Our Mission

Loudoun Literacy Council’s mission is to teach English communication skills and provide literacy resources to empower low-income adults and children to become self-sufficient and confident in their ability to achieve their personal and professional goals.

Our Vision

Our vision is that all those who live and work in Loudoun County will have the literacy skills required to participate and thrive in our community.
Voices for a Cause, 2018 - The staff and board of Loudoun Literacy Council with Board of Supervisors Chair Phyllis Randall

Our Core Values

- Respect for our program participants, volunteers, and staff.
- Collaboration among the board and staff as well as with our volunteers and partners in the community.
- Inclusiveness in our programs and events so that all feel welcome.
- Service to our community and its residents.
- Trust in the positive intent with which we all approach our work.
- Empowerment of our program participants and the staff and volunteers who serve them.
- Transparency and ethical behavior in all interactions.
- Commitment to race and gender equity in our program development, staffing decisions, and board decisions.
BOARD OF DIRECTORS

ARA BAGDASARIAN, CEO & Co-Founder, Omnilert
DEBORAH DALE, Community Literacy Advocate
KIMBERLY LAFAVE, Paralegal & Family Law Mediator, Myerson Law Group, PC
LISE RYBOWSKI, President, The Severyn Group
MARGARET BROWN, Owner, MLB Communication Strategies
MONICA MCDONALD, Community Literacy Advocate

COMMITTEE CHAIRS

ARA BAGDASARIAN & MONICA MCDONALD, Development
DEBORAH DALE & LISE RYBOWSKI, Finance
LISE RYBOWSKI & MONICA MCDONALD, Board Development
MARGARET BROWN, Marketing & Communications

In addition to the standing committees, board members also serve on ad hoc committees, including event planning.

OFFICERS

DEBORAH DALE, Treasurer
LISE RYBOWSKI, Chair
LYDIA BURNETT (MYERSON LAW GROUP, P.C.), General Counsel
MARGARET BROWN, Vice Chair
MONICA MCDONALD, Secretary
NIKKI DARUWALA, Executive Director

STAFF

BETH OLIVERO, Office Manager
KAREN FELDMAN, Adult Literacy Program Director
NIKKI DARUWALA, Executive Director
SARA ANDERSON, Volunteer & Program Coordinator
TANYA BOSSIE, Family Literacy Program Director
A LETTER FROM THE CHAIR
LISE RYBOWSKI

The past year has been a whirlwind of activity for the Board of Directors of the Loudoun Literacy Council as we came together with old and new staff to strengthen the foundation of this 38-year-old organization and set the stage for its future success. While we faced a few challenges along the way, I’m proud to say that are significantly stronger – in terms of both staff capacity and financial resources – and well-positioned to continue delivering high-quality literacy programs for economically disadvantaged children and adults here in Loudoun County.

During this past year, our dedicated crew of Board members functioned as a working board, which had the benefit of giving us useful insights into the needs of the organization and the populations we serve. As a result, we have made progress in several critical areas. Here are some of the highlights from our perspective.

First and foremost, we brought on a few new staff members, including Nikki Daruwala as executive director. In the past year, Nikki proved herself ready and able to take the lead in refining our literacy programs, expanding and strengthening our partnerships in the community, ensuring the financial health of the organization, and supporting the board in its governance of the organization.

In the same way that adult and family literacy programs complement each other, the Loudoun Literacy Council benefited from blending the fresh ideas of new staff with the experience and wisdom of existing staff.

We’ve also had success in tackling the challenge of expanding and diversifying our funding base. We are grateful to the many people and organizations that have been supporting the work of the Loudoun Literacy Council – some for more than 20 years and some just starting in the past year. And we hope you’ve had a good time testing your spelling skills and trivia knowledge at our adult spelling bees!

Finally, we have a new strategic plan for the Loudoun Literacy Council that articulates our core values and reaffirms our commitment to our vision that all those who live and work in our county will have the literacy skills required to participate and thrive in our community. In the past year, we expanded our partnerships with the many nonprofit, public, and private organizations that share in this vision – and we will continue to collaborate with them to work toward it.

