

LEARN Meeting Minutes for March 1, 2005, at Indian Prairie Library

Members Present: Izora Lewis (Glenside), Michael Moulds (Glenside), Roseann Vonesh (Oak Park), Susan McNeil-Marshall (Woodridge), Joe Popowitch (Indian Prairie), Laura Johnson (MLS), Gloria Walsh Rock (Downers Grove), Jean Demas (Lisle), Sister Marybeth McDermott (Sisters of St. Joseph, School on Wheels).

Introductions of New Members

1. Izora Lewis is newly assigned to the ESL collection at Glenside Public Library and is interested in where to get (which publishers provide) ESL materials. I gave her a photocopy of the materials in Indian Prairie's Life Skills Collection and showed her the catalogs that we use for ordering.
2. Sister Marybeth McDermott discussed the services provided by the Sisters of St. Joseph, School on Wheels, which has been operating since 1993 and currently has over 400 students.
 - They recently purchased a new bus which accommodates 10 students at a time.
 - In addition to literacy instruction, they prepare students for the GED and citizenship exams.
 - The Web site for the Sisters of St. Joseph of LaGrange is www.csjlagrange.org and for School on Wheels is www.schoolonwheels.com, while the e-mail is schoolonwheels@csjlagrange.org.
 - I believe Sr. Marybeth mentioned that they meet in four locations: Woodridge, Hodgkins, Berwyn and Summit. However, I have an old schedule (**see below**) which says they have a Villa Park location, too. At many of the locations the group is allowed to use meeting space inside (e.g. the Target store's offices).
 - Although they do not need more places to meet, they will have to find a new location in Berwyn soon (maybe the park district).
 - Sr. Marybeth mentioned a commercial that Wal-Mart is currently airing which includes a hotline for people who need to learn to read. School on Wheels has picked up many students from the hotline.
 - Although they have over 300 tutors, the group is always looking for more as there is a waiting list for students to start the program.

SCHOOL ON WHEELS

(This is Information from a flyer we have posted at Indian Prairie Library)

Sponsored by the Sisters of St. Joseph of LaGrange

Sr. Marybeth McDermott: (708) 354-9200, ext. 5060

Jeanie Jadran: (708) 354-9200, ext. 5085

Volunteer Tutors Needed! Join the Sisters of St. Joseph of LaGrange in their Adult Literacy/ESL Program. We provide one-on-one literacy tutoring to adults within their local community. Volunteer tutors are needed to teach in Villa Park, in the parking lot of Parliament Square Apartments at Roosevelt and Ardmore and in Westmont, in the parking lot behind EAGLE FOOD grocery store at 63rd and Cass every Thursday. Woodridge every Monday. Tutors must attend two days of training to be certified to teach.

Training is at 1515 W. Ogden Ave. in LaGrange Park. You do not need to speak another language to tutor. Don't wait! Please call!

We invite you to FREE CLASSES IN ENGLISH
(Sponsored by the Sisters of St. Joseph of LaGrange)

School on Wheels Schedule

(Choose the site and time you would like to attend).

Monday: Woodridge 9 a.m. – 2 p.m. and 4 p.m. – 8 p.m.

(83rd St. & Janes Ave. in strip mall parking lot of Janes Avenue Resource Center)

Tuesday: Hodgkins 9 a.m. – 12 p.m. and 4 p.m. – 8 p.m.

(East Avenue & Joliet Road in the northeastern most parking lot of TARGET)

Wednesday: Berwyn 9 a.m. – 2 p.m. and Summit 4 p.m. – 8 p.m.

Berwyn: (1448 Wesley in the parking lot of St. Mary of Celle)

Summit: (75th Avenue & 61st Street in the parking lot of St. Blasé Catholic Church)

Thursday: Villa Park 8 a.m. – 2 p.m. and Westmont 3 p.m. – 8 p.m.

Villa Park: (Roosevelt & Ardmore in the parking lot of Parliament Square Apartments)

Westmont: (63rd Street & Cass behind the parking lot of EAGLE grocery store)

Friday: Summit 9 a.m. – 2 p.m.

(75th Avenue & 61st Street in the parking lot of St. Blasé Catholic Church)

General Information

- Classes are designed to help adults improve their speaking, listening, reading and writing skills in English.
- There are no large-size classes; we specialize in one-on-one tutoring.
- Classes meet once a week for one hour.

For more information about becoming a TUTOR or a STUDENT, call **Jeanie** at **708-354-9200** (extension 5085), **Sr. Marybeth** (extension 5060), or **Barbara** (extension 5037). Don't wait! We hope to hear from you very soon! Our cell phone number on the bus is 708-609-0945.

