



Library Development

2002-2003 Grant Project Reports

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Brooklyn Public Library

[Susan K. O'Connor](#)

(718) 832-3560

Project Name: BPL Literacy Connections

Project Amount: \$12,000

Brief Project Description: A comprehensive, borough-wide outreach plan was developed to increase community awareness of educational services available to adults in need of basic reading/writing skills. Materials were developed to promote name recognition for the BPL Adult Literacy Program. An Interactive Outreach Database was developed to organize community contacts and make them easily accessible for current and future students.

Needs Addressed: Community awareness of educational services for adults who need instruction in basic reading and writing skills was low.

Target Audience: Adults in the community with low-level literacy skills.

Staffing/Volunteers/Partners Role: Two Outreach Specialists were hired to establish new community contacts in the surrounding neighborhoods. 70 new volunteer tutors were trained and 104 tutors were placed with students. Literacy, Inc. (LINK) distributed materials to a variety of community groups.

Specific Activities: Promotional materials (plastic bags, pencils, flyers, posters) were purchased or created and distributed to local businesses and community organizations. An outreach exhibit table was staffed at a local shopping center for four Saturdays. The Outreach Database served as a foundation for the project and for future literacy projects.

Evaluation and Results:

- I. Evaluation methods used: Review of enrollment and recruitment statistics, contact hours, instructional hours. Quantitative measures included number of contacts made and amount of materials distributed.
- II. Progress, changes, satisfaction reported by participants: Student and volunteer recruitment increased by 5% in the Adult Learning Centers and volunteer recruitment increased 10% project-wide. Tutor job assignments have expanded to include marketing, outreach, advocacy, and database management.

Changes/Recommendations/Continuation Plans: A series of challenges arose during the project year: poster production was delayed due to poor vendor quality; the campaign began later than the original target date; some supplies (bags from China) ran out due to the SARS epidemic; and one of the six Adult Learning Centers in Brooklyn Public Library branches closed and two moved or were under construction during the grant period. However, outreach efforts to promote the program will be continued.

Freeport Memorial Library

[Maggie Marino](#)

516-379-3274

Project Name: P.R.E.P.: Prevocational Employment Readiness Program

Project Amount: \$6,550

Brief Project Description: The library and its project partners, Freeport Family Literacy Program, Even Start and the Freeport Public School District, trained adults in pre-vocational skills necessary for successful employment. Workshops, library materials and a Spanish/English career counselor were offered through the grant.

Needs Addressed: Need for English language skills among workforce.

Target Audience: Adults seeking employment, particularly those with low literacy or in need of English language skills.

Staffing/Volunteers/Partners Role: A bilingual career counselor was hired. The Freeport Adult Education Program provided publicity.

Specific Activities: Eight workshops were held, including three in Spanish. Topics included: Interview attire, resumes, interview skills, library resources for job seekers, interview questions, and employment applications. Publicity materials were created by members of the library staff and distributed to clients by cooperating agencies.

Evaluation and Results:

- I. Evaluation methods used: Participants completed survey forms for the workshops and bilingual career counselor.
- II. Progress, changes, satisfaction reported by participants: 75% of registrants attended the workshops. Almost 90% of materials were borrowed. All who met with the bilingual counselor reported learning useful information. Workshops informed patrons of the many English language and job-related resources available at the library. Participants learned that the library has resources to help in their job search.

Changes/Recommendations/Continuation Plans: Schedule the bilingual counselor for fewer hours. The library will continue to offer workshops on employment related issues.

Guernsey Memorial Library

[Melanie Battoe](#)

607-334-4304

Project Name: Yes! You Can: Resources for Adults with Learning Disabilities

Project Amount: \$18, 937

Brief Project Description: In partnership with Literacy Volunteers of America, Chenango County, free public screening and testing for adults with learning abilities were held at Guernsey Memorial Library and the eight other public libraries in the county. Professional development workshops were held and library collections and referral resources for adults with learning disabilities were updated and improved at each participating library.

Needs Addressed: Adults with learning disabilities were poorly informed about how to get literacy and math assistance. Libraries lacked the resources to help these adults.

