Libraries have a long tradition of providing resources and services for adults wanting to improve their reading and writing skills. Basic, functional literacy is an essential skill for an individual’s personal and professional growth—it is also key to their full, beneficial use of the library’s services and programs.

As “the people’s university,” public libraries are ideal settings for adult literacy services. In fact, adult learners are coming to the library in growing numbers to use the public computers, access print and digital resources, search and apply for a job, and improve their education.

However, the challenge is that librarians are constantly being asked to stretch their resources, and they are urged to respond with diligence, determination, and remarkable creativity. Libraries also must reach beyond existing or traditional partnerships. It is now necessary that they maintain new and non-traditional partnerships within the community. How do we do this effectively?

The Literacy Boot Camp was designed to provide a unique context to study, develop, share, and learn from the literacy experts about teaching, facilitating and acquiring the leadership skills that are necessary to become more effective practitioners in library literacy programming. Its practical suggestions are intended to spur conversation, ideas, and action to develop new literacy programs and integrate other library services available to help adult learners improve their literacy and basic skills.

I am pleased to offer the Literacy Boot Camp in partnership with the Plainfield Public Library. As libraries are uniquely situated to promote literacy, let us continue to work together and plan for the successful future for adult learners in New Jersey!

Mary L. Chute
State Librarian of New Jersey
**THE NEED OF ADULT LITERACY PROGRAMS IN THE FIELD**

The needs of those entering Adult Literacy programs has changed dramatically in recent years. When the program began at the Plainfield Public Library, our clientele consisted primarily of native-born residents who needed remedial assistance in reading and writing English. Although this core group still exists, it is now outnumbered by those who have emigrated from other countries – adults literate in their home language, but struggling to read, write, and speak English. Additional groups emerged from the economic recession of the early 21st century: those who needed to improve their computer literacy and those who realized they could no longer put off obtaining their High School Equivalency Certificate. Since 1992, Plainfield Public Library has helped nearly 5,000 local and area residents achieve English language proficiency, remedial education, state-issued diplomas, citizenship instruction, and a myriad of other job and life skills.

Back in the 1990s, while most libraries with Adult Literacy programs were operating solely with grant-funded personnel, our library made a commitment to staff its Adult Literacy program with budgeted personnel. That strategy proved to be important when federal and state grant sources dried up, causing many literacy programs dissolved. Despite a challenged library budget, the literacy program not just survived but with support from staff, trustees, and even City Council, it became a separate, award-winning department.

We learned three valuable lessons over the years: 1. Know your community; 2. Start small; and 3. Adult literacy services can take various forms, many of which require little or no funding. Whatever the level of library support, it is critical to have the support of the Director. In proposing the concept for a series of literacy workshops to the New Jersey State Library, it was our desire to share with other libraries our knowledge of best practices, program management, and volunteer training. Twenty-five libraries responded that this was the type of guidance they needed to develop or re-shape their own programs.

The 2015 NJSL Adult Literacy Bootcamp has proven to be a great success, thanks to the eager participation of librarians throughout the state. I want to thank Scott Kuchinsky, Plainfield Public Library’s Literacy Coordinator, for the mountain of technical information he developed for the bootcamp manual, and Mimi Lee, the State Library’s Consultant for Diversity and Literacy Services, who supported the concept from the beginning and lobbied for state support. Without the support of our State Librarian, Mary Chute, the Literacy Bootcamp would not have been possible. We are fortunate that our State Librarian has a deep-rooted belief in the public library’s role in providing adult literacy services.

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**LETTER FROM OUR PARTNER**

**JOE DA ROLD**
Executive Director, Retired
Plainfield Public Library

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**PROJECT MANAGER**

**MIMI LEE,**
Consultant for Diversity and Literacy Services
New Jersey State Library

**PROJECT TRAINER**

**SCOTT KUCHINSKY,**
Coordinator of Literacy Services
Plainfield Public Library

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**SCOTT KUCHINSKY,**
Coordinator of Literacy Services
Plainfield Public Library

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**KEYNOTE LINEUP**

**HAL BEDER, Ed.D., Professor Emeritus - Educational Theory, Policy, and Administration, Rutgers University, Acting Chair – State Council for Adult Literacy Education Services**

Mr. Beder, Ed.D., has been a leading scholar in adult education, contributing significant research to academic publications, and impacting the work of practitioners and scholars in adult literacy and social justice. In his 33 years at Rutgers University, Dr. Beder provided leadership as department chair and as acting associate dean for the School of Education. Dr. Beder is a past president of the New Jersey Association for Lifelong Learning and an acting chair for the New Jersey State Council for Adult Literacy Services.