Web Site

Much of the discussion at the meeting was spent discussing the Web site. Everyone was given a copy of the rough draft of the Web site created by Laura Johnson with wording provided by Joe Popowitch. The packet did not include the proposed LEARN image/logo which will appear at the top of every page. Laura showed the group what the image looks like (a blue background with each letter of the word LEARN a different color). Apparently the image does not print out very well, so Laura will work to improve this. Suggested corrections to the Web site are in bold.

1. Homepage

- Libraries English And Reading Network (L.E.A.R.N.) comprises **mainly library and non-profit organization** staff members interested in providing materials and services to people learning to read and understand English. The group shares

ideas about providing and marketing services, maintains a database of suppliers, and investigates and publicizes joint funding opportunities. Any library staffer in the Chicago area who is involved with assisting people learning to read and/or speak English is welcome to join.

- The names of the links that will appear on each page of the Web site have all been changed. A link will be added called “**Homepage**” or “**Home.**” “Contact Us” will be called “**About Us.**” “Membership” will be “**Join.**” “Libraries” will be “**Member Information.**” “Web Sites” will be “**Links.**” “Tutors or Classes” has not yet been renamed because the group had trouble finding the most appropriate wording.
- The remainder of the Homepage will contain a description of each of the main links.
- At the bottom of each page will appear “For questions, please contact the Webmaster at...” I believe it will have an e-mail to Laura and/or me.
- The “Join” link will go to an intermediate page asking if the prospective member works at a library or a service organization like School on Wheels. The inquirer will be channeled to either the library questionnaire or a new service organization questionnaire that we have yet to create.

2. About Us (formerly Contact Us)

- The “Contact Us” page was omitted from the packet. However it will now be called “About Us” and contain a more in-depth description of the group, contact information and potentially a mission statement/goals. In addition, it will highlight reasons why new members might want to join. Perhaps if our current members could send me reasons why they are interested in having a group, we could enumerate those reasons here.

3. Join (formerly Membership)

- The question at the top of the page will now read, “Are you interested in **joining?**” This is so the question agrees with the new name of the page. Other changes to this page, which includes the questionnaire, will be discussed in the questionnaire section below.

4. Member Information (formerly Libraries)

- This page will list all the member organizations of LEARN. I am not sure that we discussed this, but the page currently only lists member *library* organizations. The service organizations are all listed on the page that was formerly “Tutors or Classes.” Perhaps we want to have any service organizations that are members listed both here and on the other page. We could have the service organizations in a separate section lower on the page, but with a link near the top to that section so that they are not overlooked. My only point with this is that if School on Wheels does want to be an official member, it would be nice to list them as such.
- Each organization on this page would have 1) Name 2) Phone Number 3) E-mail link to the contact person’s work e-mail (clearly labeled as “e-mail”) 4) Link to the organization’s Web site, and specifically to the page dealing with literacy 5) Link to the profile of information drawn from the questionnaire.

- The information from the questionnaire may be put into a searchable database or it may be arranged into some sort of a table. The profiles created from questionnaire responses presented at the meeting did not seem to be in a format that would be useful to patrons.
- I could not match every e-mail address with a library. Can anyone identify the e-mail address peace97@peac4all.biz?

5. Links (formerly Web Sites)

- The header will be changed to “**Links to ESL and Literacy Sites.**”
- We will include a disclaimer that our group is not responsible for content on the Web sites to which the patron is linking. I will look at some sample disclaimers and try to customize one that is suitable for our group. In addition, if it is possible, we may have a message that pops up alerting patrons that they are now leaving our Web site.
- We need to establish criteria for inclusion of Web sites on our list.
- We need to periodically review the Web sites on our list.

6. To Be Re-named (currently Tutors or Classes)

- We have decided that this section will only include non-profit organizations.
- We plan to add more descriptions of the services offered for each group besides the contact information that is there now.

Questionnaire

- The questions on the current questionnaire are geared toward libraries, so we plan to create a separate questionnaire for service organizations like School on Wheels.
- At the meeting I presented an adjusted questionnaire with the contact information for each library before the actual questionnaire. I also separated some of the questions so that it asks how many cassettes and how many books on cassette as two separate questions.
- I asked if anyone felt that we need to ask questions about a separate Children’s collection of materials. I don’t remember getting a response. I think the decision was that it was fine as is. After the meeting, I changed some wording at the top (see below).
- Two questions were added at the end of the questionnaire.

Greetings from Libraries English and Reading Network (LEARN):

We are a newly formed group located in the suburbs of Chicago composed mainly of library staff members who maintain library collections for helping people to read and understand English. Our members are collaborating on how best to provide and market services to the public. In so doing, we are trying to accumulate a list of libraries and other organizations, like schools, that have collections of materials for English as a Second Language (ESL) as well as adults learning to read.