Target Audience: Adults with learning disabilities.

Staffing/Volunteers/Partners Role: Literacy Volunteers of America, Chenango County trained tutors. Southern Tier Professional Development Consortium and the Learning Disabilities Advisory Group provided publicity.

Specific Activities: Six workshops were held for tutors and educators. A public forum on learning differences was held. Books, videos and software packages were purchased for library collections. Learning styles "Tool Kits" were assembled for participating libraries.

Evaluation and Results:

- I. Evaluation methods used: Participants completed surveys at the end of workshops.
- II. Progress, changes, satisfaction reported by participants: 82% of survey respondents expressed satisfaction with workshop. 50-100 participants attended workshops, exceeding planners' expectations.

Changes/Recommendations/Continuation Plans: Tool kits will be maintained and promoted. Radio ads are being broadcast and "show and tells" are used to promote tool kits at staff and faculty meetings.

Guilderland Public Library

[Barbara Nichols Randall](#)

(518) 456-2400

Project Name: New Connections@The GPL: Linking ESL Students

Project Amount: \$10, 618

Brief Project Description: The library sponsored English language conversation/discussion groups in conjunction with the Mohawk/Hudson chapter of Literacy Volunteers of America, Inc. The library recruited and trained tutors and provided post-training and professional support to tutors who work with English as Second Language (ESL) students.

Needs Addressed: Members of the community with weak English language skills.

Target Audience: English as a Second Language students.

Staffing/Volunteers/Partners Role: Literacy Volunteers of America (LVA)-Mohawk/Hudson Chapter trained tutors. Librarians procured space for tutoring sessions and publicized the program.

Specific Activities: Discussion groups for ESL students were formed. Ongoing professional support was provided for

tutors who have completed training. Tutors were trained and recruited in the Guilderland area.

Evaluation and Results:

- I. Evaluation methods used: Numbers of tutors trained, students tutored and ESL materials purchased.
- II. Progress, changes, satisfaction reported by participants: 37 tutors completed training; 960 hours of tutoring have been logged as of 7/03. LVA's student waiting list was reduced. Outreach to the immigrant population brought more people into the library to access information and services.

Changes/Recommendations/Continuation Plans: Based on previous experience, the library kept a waiting list of volunteer tutors to replace any tutors who withdrew from tutor classes. This allowed the library to fill vacancies that opened in the fall and spring training workshops. The turnout for continuing education workshops for tutors was low. Better publicity may have helped. The library and LVA-Mohawk/Hudson will continue the project.

Hempstead Public Library

[Irene A. Duszkievicz](#)

(516) 481-6990

Project Name: Numbers/Talk

Project Amount: \$20,000

Brief Project Description: The library's English conversation class used the video series Ingles Sin Barreras to help Spanish-speaking newcomers. In collaboration with the Hempstead Hispanic Civic Association, learners also prepared for the new mathematics portion of the General Equivalency Diploma (GED) exam by using calculators to simulate the test.

Needs Addressed: 31.8% of Hempstead's population is Hispanic and 25% of adults in the community have less than 12 years of schooling.

Target Audience: Spanish speakers seeking to improve their English; adults seeking to pass the GED exam.

Staffing/Volunteers/Partners Role: An ESL teacher and a GED mathematics teacher were hired to teach classes. A part time clerk was hired to help with extra clerical tasks. Hempstead Hispanic Civic Association was a partner agency and recruited potential students.

Specific Activities: Two math classes were held each week for ten weeks. Calculators and ESL videos were purchased. Day and evening ESL classes were held.

Evaluation and Results:

- I. Evaluation methods used: Participants completed surveys at end of the course.
- II. Progress, changes, satisfaction reported by participants: Feedback for the Ingles sin Barreras class was very positive. Students referred friends and relatives to the class. Students in the math class indicated a high level of satisfaction during exit interviews. 18 students have taken the GED exam and of these 16 reported to the Library that they passed the exam.

Changes/Recommendations/Continuation Plans: Some of the students in the math class lacked the basic math skills necessary to begin GED preparation. These students were referred to the Adult Learning Center and many hope to enroll in a future GED class.

