

Literacy Unlimited Annual Report 2019



Unlimited July, 2018

Saturday classes, Conversation classes, and tutoring pairs continue to meet through the summer. Prepared and submitted first tax returns for Foundation. Summer Tutor Workshop with Dr. Marcel LaVergne – Writing. First ESOL tutor training July 18 (10 new tutors). Registration for Session 3 of Saturday classes July 21. Prepared and submitted grant application to Foundation for Metrowest.

August

Planning meetings for fall events with staff. Summer Tutor Workshop with Dr. Marcel LaVergne – Grammar. Anne attends “Training for Basic Literacy Trainers” in Ashland. Planning meetings with Advisory Board Chair.

September

“Civics and American History” class begins (Chris Ahearn, teacher – 4 students). “Citizenship for Low Level English Speakers” begins (Alice Carroll, teacher – 9 students). Summer Tutor Workshop with Dr. Marcel LaVergne – Working with Beginners. Kiera attends “Training for ESOL Trainers” in Framingham. New student registration week of September 10 (42 new students). First Advisory Board meeting September 19.

A Welcoming Hand in Metrowest

LVM Literacy Unlimited, the adult tutoring program at Framingham Public Library and Morse Institute (Natick) is an important part of the fabric of the Metrowest community. We offer a welcoming hand to those who want to learn to speak better English and those who want to improve their reading and writing skills. I am very proud to be part of Literacy Unlimited.

I have written this report to give you a sense of our program – the different aspects of what we do and the many people that we serve. This year, Kiera Stock, our able office manager, was responsible for coordinating the tutor training and matching processes. I like to call matching, the “magic” of the process, and Kiera does it so well! She always finds the right student for the newly-trained tutor.

We work very hard to create a respectful and friendly place for our students and tutors.

In Fall 2018, we hired one of our fabulous students to be the new Database Administrator / Office Assistant. Liehua Shi has been a great addition to our staff. Her sense of fun (especially with the quirks of the English language) and her technical knowledge make her the perfect addition for us.

The Saturday classes, funded as part of the Citizenship Corner grant by MA Board of Library Commissioners, under the Library Services and



Our Happy Staff - Kiera, Anne, and Liehua.

Technology Act, ended in June. We are grateful for the opportunity to offer this expanded class schedule for our students during the grant. We did offer two citizenship workshops and monthly workshops for those interested in starting the citizenship process.

Heartfelt thanks to Laurie Christie, Literacy Coordinator in Natick, for her enthusiasm and creativity. Also, thanks to the Advisory Board and the Foundation Board for their help with events and fundraising. Many thanks to the staff of the libraries – all of our work would not be possible without your support!

Looking forward to another wonderful year!

Onward,

Anne O'Connell,
Coordinator

Literacy Unlimited Advisory Board

Hard to believe how fast this past year has gone! Our very important program, run by Literacy Unlimited and supported by Literacy Volunteers of Massachusetts, and community grants and donations, completed another successful year of training volunteers and tutoring adults in English as a second language, basic literacy, citizenship, and GED preparation.

We begin this new school year having successfully transitioned to new Advisory Board leadership, namely our new Chair, Nancy Agler, and four new board members. We also continue our fundraising efforts, to include an annual bake sale, our very popular May Baskets Raffle, and an end-of-year appeal, and we have multiple social events planned, where students and tutors join together for delicious international food and great fun!

Lisa Gelin, Chair

Basic Literacy tutor training begins September 20 (6 new tutors).

First Tuesday night Citizenship Workshop on Sept. 18. Will be held monthly until June. (Brian Judge, leader).

Coordinators of LVM affiliates meet in Framingham Sept. 28.

October

Foundation for Metrowest Grant review committee visits Framingham.

Foundation Board meeting held on October 2.

Recognition Evening October 26 (80 attendees).

Second ESOL training begins October 13 at McAuliffe Branch (7 new tutors).

Liehua begins work as office assistant / database administrator!

November

Advisory Board meets Nov. 1.