Libraries with ESL or Literacy Collections

If you DO have an ESL or similar collection, please provide your contact information and fill out the attached questionnaire in as much detail as is reasonably possible. The information will eventually be made available at our Web site on the Metropolitan Library System Web site (which is currently under construction).

Libraries Interested in Joining LEARN

Even if you are a library that does not presently have an ESL or similar collection, we welcome you to join the Libraries English and Reading Network. Topics of discussion include materials selection, marketing promotions, computer databases, and possible joint funding opportunities. **If you DO NOT have an ESL or related collection** but would still be interested in joining LEARN, please fill out just the contact information below. For background information on LEARN, visit our Web site at _____.

Contact Information

Library or Organization Name: _____

Address: _____

Contact Person: _____

Telephone Number: _____

Email at work: _____

Web site information (If you have a page on your Web site describing your organization's ESL related resources and would like a link from LEARN to that page, please provide the Web address): _____

Libraries English and Reading Network Questionnaire

1. Does your library or organization maintain a collection of materials for helping adults to learn to read or to learn English (e.g. English as a Second Language Collection [ESL], or Adult New Learner Collection)?
2. Approximately how many items do you have that are:
 - a. Books?
 - b. Cassettes?
 - c. How many of these are books on cassette?
 - d. CDs?
 - e. How many of these are books on CD?
 - f. CD-ROMs?
 - g. Videos?
 - h. DVDs?
 - i. Other? (newspapers, kits, etc.)
 - j. Total items?
4. Do you have a computer at your library for helping adults learn/improve English or learn to read (e.g. Accent Coach English, Ultimate Phonics, etc.)?
5. Are there any restrictions on the use of this computer (e.g. Do they need to be a resident, have a card, sign in or reserve time)?
6. Do you provide space in your library where one-on-one or group ESL/ELL training can be held?
7. Do you have a foreign language collection (i.e. materials in foreign languages, NOT how to learn other languages?)

8. What are the languages?
9. Approximately how many items do you have in the foreign language collection that are:
 - a. Books?
 - b. Cassettes?
 - c. How many of these are books on cassette?
 - d. CDs?
 - e. How many of these are books on CD?
 - f. CD-ROMs?
 - g. Videos?
 - h. DVDs?
 - i. Other? (newspapers, kits, etc.)
 - j. Total items?
10. What other organizations in your area provide assistance to adults learning English or learning to read (e.g. Literacy Volunteers of America, a local church or community group, schools, etc.)?
11. Are your materials available on interlibrary loan?
12. Are there any restrictions on sending materials via interlibrary loan (e.g. restrictions on certain formats like videos, on the number of items, etc.)?
13. Are there any restrictions for people who come to your library (e.g. restrictions on the number of items a non-resident may check out)?
14. Would your library be interested in joint funding opportunities, such as grants?
15. Please describe special or unique features of your collection or services in 60 words or less.
16. If you have any questions, please contact Joe Popowitch at Indian Prairie Public Library in Darien, IL, at 630-887-8760, ext. 240.

Thank you for taking the time to fill out the Libraries English and Reading Network Questionnaire. The information will eventually be made available at our Web site on the Metropolitan Library System Web site (which is currently under construction).

Tour of Indian Prairie Library's Collection

- We took a quick peak into the Youth Services Department and walked around the Adult Services Department. Indian Prairie is currently putting a new computer lab upstairs in an unfinished area. The Periodicals Department will also be moving upstairs.
- I briefly showed the group our Literacy Computer and the Life Skills Collection which includes videos, CD-ROMs, Cassettes, CDs and books.

TASKS TO BE COMPLETED

- Laura and I will try to make all agreed upon Web site corrections.
- I will try to find a good disclaimer to indicate that we are not responsible for all the content on the "Links" Web sites.
- We need to establish criteria for inclusion of Web sites to our list of links.
- Create a mission statement along with goals (someone mentioned wording along the lines of "connecting people with needs to the appropriate services").

- List the benefits that the group offers to new members.
- Decide on the format of the information accumulated from the questionnaires (In a table or database?).
- Find an appropriate name for the link that is currently “Tutors or Classes.”
- Work on how to market our services to people.
- Do we want to offer the Web site in more than one language?
- Set up a schedule to review Web site links.
- Examine joint grant opportunities.
- Create a separate questionnaire for service organizations like School on Wheels.

Next Meeting

Tentatively the next meeting is scheduled for the first week in June at Woodridge Library. I will post the exact date and time as soon as Susan confirms the meeting. If anyone would like to volunteer to work on one of the tasks under “Tasks To Be Completed,” that would be great.

Joe Popowitch
Indian Prairie Library
3/4/2005