Lockport Public Library

[Margaret W. Lynch](#)

716-439-0198

Project Name: Computers for Adult Learners

Project Amount: \$5,744

Brief Project Description: Together with Literacy Volunteer of America - Niagara County, the library introduced tutors to resources to help students learn to speak, read and write in English. Computer workstations with instructional software provided opportunities for computer-aided instruction.

Needs Addressed: Lockport's population includes adults who need to improve their English language skills.

Target Audience: Adult seeking to learn English.

Staffing/Volunteers/Partners Role: Literacy Volunteers of America -Niagara County trained tutors. Librarians taught basic library use skills to tutors.

Specific Activities: Computer equipment and software were purchased. Tutors were introduced to computer-aided

instruction. Literacy students were trained to search the library's catalogue for needed materials.

Evaluation and Results:

- I. Evaluation methods used: Formal evaluation was planned but not achieved due to a vacancy in the LVA directorship from August 2002-March 2003.
- II. Progress, changes, satisfaction reported by participants: Students gained familiarity with technology tools related to literacy learning. 10 students applied for and received library cards.

Changes/Recommendations/Continuation Plans: The Library plans to continue to train and encourage tutors to use the computers with their students.

Mahopac Public Library

[Patricia Kaufman](#)

845-628-0672

Project Name: Better than Basic

Project Amount: \$5,187

Brief Project Description: Tutors were trained in the Davis Dyslexia Correction Program method of working with adults who have learning disabilities. New materials were made available through the grant.

Needs Addressed: Learning disabled (LD) adults did not know that the library and Literacy Volunteers could help them learn to read. Literacy volunteers needed training to work with LD adults.

Target Audience: Adults with dyslexia.

Staffing/Volunteers/Partners Role: Literacy Volunteers of America (LVA) affiliates - of Putnam, Dutchess, Westchester and Orange counties - trained tutors. A Davis method trainer gave a two-day workshop to LVA volunteers. The library provided space for tutoring meetings.

Specific Activities: A training session was held for tutors. Symbol mastery kits and other materials were purchased. Tutors are using new techniques with their students.

Evaluation and Results:

- I. Evaluation methods used: Informal evaluation methods, including staff feedback, were used.
- II. Progress, changes, satisfaction reported by participants: Tutors report that some of their students who were previously unable to read are now beginning to recognize written language and read.

Changes/Recommendations/Continuation Plans: Project got a late start due to delays with grant-funds distribution.

Monroe County Library System

[Paula Smith](#)

(585) 428-8393

Project Name: GED 2002

Project Amount: \$20,000

Brief Project Description: The Monroe County Library System (MCLS) Literacy Services Advisory Committee developed a program to train MCLS staff on the new GED. It provided tutors and students with new study resources and promoted these resources through community literacy providers and its own promotional campaign.

Needs Addressed: The library's patrons needed materials and teaching resources for the new GED.

Target Audience: Adults studying for the GED and their tutors.

Staffing/Volunteers/Partners Role: MCLS Literacy Services Advisory Committee, which includes 5 county and city literacy providers, developed a program to train library staff on the GED. Literacy Volunteers of America-Monroe County provided tutor training.

Specific Activities: English and Spanish language materials were selected for the library. Library staff were trained in the changes in the GED and made aware of local and state resources for those seeking a GED diploma. Library GED collections and resources were promoted to the public.

Evaluation and Results:

- I. Evaluation methods used: Each workshop participant completed a survey at the end of the workshop and a post-workshop survey two months after the end of the workshop. Librarians and agency staff were interviewed about the qualitative impact of the project.

- II. Progress, changes, satisfaction reported by participants: Many survey respondents reported that the workshop had a significant impact on their ability to understand the exam.

Changes/Recommendations/Continuation Plans: The library continues to maintain the program by purchasing new GED materials and maintaining the GED web pages.

The New York Public Library, The Branch Libraries

[Susan Gitman](#)

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Project Name: ESOL Classes at Chatham Square

Project Amount: \$20,000

Brief Project Description: The New York Public Library held English classes for speakers of other languages (ESOL) at the Chatham Square Regional Branch Library. Staff of the Riverside Language Program taught classes. The grant helped the library to provide classroom space, library orientations and program promotion.