Meet with Community Development staff to review procedures for Block Grant Nov. 6.

Third ESOL tutor training in Natick begins Nov. 29 (12 new tutors).

December

CDBG Needs Assessment meeting Dec. 6.

Received \$5000 grant from Foundation for Metrowest Dec. 10.

Submitted grant proposal to Community Development Block Committee for fiscal year 2020.

Holiday party lunch for staff December 18.

Holiday potluck lunch December 20 – 60 attendees.

January, 2019

Advisory Board meeting on Jan. 3.

Anne attends workshop on technology in classrooms Jan. 7.

Coordinators meeting January 25.

Fourth ESOL class begins January 24 (8 new tutors).

Liehua attends Best Plus training at SABES Jan. 16.

February

A new workshop for tutors on Friday afternoon begins (Tim Hamilton, leader)

News From Natick

This year has been especially busy for Literacy Unlimited in Natick. Due to high demand, we have added three new Conversation Groups, including Low Beginner classes. We also offered one session of the Civics and Citizenship Workshop.

An exciting new project is "Help Others to Speak English" - an informal chat opportunity hosted by several Natick tutors/conversation leaders on Mondays at the Community Senior Center. Many thanks to Bev Mulholland and Isabel Wesley for coordinating this wonderful project.

Student enrollment is up, and people are coming from all over the area, attending our conversation classes and being tutored. I continue to enjoy helping all who want to improve their English, get a High School Equivalency certificate, become citizens, or just chat with neighbors! I am so proud of all the tutors and students here in Natick!



*Laurie Christie,
Literacy Services,
Morse Institute*



New student/tutor pair, Mirra and Javier.

Conversation Classes Rock!

Each week we offer 12 conversation classes in Framingham and 8 classes in Natick. From Monday morning with 2 classes (both Beginner and Intermediate levels) in Framingham to Saturday afternoon (Advanced) in Natick, we've got the week covered. Four Low Beginner classes, seven Beginner classes, six Intermediate classes, and three Advanced classes fill out the schedule!

The class leaders are all volunteers and all are terrific! From Sue Bernstein who has led the Wednesday afternoon Advanced class for many years, to our newest substitutes (yes, we are always in need of substitute leaders!), the conversation class leaders are:

- Andrew Leavitt, Monday evening Intermediate and Tuesday evening Beginner
- Anne Schloder, Thursday afternoon Beginner
- Bev Mulholland, Thursday evening Beginner
- Bob Schiller, Monday evening Intermediate
- Brian Judge, Wednesday evening Advanced
- Dan Schullman, Thursday evening Intermediate
- Denise Corless, Wednesday morning Intermediate
- Denise O'Hare, Tuesday morning and Saturday morning Beginner

- Dick Constant, Monday morning Beginner
- Elaine Strongwater, Thursday afternoon Beginner
- Elena Shabalina, Wednesday evening Low Beginner
- Ines Motta, Thursday morning Beginner
- John Evans, Monday morning Intermediate
- Judith Bryant, Wednesday evening Beginner
- Kathy Sastavickas, Tuesday afternoon Intermediate
- Laurie Christie, Friday morning Intermediate
- Leslie Hatton, Saturday morning Beginner
- Marcel LaVergne, Wednesday morning Low Beginner
- Maria Kotzia, Thursday evening Beginner
- Naomi Pinson, Tuesday evening Beginner
- Sue Bernstein, Wednesday afternoon Advanced
- Sue Kelly, Saturday afternoon Advanced
- Tim Hamilton, Wednesday evening Low Beginner **and our most reliable substitute!**

The other substitutes are Harriet Shapira, Jake Valladares, Laura Bennett Cressotti, Linda Kirchman, Lisa Gelin, Lissa Coolidge, Rose Lawrence, and Sheila Rogers. I know that the students who attend the classes join me in saying, "Many thanks to all!"



Please join us for
FREE drop-in
conversation
classes for adults.

