

Literacy Unlimited Annual Report 2017



Unlimited

July

Ten conversation classes meet weekly in Framingham and five groups meet in Natick.

Final reports for Community Development Block Grant and May Baskets Raffle.

ESOL Tutor Training begins mornings at McAuliffe Branch Library, Framingham.

August

Planning meetings to establish a new non-profit corporation.

Staff planning luncheon in Natick – scheduling of all events and trainings.

September

Kick-off pizza party in Framingham followed by Brazilian jazz concert.

First meeting of Advisory Board, first coordinators' meeting, first monthly Bake Sale of the year.

BL training starts in Framingham (mornings).

Fall Pizza party in Natick.

New student registration week – 51 students register!

Two sections of "Survival English" are offered for very beginners (six weeks, twice a week).

30th Anniversary Party – great food and activities to culminate the anniversary year.

Message From the Coordinator

Please join me in celebrating the end of another wonderful year at LVM Literacy Unlimited, the adult tutoring program at Framingham Public Library and Morse Institute Library (Natick). Our unique program (free to all and operating year-round) has been very busy!

Our numbers have rebounded from last year when we experienced an electrical fire and evacuation from the Framingham Library. Students and tutors are finding us again in record numbers.

In the past year, we have seen a 49% increase in numbers of students served and a 30% increase in numbers of tutors.

The English for Speakers of Other languages (ESOL) portion of our program is bigger than ever! We now offer 11 leveled conversation classes in Framingham and 5 in Natick. The classes in Framingham average 10 students per class and have met for 567 hours!

We have seen more interest in the Basic Literacy portion of our program. More students are coming to request help with reading or math or help with high school equivalency test preparation. We hope to expand this portion of our program with additional grant funding.

We offered 7 tutor trainings last year and trained 78 new tutors in the past year: 73 trained for ESOL (average 9 per class) and 5 trained for BL. We presently have 150 tutor / student pairs, which we call "matches." These matches meet each week for 1.5 to 2 hours and work on student-centered

projects. The total hours of tutoring was 4531 – 189 days worth of tutoring! Our tutors report their hours each month and also report any problems or important events. We love to celebrate the milestones of acquiring a high school equivalency certificate or citizenship!

This year, we finally established a fundraising arm, Literacy Unlimited of Framingham Inc. and we have obtained 501(c)(3) status (making all donations tax-deductible). This status should make our grant writing and fundraising efforts a bit easier going forward.

Many thanks to Framingham Public Library for its continued generous support, Morse Institute (Natick), and the Advisory Board for their invaluable guidance and expertise.

In particular, I would like to thank Elin Calver who has retired after many years working in the Literacy Unlimited office in Framingham. Office manager, database administrator – you name it, Elin was often the first person that newcomers met when joining our program. We will miss her but wish her well in retirement.

I look forward to a new year, working in the Literacy Center at Framingham Public Library. LVM Literacy Unlimited is a wonderful community to be a part of – I hope that you can join us!

Anne O'Connell
– Coordinator



Student re-testing (75 students!) begins – must be completed by end of November!

Farewell party for some favorite students moving to CA. They donated a big whiteboard!

October

Tuesday morning computer help (with Kate, our intern) begins!

CDBG staff visit our program.

Advisory Board meeting – plans for potluck dinner.

Kiera attends Computer workshop.

Evening ESOL tutor training begins in Framingham.

November

Field Trip to Framingham Town Hall on election day.

Daytime ESOL tutor training begins in Framingham.

End-of-Year Appeal letters are mailed.

Annual holiday potluck party with minor theatrics, “Squash or Squanto?”

December

Farewell Dinner for Portuguese tutor.

Celebrate the holidays with “Cookies and Coffee” in Framingham.

January

ESOL tutor training (afternoon) begins in Natick.

Ring in the New Year with “Coffee and Cookies” in Natick.

Planning for citizenship class.

Advisory Board meets to begin plans for May Baskets Raffle fundraiser.

February

Framingham Community Partners meeting.
Metrowest Adult Learning Collaborative meeting – great networking.



News from Natick

We continue to grow and expand our program at Morse Institute, adding specialty classes like Pronunciation and planning for Citizenship Study. We held one daytime tutor training session (and Natick tutors also attended Framingham trainings).

We are excited to recruit new and talented volunteers who bring versatility and flexibility to our program.

The Pizza Lunch Chat get-togethers were fun and well attended by both students and tutors, providing opportunities for connection and speaking practice. The Conversation Classes on Thursday, Friday and Saturday provide more opportunities for students. The Saturday classes are huge! Many thanks to the conversation leaders for their time, patience, and passion.

Tutor volunteers have partnered with the Natick Community/Senior Center to provide weekly informal chats with native speakers, thus expanding additional opportunities for learners and their neighbors to meet and talk.