Needs Addressed: The library has a long list of students waiting for a spot in an ESOL class.

Target Audience: Speakers of Languages other than English.

Staffing/Volunteers/Partners Role: Riverside Language Program provided instructors for the classes. The Literacy Assistance Center and the New York City Board of Education accepted students who were unable to participate in NYPL classes. New York City Dept. of Youth and Community Development publicized the classes.

Specific Activities: The library held free ESOL classes, provided students with an orientation to the library, provided print and non-print materials for student self-instruction and developed relationships with immigrant advocacy agencies. Students who could not attend the library's classes were referred to other agencies.

Evaluation and Results:

I. Evaluation methods used: Student assessment tests at the beginning and end of the courses.

II. Progress, changes, satisfaction reported by participants: Of the 159 students who registered, 95 pre-tested into level one classes, 57 into level two and 7 into level three classes. In the post-test, 18 students tested at level one, 37 at level two, 6 at level three, 4 at level four, two at level five and two tested at level six.

Changes/Recommendations/Continuation Plans: The library will use existing funding sources and aggressively seek new ones to meet the high demand for ESOL programs.

Olean Public Library

[Tamara Butler](#)

(716) 372-0200

Project Name: Log-in for Literacy

Project Amount: \$14,055

Project Description: Computer literacy and technology skills were taught to adults with low literacy and their families. Working with Literacy Volunteers of Cattaraugus County, Inc. (LV-CC), and with additional funding from Verizon, the Library established two computer-learning stations. Curricula were prepared and computer assisted literacy training workshops were offered.

Specific Activities: Public access computers were purchased to provide computer literacy instruction and services for adult learners. Curriculums for level 1 and level 2 literacy adults were prepared. Computer assisted literacy training and workshops were provided to all tutors. Tutors and learning partners were matched. Adult learners received individualized training aimed at technology and life skills. The LVA-CC low-level adult literacy materials collection was added to the on-line catalogue.

Staffing/Volunteers/Partners Role: Project coordinators and computer instructors were hired. LV-CC provided tutor training.

Evaluation and Results:

- I. Evaluation methods used: a pre and post-test were given for each computer user.
- II. Progress, changes, satisfaction reported by participants: The program was overwhelmingly successful. 122 adults participated and they received 397 hours of instruction.

Changes/Problems/Continuation Plans: The Library plans to continue the project. Sources of funding are being sought. A Dollar General Grant to LVA-CC will provide some of the funds needed.

Oneida Public Library

[Carolyn Gerakopoulos](#)

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Project Name: Project Read: In New Directions

Project Amount: \$ 17,950

Brief Project Description: The library built on the success of earlier Project Read programs by adding English for Speakers of Other Languages (ESOL) classes and introducing literacy training to Even Start and Head Start home visitor staff. The library worked with BOCES to add writing tutors to BOCES' GED program and worked with Prime Time Family Reading Program's reading and discussion groups. Two literacy conferences were held.

Needs Addressed: Adult in the community need English language skills.

Target Audience: English as a Second Language students, GED candidates, adults with low literacy skills.

Staffing/Volunteers/Partners Role: Literacy Volunteers of America affiliates and Laubach Literacy Action affiliates trained tutors. The library worked with Even Start and Head Start to provide their home visitor staff with literacy training classes. The library through this grant hired an ESOL instructor.

Specific Activities: ESOL classes were conducted. Even Start's adult educator used library instructional materials in adult literacy classes. A literacy kit was purchased for ESOL parents to take home. Two literacy conferences were presented.

Evaluation and Results:

- I. Evaluation methods used: A post-test was given to students after several months in the project. A student satisfaction survey was distributed and students evaluated their tutors.
- II. Progress, changes, satisfaction reported by participants: 50% of students showed marked improvements in post-testing. 80% of students reported satisfaction with their tutoring experience. 90% of students gave their tutors the highest possible rating.

Changes/Recommendations/Continuation Plans: Project results were shared at the Literacy coalition meetings. The library will continue with its ever-growing literacy program.