Office Hours:
Monday through
Thursday
9:00 am - 4:00 pm
Closed Fridays

Practice Speaking English

Framingham
Framingham Public Library • 49 Lexington Street
508-532-5574 or literacy@morseinstitute.org

Class Level	Day	Time
Low Beginner	Wednesday	7:00 pm - 8:30 pm
	Monday	10:00 am - 11:30 am
	Tuesday	7:00 pm - 8:30 pm
	Thursday	10:00 am - 11:30 am
	Thursday	1:00 pm - 2:30 pm
Beginner	Thursday	7:00 pm - 8:30 pm
	Monday	10:00 am - 11:30 am
	Monday	7:00 pm - 8:30 pm
Intermediate	Tuesday	1:00 pm - 2:30 pm
	Wednesday	10:00 am - 11:30 am
	Wednesday	1:00 pm - 2:30 pm
Advanced	Wednesday	1:00 pm - 2:30 pm
	Wednesday	7:00 pm - 8:30 pm

Natick
Morse Institute Library • 14 East Central Street
508-647-6400, ext. 1563 or literacy@morseinstitute.org

Class Level	Day	Time
Low Beginner	Tuesday	10:30 am - 12:00 pm
	Wednesday	6:30 pm - 8:00 pm
	Saturday	10:30 am - 12:00 pm
Beginner	Thursday	6:30 pm - 8:00 pm
	Saturday	10:30 am - 12:00 pm
	Thursday	6:30 pm - 8:00 pm
Intermediate	Friday	10:30 am - 12:00 pm
	Friday	10:30 am - 12:00 pm
Advanced	Saturday	12:00 pm - 1:30 pm
	Saturday	12:00 pm - 1:30 pm



Wednesday Morning Intermediate Class



Wednesday Afternoon Advanced Class



Claudia Price, May Basket Winner

Literacy Unlimited of Framingham Foundation, Inc.

A great fundraising year for our small nonprofit! We filed our first tax returns, and submitted all the required state forms. You can even find us in online databases as a charitable organization – this may sound crazy, but we are so proud to be organized and fiscally sound!

Our main fundraisers continue to be the End-Of-Year Appeal and May Baskets Raffle. The Appeal raised over \$10,000 (up from \$7496) due in part to a matching donation. Many thanks to all the donors, new and continuing. The May Baskets Raffle also set a record with tickets sold, gross profit, and net profit of \$6341 for the program. The 30 baskets, on display in 3 libraries, are a lot of work but ultimately, it's a FUN fundraiser!

Our corporate sponsors enable us to work creatively with our events. Many thanks to Petrini & Associates, Middlesex Savings Bank, Wegman's, and Framingham Library Foundation for underwriting our events. We are very proud to have received a grant from Foundation for Metrowest for \$5000. Also, matching gifts were received from State Street Bank and Exxon Mobil Corporation.

Many thanks to all!

Joan C. Grzywna,
President

2019 Budget

Income Sources

Government Grants	\$ 39,426
Foundation and Corporate Grants	\$ 24,550
Corporate Contributions	\$ 4,317
Individual Contributions	\$ 11,015
May Baskets Raffle	\$ 6,949
Interest	\$ 166

Total Income

\$ 86,423

Expenses

Salaries	\$ 66,350
Bonuses, consultants	\$ 2,108
Accountant, bank fees and state filings	\$ 254
Books, membership	\$ 2,140
Events and food costs	\$ 1,545
Professional development	\$ 660
Supplies, materials printing, and tests	\$ 1,562
Tutor/Student gifts	\$ 1,030
May Basket supplies and raffle tax	\$ 608
Contribution to stabilization fund	\$ 10,166

Total Expenses

\$ 86,423

In-kind donations (Framingham Public Library)	-estimated \$45,000
In-kind donations (volunteer tutors and conversation leaders)	-estimated \$150,000

Thank you to our sponsors and contributors

Anne attends Mass Census Equity meeting February 5.

Winter citizenship class begins with 10 students (Chris Ahearn, instructor).

