Family Resource Center and Kids First are now open in the mall. We are creating a stronger working relationship and future projects will evolve from there.
- Continue to work with school divisions and local organizations to attract new users of Storysacks, resources and programs.
- A goal is to rebrand and reengage the community use of the Storysack library.

Submitted by Kara Thorpe

Adult Literacy Report

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Report Period: September 1, 2020 - August 31, 2021

Funding:

- **\$10,000. Conexus Credit Union**
 - September 1, 2020 to June 30, 2021
 - Contract expectation include coordination and delivery of financial literacy workshops
 - Conexus has partnered with us to provide \$10,000 for each year, beginning in September and ending in June.
 - Final reports for each funding year will be submitted by the end of each June.
 - Application for further funding must be submitted before June 2022.
- **\$55,518. Ministry of Immigration and Career Training (ICT)**
 - Contract held from January 1 to December 31, 2020
 - Extension to the contract from January 1, 2021 to March 31, 2021
 - Contract renewal effective April 1, 2021 to March 31, 2022
 - Contract expectations include the coordination and delivery of 6 financial literacy and tenancy workshops for ICT clients, presenting 2 tutor training sessions, delivering tutoring services to adult learners, and purchasing relevant resources for tutors and learners.
 - Reports to ICT were submitted at the end of April and August of 2020, mid-January of 2021 and a final report on March 31, 2021.
 - Application for further funding must be submitted to ICT by March 2022. Method of submission and exact date to be determined.
- **\$1,760.58. Ministry of Immigration and Career Training (ICT)**
 - Top-up COVID-19 funding provided to current service providers for expenses incurred while improving office safety
 - Exhaust fan replacement, plexiglass partitions, and installation expenses were approved

Activity Report:

Tutors and Learners:

- 12 learner assessments
- 20 active matches (80% Newcomers; 20% Canadian-born (50% self-identify as Indigenous))
- 36 tutors on file (active, ready for a match, or on hold)
- 37 resources lent out to support tutors and learners
- 40 support calls or emails with tutors

Financial Literacy and Tenancy:

- 16 financial literacy workshops were delivered, reaching 105 individuals
- 5 tenancy workshops were delivered, reaching 38 individuals
- 4 cancelled workshops as some institutions implemented visitor restrictions
- Developed 4 unified PowerPoint presentations with a committee (LaVera Schiele, Cathy Dickson, Adriann Locke, Liz Thompson, and Samantha Kelly)
- Created 4 fillable workbooks for participants attending virtual financial literacy workshops

Tutor Training:

- The planned December 2020 tutor training was cancelled as potential tutors did not feel comfortable attending in-person training. Instead, two of these individuals chose to work through the online tutor training modules offered by the Regina Public Library (RPL).
- Rewrote the tutor training manual and created an additional training document entitled, *A Cultural Guide: Tutoring with Mutual Respect*

Community Participation and Outreach:

- Financial literacy and tenancy workshops were held in-person and virtually at a number of organizations and educational institutions: Saskatchewan Indian Institute of Technologies, Saskatchewan Polytechnic (Adult Basic Education), Community Building Youth Futures, Prince Albert Early Years Family Resource Centre, and Prince Albert Multicultural Council (Skills Training Achievement of Gainful Employment program)
- Presented to the Community Building Youth Futures representatives regarding all PALN programming
- Attended and promoted our services at monthly Community Network Coalition (CNC) and Prince Albert Urban Indigenous Coalition (PAUIC) meetings
- Distributed tutor volunteer posters to CNC, local organizations, and businesses
- Distributed appreciation cards and tea to our volunteers in lieu of the annual volunteer supper
- Distributed fall, winter and spring newsletters to tutors and the broader Prince Albert community by posting the newsletters on our Facebook page and emailing to the CNC and PAUIC groups
- Participated in the Ooshtaa Initiative to assist in their identification of barriers that impact the economic security of Indigenous women

Highlights:

- Redeveloped the PALN website with the website design committee (Les Dickson, Sandra Williams, Kara Thorpe, and Samantha Kelly)
- Prepared the front of PALN office for flooring replacement
- Financial literacy workshop promotional video was created by Michelle Hassler and included on the PALN website and YouTube channel
- Created a QR code that links to the PALN website
- Created 2 posters (31"x22") for the A-frame hallway sign that highlight adult and family literacy services

- Improved social media presence on Facebook and Instagram. The major themes included International Literacy Day, financial literacy, communication, volunteerism, and tenancy.
- Tutoring room was reorganized to include games, manipulatives, resources, and other user-friendly materials

Goals and Initiatives:

- 7 Financial literacy and tenancy workshops booked for September through to December, 2021.
- Maintain our presence on social media platforms
- Continue to promote tutoring services and workshop opportunities through various means
- Continue to recruit and train volunteer tutors. The 2021-2022 year may be a time in which rebuilding and renewal of our services occurs following the continued disruption of services.

Submitted by: Samantha Kelly