Going forward, we will continue to work toward meeting our learners' goals as they negotiate the challenges of American life while becoming part of the community.

Laurie Christie
-Literacy Services,
Morse Institute Library (Natick)

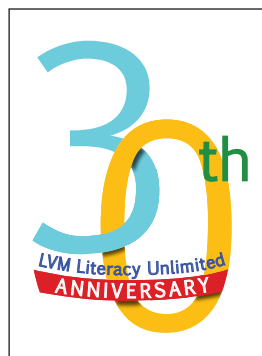




Fundraising

We are proud to have been awarded grants from Literacy Volunteers of Massachusetts (MA Department of Education) and Community Development Block Grant Committee (Town of Framingham). These two grants account for 62% of our annual income and we raise the remaining money from donations and fundraising events.

Many thanks to two family foundations for their grants and to Middlesex Savings Bank for the sponsorship of the 30th Anniversary party. We are also very proud to have received donations through WAITT (We're all in This Together), an Ashland business coalition.



Our End-of-Year Appeal was very successful – a combination of new donors and faithful benefactors. The May Raffle Basket fundraiser was bigger than ever – the 33 (!) baskets were displayed in 4 libraries and generated interest and suspense. Many thanks to the sponsors of the raffle: Framingham Public Library Foundation and Allegra Printing.

2017 Budget

Income Sources

| | |
|---------------------------------|-----------|
| Government Grants | \$ 41,349 |
| Foundation and Corporate Grants | \$ 10,946 |
| Individual Contributions | \$ 7,327 |
| Fundraising Events: May Baskets | \$ 5,748 |
| Bake Sales | \$ 1,392 |

Total Income

\$ 66,762

Expenses

| | |
|---|-----------|
| Salaries | \$ 54,823 |
| Trainers' fees | \$ 5,600 |
| Events and food | \$ 975 |
| Printing and Postage | \$ 541 |
| Professional Development | \$ 377 |
| Supplies and Materials | \$ 2,043 |
| Testing supplies | \$ 578 |
| Fundraising expense: May Basket supplies and Raffle tax | \$ 1,089 |

Total Expenses

\$ 66,026

Excess income \$ 737

In-kind donations (Framingham Public Library) -estimated \$35,000
In-kind donations (volunteer tutors and conversation leaders) -estimated \$150,000

Thank you to our sponsors and contributors

Jeopardy game (Valentine and George Washington Birthday) fun!

March

Daytime ESOL tutor training begins in Framingham.

"Know Your Rights" workshop in Framingham – 31 attendees.

Citizenship class led by tutor Chris Aheara begins with 10 students!

Student registration garners 82 excited new students.

April

Two sections of Survival English classes are offered (2 X per week for 6 weeks).

Evening ESOL tutor training begins in Framingham.

Coordinators meeting – planning for a new database!

Program to recruit tutors from advanced students at FAESL+.

May

Anne, Laurie and Kiera attend NETWORK (adult education) conference.

Annual Student Testing begins.

May Raffle Baskets are on display in 4 libraries. Ticket sales are brisk!

Advisory Board Luncheon – Doris Bickley retires and Lisa Gelin is elected Chair.

June

Metrowest Adult Learning Collaborative meets – discussion of low level students.

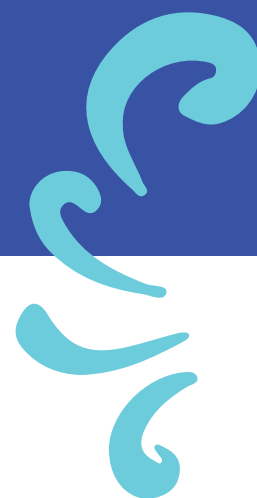
May Basket Drawing – lots of good buzz from the 33 winners!

Annual "All American" barbecue in the reading garden of Framingham Main Library Over 100 attendees.

Testing is complete – 138 students are tested!

Final days for Elin Calver after over 10 years with Literacy Unlimited.

Literacy Unlimited Annual Report 2017



Staff & Advisory Board



Staff

Anne O'Connell, Coordinator
Kiera Stock, Office Manager
Elin Calver, Database Administrator
Kate Newcomer, Intern

Advisory Board

Doris Bickley, Chair
Barbara Gainsboro, Vice Chair
Rose Lawrence, Secretary
Maria Barry
HongYe Cai
Lisa Gelin
Tina Golden
Elzira Hastenreiter
Mark Reardon
Christina Rier
Kajal SenGupta



Literacy Unlimited of Framingham Foundation Inc.