Queens Borough Public Library

[Bruce Carmel](#)

(718) 480-4233

Project Name: Easy to Find/Easy to Read: Books for Basic needs

Project Amount: \$12, 778

Brief Project Description: ESOL (English for Speakers of Other Languages) students were supplied with basic education materials upon class registration. Twenty branch libraries and the six Queens Library Adult Learning Centers offered updated adult education collections.

Needs Addressed: Low literacy levels in the adult population.

Target Audience: Adults with low literacy skills.

Staffing/Volunteers/Partners Role: The Queens Borough Public Library is a literacy provider through its Adult Learning Centers.

Specific Activities: A core collection of materials on basic life needs was developed. These materials were delivered to the library's branches and Adult Learning Centers. Promotional material was created and distributed.

Evaluation and Results:

- I. Evaluation methods used. Books have not yet entered circulation so circulation figures cannot be determined.
- II. Progress, changes, satisfaction reported by participants. More basic education materials make it easier for students to study and prepare for classes at home as well as share with children and family members.

Changes/Recommendations/Continuation Plans: Some materials were slow in arriving from publishers/distributors. The library will maintain the collection.

Suffolk Cooperative Library System

[Maxine Jurow](#) and [Trish Kantrowitz](#)

631-286-1600

Project Name: LVA at Middle Country Public Library

Project Amount: \$20,000

Brief Project Description: The library system and Literacy Volunteers of America Suffolk County (LVA-SC) developed a Regional Adult Literacy Center in the Middle Country Public Library (MCPL).

Needs Addressed: Low adult literacy levels.

Target Audience: Adults with low literacy levels.

Staffing/Volunteers/Partners Role: LVA-SC staff established the centers with MCPL staff. Volunteers supplied office help. Library staff was trained to provide literacy-focused library orientations.

Specific Activities: An LVA office was opened in the Middle Country Library in order to better serve the mid-Suffolk County community. Literacy volunteers held two program orientations; two tutor trainings and two assessment tester trainings over the course of the project. New tutors and testers have been trained and more students served.

Evaluation and Results:

- I. Evaluation methods used: Tutors report to LVA-SC on progress toward student's goals and their achievements.
- II. Progress, changes, satisfaction reported by participants: The waiting list has decreased from 185 to 127. Forty-eight additional volunteers have been trained as well as 14 volunteer testers.

Changes/Recommendations/Continuation Plans: The project will be continued by the SCLS and LVA-SC.

Westchester Library System

[Robin Osborne](#)

914-231-3237

Project Name: Tech Tools for Learning Differenced/ Disabled Adults

Project Amount: \$16,181

Brief Project Description: Adult with learning disabilities and their tutors had access to technological tools that help improve literacy skills at the Tech Tools Center. In conjunction with project partners, training sessions were offered by the library to teach the use of specialized software and assistive devices. Other components of the program were

development of a professional collection, publicity, referrals and informational programs for tutors and agency staff.

Needs Addressed: Learning disabled adults did not understand how to use computers and other assistive technology to improve their literacy skills.

Target Audience: Adults with learning disabilities.

Staffing/Volunteers/Partners Role: Literacy Volunteers of America - Westchester County provided tutor training. Lower Hudson Valley Regional Technology Center (NYS Office of Advocate for the Disabled) provided advice and support at the Tech Tools Center (see below) and staff and tutor training.

Specific Activities: A Tech Tools Center was established at the White Plains Public Library. Four six-week training workshops were held for literacy volunteers and a shorter training session was held for library staff. The Center was publicized through flyers, referrals and presentations to relevant agencies.

Evaluation and Results:

- I. Evaluation methods used: Logs were kept of computer and software usage. Attendance at workshops was recorded. Tech Tools staff interviewed students and tutors using the lab.
- II. Progress, changes, satisfaction reported by participants: At a meeting of project partners in June, the project's success was affirmed through anecdotes.

Changes/Recommendations/Continuation Plans: Many tutors were less familiar with technology than anticipated. An introductory technology class for tutors would have been helpful. Partners agreed to explore expansion to other sites.