March

International Women's Day celebration March 8 (65 attendees).

Fifth ESOL tutor training begins March 13 in Framingham (10 new tutors).

Advisory Board meets March 13.

Open Student Registration begins March 11 (25 registrants).

Training for new database LACES March 11 and 12.

Sixth ESOL tutor training begins March 26 in Natick (16 new tutors).

Recertification for Best Plus testers March 25.

April

Planning meeting for May Baskets April 5.

Anne attends Workshop on "Grow the Annual Fund" April 11.

Tutor U2 was held on April 18 (65 attendees).

Set up May Baskets in 3 libraries on April 29. Raffle tickets are on sale!

May

Annual testing of all students begins.

Begin use of new database on May 6.

Anne, Kiera, Liehua, Maria Barry, and Laurie attend NETWORK conference May 10.

Annual meeting of Advisory Board May 24.

Attend Citizenship Workshop with Lynne Weintraub in Stoughton May 29.

May Baskets Raffle ends on May 31!

June

Drawing for winners of May Baskets June 4. Thirty happy winners!

Annual Barbecue on June 18. 95 attendees enjoyed good food and fun!

Summer citizenship class starts June 25 (Brian Judge, instructor).

Final day for annual testing! 140 students tested.

Literacy Unlimited Annual Report 2019



Staff & Advisory Board

Staff

Anne O'Connell, Coordinator
Kiera Stock, Office Manager
Liehua Shi, Office Assistant and Database Administrator
Marjie Solomon, Office Assistant
Denise Corless, Tutor Trainer
Tina Golden, Tutor Trainer
Connie McGrath, Tutor Trainer
Wayne Sullivan, Saturday Conversation Class Leader
Marcel LaVergne, Tutor Workshop Leader
Chris Ahearn, Citizenship Class Leader (Framingham)
Brian Judge, Citizenship Workshop Leader (Framingham)
Isabel Wesley, Citizenship Class Leader (Natick)
Sue Scheiner, Citizenship Class Leader (Natick)



Kiera, Anne and Maria

Advisory Board

Lisa Gelin, Chair
Tina Golden, Vice Chair
Robin Kynoch, Secretary
Nancy Agler
Maria Barry
Doris Bickley
HongYe Cai
Barbara Gainsboro
Elzira Hastenreiter
Rose Lawrence
May Liu

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
Jason Homer, Director



AiMing and Peggy

International Women's Day

On March 8th, we hosted the fabulously successful celebration of International Women's Day with a wonderful tea with real tea cups, flowers and goodies! The theme for this year was "Better for Balance" which is why we struck the pose! Students from Literacy Unlimited talked eloquently about how this holiday is celebrated by women around the world. We also had a "slightly used" jewelry sale to benefit Dignity Matters, a local nonprofit supporting women in need. Undoubtedly, a fantastic day of celebration!

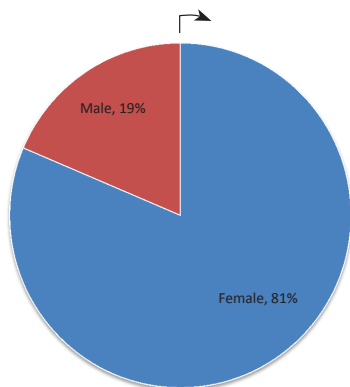


Fasilia and Mary

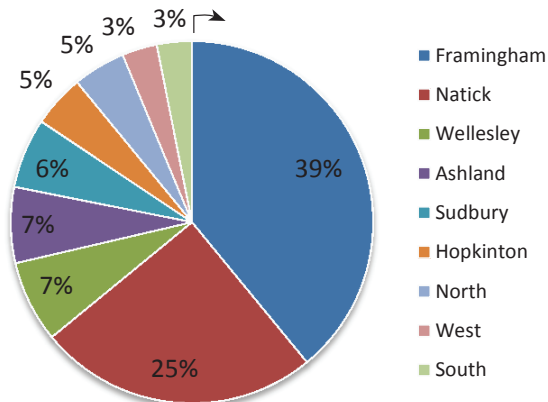


Tutors

Tutors by Gender



Tutors by Town



LVM Literacy Unlimited

TUTOR U.