**ERIK JACOBSON, Ed.D., Professor, Early Childhood, Elementary, and Literacy Education, Montclair State University**

Dr. Jacobson is an Associate Professor in the Early Childhood, Elementary and Literacy Education Department of Montclair State University. He is also a board member of the New Jersey Association for Lifelong Learning. Dr. Jacobson has been an educator, a researcher and a professional development consultant. His book, Adult Education in the Age of New Literacies, addresses the ways adult education has been impacted by changes in technology and explores how learners and teachers can take advantage of newly developing resources.

**BARRY SEMPLE, Consultant, Simple and Associates**

Mr. Semple was Director of Adult Education for 11 years. Mr. Semple is a member of New Jersey Association for Lifelong Learning.

**DONNA SANDORSE, Library Trustee (former), Plainfield Public Library, Board President (former), Literacy Volunteers of America – Union County**

Ms. Sandorse is a tireless volunteer. Over the past 25 years, Donna has donated thousands of hours of her time to the people of New Jersey through her work with Plainfield Public Library, Literacy Volunteers, the Union County Performing Art Center, the United Way of Union County, and Voice for New Jersey. Donna devotes her personal time to improve the quality of life for every resident of New Jersey. Ms. Sandorse was the 2011 New Jersey State Governor’s Jefferson Awards recipient for her dedication to help adults in need of literacy services, either in basic literacy or English as a Second Language.

**DINAH O’BRIEN, Director of Community Resources, Town of Plymouth, MA (retired)**

Ms. O’Brien is retired as the Director of the Plymouth Public Library and also the Director of Community Resources for the Town of Plymouth. During her career she has managed elementary school libraries, been a middle school librarian, an acquisitions librarian at a small university, and Director of two public libraries in Massachusetts. Ms. O’Brien has served on a number of regional as well as national organizations/associations including the American Library Association and the Massachusetts Library Association.

**BETH PONDER, Professional Development Center Specialist - TRAIN PD Consortium Texas Center for the Advancement of Literacy & Learning, Texas A&M University**

Ms. Ponder is Professional Development Center Specialist with the Texas Center for the Advancement of Literacy Learning at Texas A&M University. Ms. Ponder provides a variety of TRAIN (Texas Research-based Adult Instruction Network) Professional Development Consortium services and assists in improving instructional and performance outcomes through Professional Development. Ms. Ponder was the Associate Director for the Center for Literacy, Education & Employment (CLEE) at University of Tennessee, and the Supervisor of Circulation at the Lawson McGhee Library, Knoxville, TN.

**JOE DA ROLD, Executive Director, Retired Plainfield Public Library**

Joe was born in the Bronx in 1942, and grew up in North Plainfield. While attending Rutgers Men’s College, he worked in the university library and drove the bookmobile for the Somerset County Library. After receiving his M.L.S. degree from Rutgers Graduate School of Library Science in 1965, he moved to California where he worked for 20 years in public libraries, then for 10 years serving as director of two historical museums. Joe served for many years as Chairman of the Plainfield Cultural & Heritage Commission and was President of the Plainfield/ North Plainfield Rotary Club in 2000. He has been President of the Watchung Book Club (Plainfield club) since 2009.

**MARYELLEN FIRESTONE, Executive Director, Retired East Brunswick Public Library**

MaryEllen Firestone was a professional librarian for 40 years, beginning her career in special libraries at publishing, law and advertising companies. Ms. Firestone then switched her focus to public libraries, beginning as a reference librarian and gradually accepting positions of increasing responsibility. She spent the past 13 years as the Assistant Director and Director of the East Brunswick Public Library. During her years at EBPL, Ms. Firestone was an active volunteer board member and board president for Literacy Volunteers of Middlesex and continues her affiliation with the statewide literacy organization, Literacy New Jersey, as a board member. She retired from EBPL in June, 2015.

**HOWARD MILLER, Chief of Business Services & Adult Literacy Services, Department of Labor & Workforce Development**

Howard Miller’s career in Workforce Development began over 20 years ago at a local One Stop Career Center office in the City of Camden, New Jersey where he worked as a Program Monitor, Job Developer, Career Counselor, Project Manager, and eventually One-Stop Coordinator. All of these roles had the primary goal of helping job seekers gain skills with a linkage to meaningful employment. In 2009, Howard began work at the New Jersey Department of Labor & Workforce Development as Chief of Business Services. Additionally, Howard serves as the State Director of New Jersey’s Adult Literacy program which provides Adult Basic Education and English as a Second Language programs.