Joan Grzywna, President
Barbara Gainsboro, Clerk
Anne O'Connell, Treasurer
Mark Contois, Director
Whitney Dean, Director



Framingham Public Library

Mark Contois, Director
Lena Kilburn, Assistant Director
Amy Sadkin, Community and Outreach Services

Morse Institute Library

Laurie Christie, Literacy Services
Anna Litten, Community Services



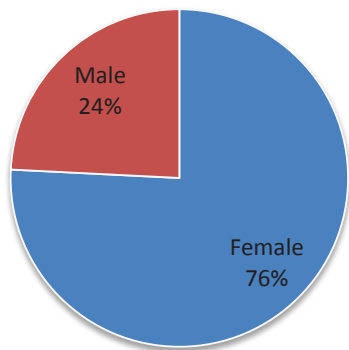
Tutor In-service with Dr. Marcel LaVergne (right center)



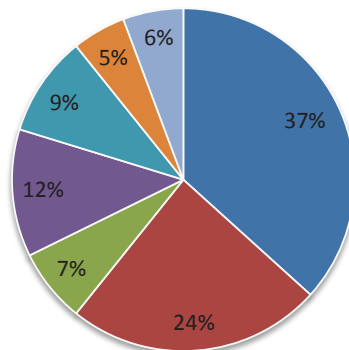
Beginner Conversation Class.

Tutors

Tutors by Gender

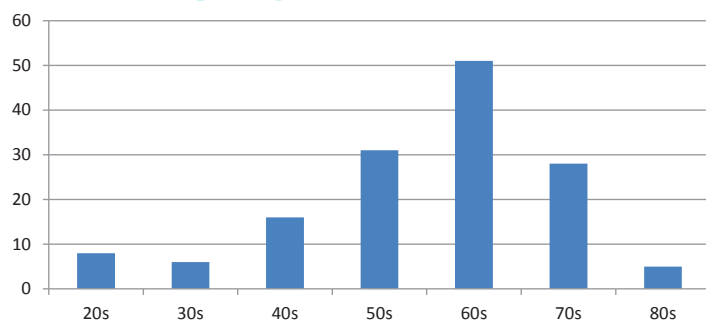


Tutors by Town



- Framingham
- Natick
- Ashland
- SouthWest
- NorthWest
- Boros
- Other

Tutors by Age



**Thank you to our tutors,
the backbone of our program!**



**LVM Literacy
Unlimited**

Are you interested in the adult tutoring program in Metrowest?

Our students are two types: ESOL (English for Speakers of Other Languages – students learning to speak English) and BL (Basic Literacy – students learning to read and write).

We tutor students in both Framingham Public Library and Morse Institute Library (Natick).

Come to an Information Session!

You will hear more about our program and more about the tutor trainings. Open to all. No registration needed.

Wednesday, September 14

10:30am to noon, Main Library, J Craft Room

Wednesday, November 2

10:30am to noon, Main Library, Trustees Room

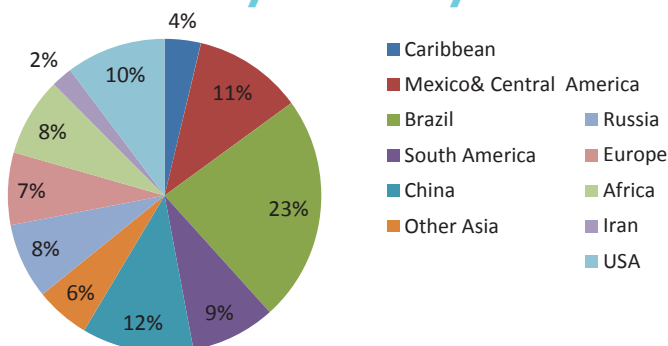
The next tutor training (BL) is scheduled for Wednesdays, September 21 to November 2 (please note: no class October 12), 10:00am-1:00pm, at the Main Library. Registration is required; please see the website.



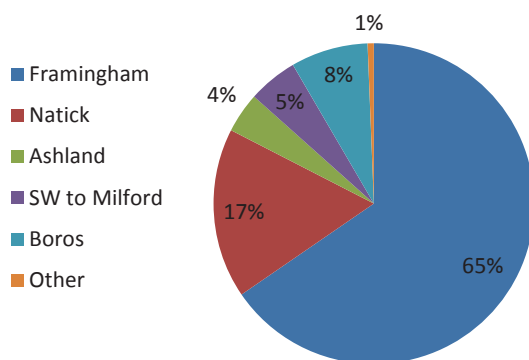
Students



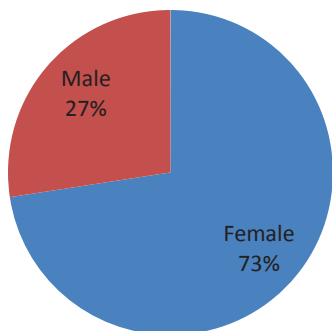
Students by Country



Students by Town



Students by Gender



In 2017, we served 328 students:

157 are currently matched with a tutor (and working very hard), 100 have finished their work with our program (or maybe moved away), and 70 students remain on the waiting list. The students on the waiting list often take advantage of the excellent conversation classes.

Our students speak 21 different languages!