Thank you to everyone who made it possible for us to share the gift of literacy! We hope you will join us in making the coming year an even better one.
WHO WE ARE

Loudoun Literacy Council has been providing literacy services in Loudoun County since 1980. Our programs have evolved over time from English tutoring services for recently arrived refugees to extensive literacy enrichment opportunities for adults and children through both our Adult and Family Literacy Programs.

Our Adult Literacy Program provides small group classes and individual tutoring for adults seeking assistance in basic literacy, English for speakers of other languages, and GED preparation. In the last decade, Loudoun Literacy Council has been systematically enhancing our core programs for adults – for example, by offering Job Site Literacy. In Spring 2018, we incorporated elements of financial literacy into our classroom curriculum.

Since 1998, our Family Literacy Program has provided the federally mandated, but unfunded literacy, enrichment component to the Head Start program in Loudoun County Public Schools (LCPS), which includes reading in the classrooms, book distribution, and family literacy events for all members of the families served. In 2017, this program was expanded to include children in LCPS’s Starting Toward Excellence in Preschool (STEP) program. Our Sweet Dreams Program models reading aloud for families and provides literacy activities for families residing in the local homeless shelters while the Baby Book Bundles provides literacy tips and baby books to at-risk expectant and new parents.

We train and utilize a network of more than 150 volunteers to bring our programs to life in the communities that make up Loudoun County. Furthermore, we incorporate a community partnership model to enhance and deliver our services.

THE NEED

130,000 ADULTS IN NORTHERN VIRGINIA FUNCTION AT THE LOWEST LITERACY LEVEL.

32,000 LOUDOUN COUNTY RESIDENTS SPEAK ENGLISH “LESS THAN WELL.”

ABOUT 30% OF LOUDOUN COUNTY HOUSEHOLDS SPEAK A LANGUAGE OTHER THAN ENGLISH AT HOME.

11% OF LOUDOUN COUNTY FAMILIES ARE CONSIDERED LOW INCOME.

61% OF CHILDREN IN LOW-INCOME FAMILIES HAVE NO BOOKS AT ALL.
PLANS TO PROGRESS

Strategic Plan and Priorities

To ensure that our core programs are strong and build a solid foundation for future innovation, Loudoun Literacy Council has established the following goals for fiscal year 2019:

- Increase the community’s awareness and understanding of the nature, value, and impact of our services in Loudoun County.
- Establish and maintain financial stability.
- Develop and deliver stellar programming that engages our participants and is aligned with the needs of the communities we serve.
- Maintain a positive work environment and a culture aligned with our values in order to attract, nurture, and retain dedicated talent.
- Build and maintain a robust corps of trained and enthusiastic volunteers to ensure the ongoing strength of Loudoun Literacy Council’s core programs and support innovations in those programs.
- Become an outcome-driven organization that evaluates the impact of what we do on all of our stakeholders.

OUR IMPACT

330 ADULTS GAINED THE LITERACY SKILLS NEEDED.

1,600 LOW-INCOME CHILDREN & THEIR FAMILIES RECEIVED LITERACY RESOURCES.

MORE THAN 12,000 BOOKS WERE DISTRIBUTED TO ADULTS AND CHILDREN.
TIMELINE OF MILESTONES

1980
Loudoun Literacy Council was formed for the purpose of providing tutoring services to teach English to Loudoun County residents from non-English speaking countries.

1998
Family Literacy Program started as a partnership with Loudoun County Public Schools and Loudoun County Head Start.

2005
Sweet Dreams was added to the Family Literacy Program to provide a reading program for families residing in homeless shelters.

2010
Loudoun Literacy Council partnered with Loudoun County Public Schools to offer adult ELL classes at a Title I elementary school for the first time in an effort to serve parents of the students in a familiar environment.

