**Adult Literacy Grant Report – year 1 (2013-4)**

**Narrative:**

**Give a brief (1 paragraph) synopsis of the project purpose, activities, and results:**
The purpose of the project was to use mini-grants to encourage 5 libraries who have strong existing relationships with adult literacy providers, and have institutional infrastructure support (such as a PCC; a literacy office in the library; the library is in a designated Literacy Zone), to develop and expand adult literacy programs to enhance workforce development services in their libraries, and improve adult literacy on the job and in the home. The literacy partners brought the necessary instructional experience to implement the curriculum for the workshops for tutors and adult literacy training for students. Over 580 programs were conducted with over 7,200 attendances occurred and many of the students, and tutors, continue to use library resources.

**Briefly summarize the need for this project:** Libraries have the need to insure that the community benefits from their operations and that the word gets out about library offerings, as well as the obligation to support the literacy development and workforce readiness of individuals in their community. Literacy providers in the region need to widen the breadth of their reach into the community in order to meet the great need for adult literacy services, by recruiting new tutors, having additional locations for service that have expanded hours, and additional ways to get the word out about their services. Potential students in the region need to have enhanced ways to find out about existing programs that are accessible to them for regional workforce development and to improve adult literacy on the job and in the home.

**Briefly describe the target audience:** To reach the ultimate target of regional adults in need of literacy services, this project targeted 5 libraries who had strong existing relationships with adult literacy providers and strengthens these partnerships to develop and expand adult literacy programs which will improve adult literacy on the job and in the home. Partnerships between public libraries and literacy providers expand opportunities for residents as well as strengthening each institution. **List the cooperating agencies in this project and identify their role(s) in the project including 1) Planning; 2) Project Activities; 3) Evaluation:** The cooperating agencies in this project are5 libraries and their literacy partners: Adriance Memorial Library in Poughkeepsie partnering with Literacy Connections; Howland Library in Beacon partnering with Beacon Community Resource Center / Dutchess Community College; Grinnell Library in Wappingers Falls partnering with Wappingers Falls Central School District; Kingston Library partnering with Ulster Literacy Association; Patterson Library partnering with Key to Computing. PLANNING: The libraries met and planned programs with their literacy partners that develop and expand existing adult literacy programs. Together they shared their knowledge of the community, developed a baseline of statistics and a plan for OBE. PROJECT ACTIVITIES: Literacy partners bring the necessary instructional experience and are the lead agency for project activities including implementing the curriculum for the workshops for tutors and adult literacy training for students. The library supports this through providing space and materials, and marketing the programs. EVALUATION: The literacy partners collect information from students and tutors for evaluation of the program and of the student progress, as well as tracking attendance. The library collects information on the circulation and distribution of materials.

**Using the OBJECTIVES and the ACTIVITIES as they were stated in the original project application, describe project accomplishments:** Target libraries developed improved and expanded new projects with literacy professionals based on need assessments, and were able to expand the capacity of the adult literacy services (with over 580 programs and over 7,200 attendances in the first year of this program). These projects advanced the shared goals of the library/literacy partner institutions and new additional community partnerships were developed. Jointly publicizing the programs increased the number of people knowing about the adult literacy offerings, expanding the opportunity for adults in the MHLS region to improve their skills through adult education and literacy programs. Non-library users were brought in to the library because it is where the classes were held, and exposed to additional community assistance and support. Many of the students, and tutors, continue to use library resources.

**Does the library or library system plan to continue this project after the project period is over? If the answer is YES, how will the project be continued? Or if the answer is NO, what would you need to continue this project?** Yes the libraries plan to continue these valuable partnerships and services after the project period is over. The continuity of these adult literacy opportunities is key to long-term success.

**How has your library or system shared project results with others in your region and statewide?** Sharing among other libraries in their county has already occurred at their county Directors meetings. Information about the projects will also be shared at the next MHLS Outreach Advisory Committee meeting, and will continue in 2014 at the statewide Outreach meeting at the NYLA conference and also when the project libraries participate in the panel in the workshop for member libraries about the provision of adult literacy services in public libraries.

**Describe any problems or surprises you encountered in working toward the objectives for this project. What would you do differently?** N/A

**Briefly describe evaluation methods used. Include a summary of the quantitative evaluation results and user satisfaction data. Please attach samples of your library or system’s evaluation instruments:** As part of the MHLS mini-grant application process, target libraries set evaluation methods with their literacy partners that tracked participation but also focused on the value of these significant partnerships for future joint efforts (attached\*). Ongoing satisfaction of these partnerships will be measured again in 2015.

Number of participating sites: 5; Hours of service per week: 85; Total number of users served: 7,240; Number of workshops/programs: 587; Total number of workshop/program participants: 4,682; Total number of materials circulated: 2,160; Total number of materials distributed: 5,402.

Self-evaluations were given to students to assess their skill level and progress, in addition to the evaluations which rate program components. Tutors report on how the students are progressing in English and high-school equivalency studies and collect workforce success stories. Samples of library evaluation methods are attached\*.

**Explain any increases/decreases in budget expenses. Describe any changes to the original project budget, such as change in vendors, supplies, materials & equipment, etc:** N/A

**List additional funds used for this project and where funds were obtained. Estimate the in-kind costs incurred by the library and cooperating agencies.** In-kind costs incurred by the libraries and cooperating agencies is estimated at a total of $10,262,000. This is comprised of $58,700 for room rental (587 programs at $100) $10,804 for publicity materials (5402 materials at $2 each); $10,109,104 library and literacy partner staff time (85 hours / week x 52 = 566,228 annual hours of service at $18).

**Statistics:**

* Number of participating sites: 5
* Hours of service per week: 85
* Total number of users served: 7,240
* Number of workshops/programs: 587
* Total number of workshop/program participants: 4,682
* Total number of materials circulated: 2,160
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**Budget (actual expenses): total $7,549**

* Purchased Services
	+ - Mini-grants to member libraries: $7,549

\*Attachments available upon request