**BEST PRACTICES**

**SPEAKERS**

**EXECUTIVE DIRECTOR**

**EILEEN FREY**

**Angleton Public Library**

**Director of Education**

**BETH PONDER**

**TRAIN PD Consortium**

**Executive Director**

**JOE DA ROLD**

**Plainfield Public Library**

**Director of Education**

**DONNA SANDORSE**

**Plainfield Public Library**

**EXECUTIVE DIRECTOR**

**MARYELLEN FIRESTONE**

**East Brunswick Public Library**

**EXECUTIVE DIRECTOR**

**HOWARD MILLER**

**New Jersey Department of Labor & Workforce Development**
FOUR DAYS OF LITERACY BOOT CAMP

DAY 1 ★ FRIDAY ★ SEPTEMBER 18 ★

WELCOME:
Mary Chute, State Librarian
Joseph Da Rold, Executive Director, (retired)
Plainfield Public Library
Mary Ellen Rogan, Director,
Plainfield Public Library

KEYNOTE ADDRESS:
"Adult Literacy in New Jersey - Past, Current and Future"

SPKERS:
Dr. Erik Jacobson, Associate Professor - Early Childhood, Elementary, and Literacy Education, Montclair State University
Dr. Hal Beder, Professor Emeritus - Educational Theory, Policy, and Administration, Rutgers University
Acting Chair - State Council for Adult Literacy Education Services
Barry Semple, Consultant - Semple and Associates

BEST PRACTICES / FIELD EXAMPLES IN ADULT LITERACY:
"NJ Libraries"
Joseph Da Rold, Executive Director (retired)
Plainfield Public Library

HANDS-ON LEARNING:
"1) Overview, 2) Survey the landscape"
Scott Kuchinsky, Coordinator of Literacy Services, Plainfield Public Library

DAY 2 ★ TUESDAY ★ OCTOBER 20 ★

KEYNOTE ADDRESS:
"Community Networking and Fund Development for Library Literacy"
Donna Sandorse
Library Trustee (former), Plainfield Public Library
Board President (former), Literacy Volunteers of America - Union County

ISSUES IN LIBRARY ADULT LITERACY:
"Analyzing Literacy Partnerships"
Joseph Da Rold, Executive Director (retired)
Plainfield Public Library

HANDS-ON LEARNING:
"Using Data to Design Program"
Scott Kuchinsky, Coordinator of Literacy Services, Plainfield Public Library

DAY 3 ★ TUESDAY ★ NOVEMBER 17 ★

KEYNOTE ADDRESS:
"Libraries and Literacy"
Dinah O’Brien
Director of Community Resources
Town of Plymouth, MA (retired)

ISSUES IN LIBRARY ADULT LITERACY:
"East Brunswick Public Library"
Mary Ellen Firestone, Executive Director (retired), East Brunswick Public Library
Board Member, Literacy New Jersey

HANDS-ON LEARNING:
"1) Administrative Matters, 2) Advertising"
Scott Kuchinsky, Coordinator of Literacy Services, Plainfield Public Library

DAY 4 ★ TUESDAY ★ DECEMBER 15 ★

KEYNOTE ADDRESS:
"Supporting Adult Literacy: The Role and Resources Of Libraries"
Beth Ponder
Professional Development Center Specialist - TRAIN PD Consortium
Texas Center for the Advancement of Literacy & Learning, Texas A&M University

RESOURCES IN LIBRARY ADULT LITERACY:
"New Jersey Department of Labor and Workforce Development"
Howard Miller, Chief, Office of Customized & Literacy Training, New Jersey Department of Labor & Workforce Development

HANDS ON LEARNING:
"1) Recruiting & training tutors, 2) Curriculum"
Scott Kuchinsky, Coordinator of Literacy Services, Plainfield Public Library

GRADUATION CEREMONY:
Commencement Speeches
Mary Chute, State Librarian
Joseph Da Rold, Executive Director (retired)
Plainfield Public Library

ACKNOWLEDGMENT & APPRECIATION
PRESENTATION OF CERTIFICATES
GRADUATES OF
FOUR DAYS @ LITERACY BOOT CAMP

KATE ANGELO
Library Associate
Long Branch Free Public Library

EDITH BECKETT
Librarian
NJ State Library

KATE BAKER
Special Populations Librarian
Piscataway Public Library

LOUISA BANN
Reference Librarian
Elizabeth Public Library

NATALIA BERMUDEZ
Adult Services Librarian
East Orange Public Library

ERIN BLATT
Programming & Outreach Librarian
Franklin Township Public Library

LINDITA CANI
Head of Reference &
Library Services
South Orange Public Library

SANDY DAVIES-NEFF
Reference Librarian
Atlantic City Free Public Library

DENISE LAUDE
Adult Programming Librarian
Malvab Public Library

AMANDA EIGEN
Adult Services Librarian
Maplewood Memorial Library
Hilton Branch

SHARLA EMERY
Library Director
Carteret Free Public Library

JOANNE GRADY
Supervising Librarian
West Milford Township Library

WEN GU
Library Director
Gloucester City Library

CAROL QUICK
Library Director
Plainsboro Public Library

GAYLE STOKES
Customer Service Specialist
NJ State Library
Talking Book & Braille Center