2012
Loudoun Literacy Council’s Adult Literacy Program volunteers were recognized by Volunteer Loudoun as the 2012 Outstanding Volunteer Team.

2013
Financial Literacy curriculum was added to the classroom instruction.

2018
Loudoun Literacy Council began offering General Educational Development (GED) preparation classes to adults; after our first term, one student sat for and passed the GED test.

Jobsite Literacy Program was added to support employees in learning work-related vocabulary and improving their communication skills.

Loudoun Literacy Council partnered with Loudoun County Public Schools to offer adult ELL classes at a Title I elementary school for the first time in an effort to serve parents of the students in a familiar environment.
The STEP Literacy Program was introduced to provide books to children enrolled in Starting Towards Excellence in Preschool (STEP) - a federally funded preschool program for low-income children in partnership with Loudoun County Public Schools.

Baby Book Bundles was added to the Family Literacy Program to distribute books and literacy tips to low-income families with new babies.

Loudoun Literacy Council’s Adult Literacy Program volunteers were again recognized as the 2014 Outstanding Volunteer Team by Volunteer Loudoun.

The Adult Literacy Program added small group class instruction for English Language Learners (ELL) to better serve the large number of county residents and workers in need of English instruction.

The STEP Literacy Program was introduced to provide books to children enrolled in Starting Towards Excellence in Preschool (STEP) - a federally funded preschool program for low-income children in partnership with Loudoun County Public Schools.

Baby Book Bundles was added to the Family Literacy Program to distribute books and literacy tips to low-income families with new babies.

Loudoun Literacy Council’s Adult Literacy Program volunteers were again recognized as the 2014 Outstanding Volunteer Team by Volunteer Loudoun.

The Adult Literacy Program added small group class instruction for English Language Learners (ELL) to better serve the large number of county residents and workers in need of English instruction.

CELEBRATING 20 YEARS OF OUR FAMILY LITERACY PROGRAM

LCPS Head Start Staff.

Nikki Daruwala, Executive Director; Lynn Tadlock, Deputy Executive Director; Claude Moore Charitable Foundation; and Lise Rybowski, Chair.

Tanya Bosse, Family Literacy Program Director, and Charisse Rosario, Director of Head Start & STEP, LCPS.
ADULT LITERACY

**Classroom Instruction:** We offer English for Speakers of Other Languages (ESOL) classes in the spring, summer, and fall. Classes range from beginner to advanced level and focus on life skills. All classes are taught by trained volunteers.

275 STUDENTS ENROLLED IN ONE OF THE 33 CLASSES AT 11 SITES.  
100% SHORT-TERM GOAL ATTAINMENT RATE.

**Individual Tutoring:** One-on-one tutoring is available year-round to students who need help in a specific area or need a personalized curriculum and instructional pace.

20 STUDENTS SPENT 400 INSTRUCTIONAL HOURS TOWARDS THE ATTAINMENT OF AN INDIVIDUAL GOAL.  
95% SHORT-TERM GOAL ATTAINMENT RATE.

**Jobsite Literacy Program:** We offer services to local companies with employees who want to improve their English. We create and deliver a curriculum tailored to the business’ needs and conduct all classes at the jobsite.

SERVED 5 EMPLOYERS AND PROVIDED 204 INSTRUCTIONAL HOURS TO 29 STUDENTS.

**Financial Literacy:** In 2018, we partnered with SkillSource to deliver basic financial literacy, including budgeting, basic banking, and savings.

**General Educational Development Instruction:** We provide individualized instruction to help residents working toward the completion of the GED program.

2 STUDENTS SUCCESSFULLY RECEIVED GED INSTRUCTION.

**Citizenship Test Preparation:** Individualized instruction to help residents prepare for the U.S. Citizenship Naturalization Test.
FAMILY LITERACY

Head Start Literacy Program: We partner with Loudoun County Public Schools to provide a literacy component to children and their families. We read each week, host Family Literacy Nights, and provide books for a home library for each student.

