


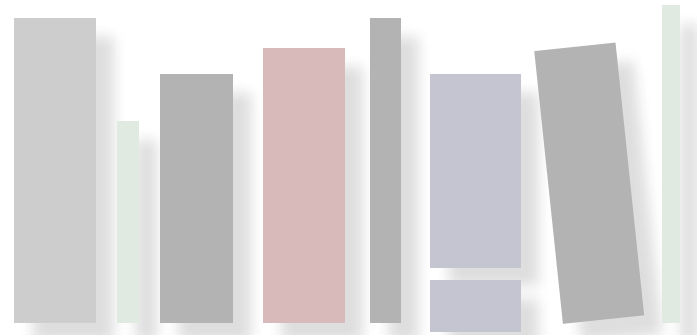
July 1, 2017 - June 30, 2018
Annual Report
Loudoun Literacy Council





LOUDOUN LITERACY COUNCIL

CHANGING LIVES THROUGH LEARNING



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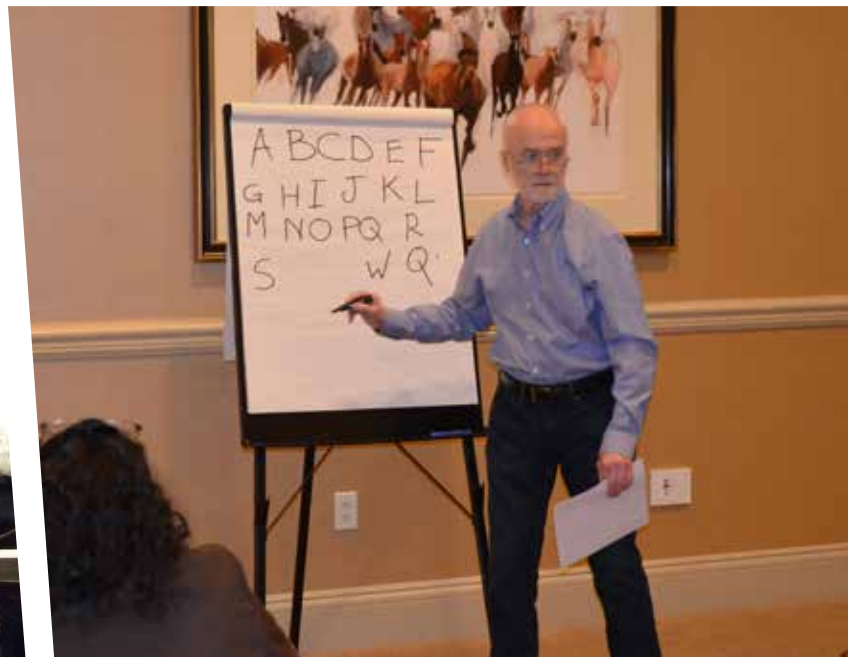


Our Mission

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.



Staff: Tanya Bosse, Nikki Daruwala, Karen Feldman, Sara Anderson, and Beth Olivero



Board: Ara Bagdasarian, Kimberly LaFave, Margaret Brown, Monica McDonald, and Lise Rybowski (not pictured: Deborah Dale)

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 BOSSE, 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.

20

Sweet Dreams was added to provide a re-entry program for families residing in homes.

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.

20

Loudoun Literacy Council's General Educational Development preparation classes to assist one student sat for and passed the GED. Jobsite Literacy Program provided employees in learning and improving their communication skills.

2018

Financial Literacy curriculum was added to the classroom instruction.

05

added to the Family Literacy reading program for homeless shelters.

2006

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.

2008

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

13

Council began offering development (GED) adults; after our first term, passed the GED test.

Program was added to support work-related vocabulary communication skills.

2014

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

2017

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.

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



LOUDOUN COUNTY PUBLIC SCHOOLS



VOLUNTEERS OF AMERICA HOMELESS SHELTER



LOUDOUN HUMAN SERVICES NETWORK



LOUDOUN HUNGER RELIEF



LOUDOUN FREE CLINIC



LOUDOUN PUBLIC HEALTH DEPARTMENT



UNITED WAY PARTNERSHIP



LOUDOUN COUNTY PUBLIC LIBRARY



LOUDOUN COUNTY CHAMBER OF COMMERCE



SKILLS FOR THE FUTURE



VISIT LOUDOUN



LOUDOUN WORKFORCE RESOURCE CENTER

LOUDOUN COUNTY WORKFORCE RESOURCE CENTER



VIRGINIA ASSOCIATION FOR ADULT AND CONTINUING EDUCATION



GIVE CHOOSE

Claude Moore
CHARITABLE FOUNDATION

**CLAUDE MOORE
CHARITABLE
FOUNDATION**



**ProLiteracy
PROLITERACY**



**ALL AGES READ
TOGETHER**



**LOUDOUN COUNTY
ECONOMIC
DEVELOPMENT**



**COMMUNITY FOUNDATION
FOR LOUDOUN AND
NORTHERN FAUQUIER
COUNTIES**



**COMBINED FEDERAL
CAMPAIGN**



INMED PARTNERSHIP

**LOUDOUN COUNTY
DEPARTMENT OF
FAMILY SERVICES**



**CLAUDE MOORE
COMMUNITY
BUILDERS**
12th year of partnership.

STUDENT VOICES

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

56	teachers trained for adult literacy classes
61	tutors trained for individual literacy instruction
24	family program volunteers trained

6,718 HOURS OF VOLUNTEER TRAINING PROVIDED

6,628	adult literacy teacher and tutor instructional volunteer hours
90	family literacy volunteer training hours

10 VOLUNTEER TRAINING AND ORIENTATION SESSIONS PROVIDED

7	teacher and tutor training sessions offered
3	family program training and orientation sessions offered



Rhonda Burton Tate

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



Ranger Kasdorf

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

Grants	57%
Events/Fundraisers	18%
Fee for Service	13%
Individual/Corporate Contributions	12%

Expenses: \$137,548.68

Administrative	18%
Fundraising	13%
Program	69%

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.



LOUDOUN LITERACY COUNCIL
CHANGING LIVES THROUGH LEARNING

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