Calling all tutors!

The 2nd annual Professional Development day for all tutors is happening soon!

APRIL 18TH, 3-7PM

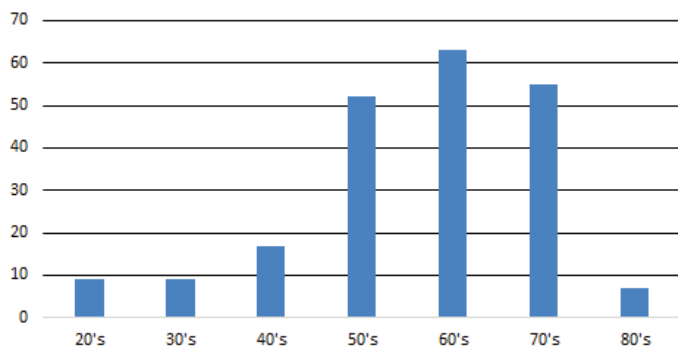
Framingham Public Library, Costin Room

Learn more about:

- LV Massachusetts,
- how to use your cellphone while tutoring,
- new vocabulary practice ideas,
- Total Physical Response for storytelling,
- networking, and more! **Dinner!**

Watch for the agenda in your email.

Tutors by Age



This year we had **232 wonderful tutors** -

187 are active today and 45 have moved on to other volunteer activities. The tutors accumulated 6979 hours while working with their students! We also ran many conversation classes with very dedicated leaders!

An excellent year for training new tutors: we completed **7 trainings** with a total of **69 new tutors**.

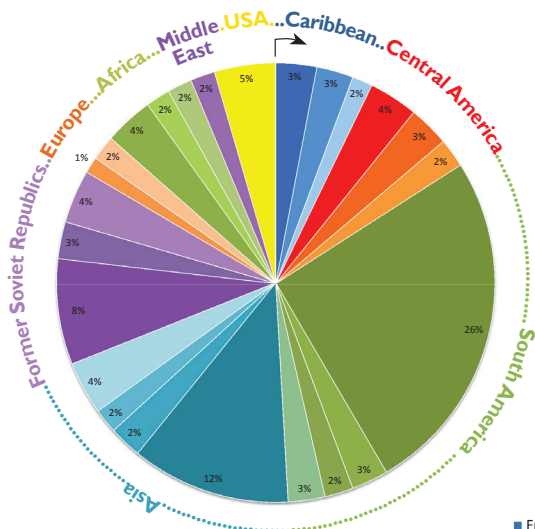
Thank you to our tutors,
the backbone of our program!



Students

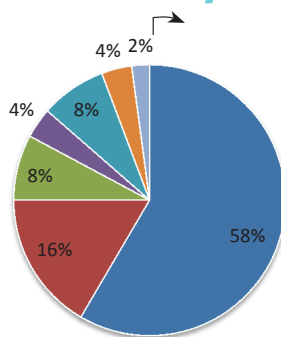


Students by Country

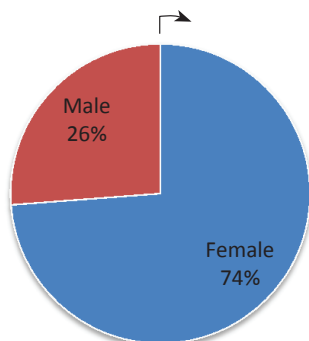


Students by Town

- Framingham
- Natick
- Ashland
- Southwest to Millford
- West to Worcester
- South and East
- North



Students by Gender



In 2019, we served 332 students.

They range in age from 20 to 87! 189 are currently matched with a tutor, 86 students have completed their work with our program, and 57 students remain on the waiting list. The students on the waiting list are invited to join the excellent conversation classes as well as the social events.

**Our students speak
25 different languages!**