102 STUDENTS RECEIVED 186 HOURS OF READING INSTRUCTION.
283 FAMILY MEMBERS ATTENDED 3 LITERACY EVENTS.
1,200 BOOKS DISTRIBUTED.
80% DEMONSTRATED INCREASED POST-TEST SCORES.

Sweet Dreams Program: Each week, we read and conduct literacy activities with children residing at the Volunteers of America Homeless Shelter.

48 HOURS OF READING.
350 BOOKS DISTRIBUTED.

Book Builder Program: We partner with local organizations, churches, schools, and businesses to collect donated books for children in our community. These books are distributed to partner organizations who also work directly with children in our community.

9,055 BOOKS DISTRIBUTED.
16 COMMUNITY PARTNER ORGANIZATIONS RECEIVED BOOKS.

Starting Towards Excellence in Preschool Literacy Program:
New this year, our partnership with the STEP Program allows us to reach more than 300 low-income preschoolers each year with new books and family literacy events.

300 STUDENTS RECEIVED LITERACY INSTRUCTION.
76 FAMILY MEMBERS ATTENDED OUR INAUGURAL FAMILY EVENT.
900 BOOKS DISTRIBUTED.

Baby Book Bundles: We provide low-income expectant mothers with new baby books and literacy information.

200 BOOKS DISTRIBUTED TO 100 PARTICIPANTS.

Fall for Reading: We partner with the Loudoun County Public Library to offer a fun, free event for families to celebrate the joy of reading.

156 PEOPLE PARTICIPATED IN THE EVENT RUN BY STAFF AND 20 STUDENT VOLUNTEERS.
COLLABORATIONS

Loudoun Literacy Council has cultivated several community partnerships to reach a greater number of low-income English learners. Our partnerships include:

- HEAD START
- VOLUNTEERS OF AMERICA HOMELESS SHELTER
- LOCAL HUMAN SERVICES NETWORK
- LOUDOUN FREE CLINIC
- UNITED WAY PARTNERSHIP
- LOUDOUN COUNTY CHAMBER OF COMMERCE
- LOUDOUN WORKFORCE RESOURCE CENTER
- VIRGINIA ASSOCIATION FOR ADULT AND CONTINUING EDUCATION
- VISIT LOUDOUN
- VIRGINIA ASSOCIATION FOR ADULT AND CONTINUING EDUCATION

LOUDOUN HUNGER RELIEF

LOUDOUN COUNTY PUBLIC SCHOOLS

LOUDOUN COUNTY PUBLIC LIBRARY

LOUDOUN HUMAN SERVICES NETWORK

LOUDOUN PUBLIC HEALTH DEPT

LOUDOUN NOW

VOLUNTEERS OF AMERICA

VISIT LOUDOUN

LOUDOUN NOW

LOUDOUN HUNGER RELIEF

LOUDOUN COUNTY CHAMBER OF COMMERCE

LOUDOUN FREE CLINIC

LOUDOUN HUMAN SERVICES NETWORK

LOUDOUN PUBLIC HEALTH DEPT

LOUDOUN COUNTY WORKFORCE RESOURCE CENTER

LOUDOUN WORKFORCE RESOURCE CENTER

LOUDOUN COUNTY PUBLIC SCHOOLS

LOUDOUN COUNTY PUBLIC LIBRARY

LOUDOUN HUMAN SERVICES NETWORK

LOUDOUN PUBLIC HEALTH DEPT

LOUDOUN NOW

VOLUNTEERS OF AMERICA

VISIT LOUDOUN

LOUDOUN HUNGER RELIEF

LOUDOUN COUNTY CHAMBER OF COMMERCE

LOUDOUN FREE CLINIC

LOUDOUN HUMAN SERVICES NETWORK

LOUDOUN PUBLIC HEALTH DEPT

LOUDOUN NOW

VOLUNTEERS OF AMERICA

VISIT LOUDOUN

LOUDOUN HUNGER RELIEF

LOUDOUN COUNTY CHAMBER OF COMMERCE

LOUDOUN FREE CLINIC

LOUDOUN HUMAN SERVICES NETWORK

LOUDOUN PUBLIC HEALTH DEPT

LOUDOUN NOW

VOLUNTEERS OF AMERICA
Understanding phone conversations pose a challenge; role-play was incorporated into the curriculum. – “Now, I feel comfortable speaking to new people and when I need to make a phone call.”

Teachers create a nurturing and supportive learning environment. – “I met new classmates, and the teacher was very kind.”

We support goal-oriented learning. – “With the help of the class, I created a resume.”

We collaborate with the library to provide High-Low and Easy English reading materials. – “I started to read the newspaper in English.” “I read and understood my first book in English.”

Supporting the families of children we serve. – “My daughter is always very excited when she takes a new book home. We also attend book parties. I have attended several courses in which I have learned a lot of English and thanks to that I feel more confident and have better communication with my children’s teachers as well as helping my kids with school tasks.”

– Maria, parent of a child in the Head Start program.
VOLUNTEERS
7,109 HOURS OF SERVICE PROVIDED

141 VOLUNTEERS TRAINED

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>teachers trained for adult literacy classes</td>
</tr>
<tr>
<td>61</td>
<td>tutors trained for individual literacy instruction</td>
</tr>
<tr>
<td>24</td>
<td>family program volunteers trained</td>
</tr>
</tbody>
</table>

6,718 HOURS OF VOLUNTEER TRAINING PROVIDED

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6,628</td>
<td>adult literacy teacher and tutor instructional volunteer hours</td>
</tr>
<tr>
<td>90</td>
<td>family literacy volunteer training hours</td>
</tr>
</tbody>
</table>

10 VOLUNTEER TRAINING AND ORIENTATION SESSIONS PROVIDED

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>teacher and tutor training sessions offered</td>
</tr>
<tr>
<td>3</td>
<td>family program training and orientation sessions offered</td>
</tr>
</tbody>
</table>

We are grateful to our corporate sponsors and supporters. Makpar Corporation employee Rhonda Burton Tate provides Loudoun Literacy Council with weekly administrative support.

We are grateful to our local high school students who choose to support us with their Capstone Project.

“Loudoun Literacy Council has allowed me to get involved in my community several times, and each time has been wonderful. They have been there at every step along the way providing books, classroom support, speakers on teaching, training, and advice as I’ve learned how to be a better teacher. I’m so excited to continue volunteering with them.”

−Emily Elias
Lovettsville, VA
FINANCIAL YEAR 2018

Revenues: $195,040.36

<table>
<thead>
<tr>
<th>Source</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grants</td>
<td>57%</td>
</tr>
<tr>
<td>Events/Fundraisers</td>
<td>18%</td>
</tr>
<tr>
<td>Fee for Service</td>
<td>13%</td>
</tr>
<tr>
<td>Individual/Corporate Contributions</td>
<td>12%</td>
</tr>
</tbody>
</table>

Expenses: $137,548.68

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative</td>
<td>18%</td>
</tr>
<tr>
<td>Fundraising</td>
<td>13%</td>
</tr>
<tr>
<td>Program</td>
<td>69%</td>
</tr>
</tbody>
</table>

STATEMENT OF FINANCIAL POSITION, JUNE 30, 2018

Current Assets

- Cash and cash equivalents: $80,146.53
- Prepaid expenses & un-deposited funds: $7,006.76

Total Assets: $87,153.29

Liabilities

- Accounts payable: $10,208.85
- Accrued expenses: $130.34
- Accrued payroll: $2,086.00
- Payroll liabilities: $5,792.63

Total Liabilities: $18,217.82

Net Assets

- Net assets-unrestricted: $11,443.79
- Total net assets: $57,491.68
- Total liabilities and net assets: $87,153.29

WE ARE EXTREMELY GRATEFUL TO ALL OUR DONORS FOR THEIR SUPPORT.