KERRY WEINSTEIN
Reference Librarian
Holbrook Public Library

THE 2015 CLASS
FOUR DAYS @ LITERACY BOOT CAMP

JENNIFER KAARI
Family Literacy & Community Services Librarian
Montclair Public Library

LESLIE KAAR
Supervising Librarian
Newark Public Library

ALLAN KLEEMAN
Library Director
Montville Township Public Library

CYNTHIA LAMBERT
Adult Services Librarian
Somerset County Library System
Mary Jacobs Branch

DENISE LAUDE
Adult Programming Librarian
Mahwah Public Library

LORETTA LISOWSKI
Branch Manager
Gloucester County Library System
Glassboro Branch

KATHLEEN MOLLICA
Reference Librarian
Lenox Bay 2nd Library and
Community Center

LESLIE KAHN
Supervising Librarian
Newark Public Library

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NJ State Library
Talking Book & Braille Center

KERRY WEINSTEIN
Reference Librarian
Holbrook Public Library

GRADUATES
NJSL 2015 LITERACY BOOT CAMP

In order to find out if the Literacy Boot Camp lived up to the expectations of the attendees, we asked them to complete an online feedback survey. This survey provided meaningful feedback for the State Library, giving us the information we needed in order to evaluate the effectiveness of the various components of the Literacy Boot Camp.

We appreciate the participants for completing the survey. Here are the results:

Q1. Overall, how well did the bootcamp meet its objectives?

<table>
<thead>
<tr>
<th>Partially Met</th>
<th>Met</th>
<th>Exceeded</th>
</tr>
</thead>
<tbody>
<tr>
<td>18.18% (4)</td>
<td>52.38% (10)</td>
<td>36.36% (8)</td>
</tr>
</tbody>
</table>

Q2. Overall, how well did the bootcamp meet your expectations?

<table>
<thead>
<tr>
<th>Partially Met</th>
<th>Met</th>
<th>Exceeded</th>
</tr>
</thead>
<tbody>
<tr>
<td>19.05% (4)</td>
<td>52.38% (10)</td>
<td>28.57% (6)</td>
</tr>
</tbody>
</table>

Q3. How effective was the bootcamp in broadening your perspective of adult literacy and education issues?

<table>
<thead>
<tr>
<th>Somewhat Effective</th>
<th>Effective</th>
<th>Very Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.57% (6)</td>
<td>52.63% (10)</td>
<td>61.90% (13)</td>
</tr>
</tbody>
</table>

Q4. Overall, how would you rate the bootcamp?

<table>
<thead>
<tr>
<th>Good</th>
<th>Satisfactory</th>
<th>Fair</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>26.32% (5)</td>
<td>10.53% (2)</td>
<td>10.53% (2)</td>
<td>52.63% (10)</td>
</tr>
</tbody>
</table>

Q5. As a result of participating in the bootcamp, which of the following have you done, or are you planning to do?

- Speak more effectively on the adult literacy issues and topics 52.38% (11)
- Develop new programs and classes 76.19% (16)
- Expand on the existing programs and classes 61.90% (13)
- Join or increased involvement in local literacy organizations 38.10% (8)
- Use a network of adult literacy contacts acquired through the Literacy Boot Camp 47.62% (10)
- Find grants and funding opportunities through the Literacy Boot Camp 61.90 (13)
- Other (please specify): Start ESL program at my library

Q6. What was the MOST USEFUL knowledge or skill you learned or improved?

- Sources for finding volunteers to teach classes.
- I think the most useful knowledge or skill I gained was just finding the confidence to go ahead and plan programming. Being told that any level of literacy programming is good and being offered a variety of ideas was so valuable.
- Experiences of other libraries on running their ESL programs.
- The first homework assignment was invaluable. We found out the needs of our patrons and discovered what literacy programs that other nearby organizations were already providing enabling us to develop our own program.
- You’ll have more failures than successes” was a game changer and so important for statistical analysis.
- Grants
- The knowledge contained in the training manual. It is a handy and very useful resource I will use as I work on literacy program at my library.
- The recommendation to form successful partnerships was a recurring theme throughout the sessions and one that may prove to be more useful as our library develops a literacy program.
- Partnering up with local religious organizations and look for tutors amongst the seniors.
- More hands-on skills for literacy programs, such as recruiting, training, and keeping tutors, designing programs, materials to use, etc.
- Practical aspects of running a literacy/ESL program.
- I thought all the keynote speakers had great presentations and were fabulous resources for furthering my knowledge and understanding of ESL in NJ.
- Improve ways to reach out to community groups and organizations.
- That libraries are in a better position than other agencies to address adult literacy.
- Some funding ideas.
- Where to look for volunteers; what to do with a difficult volunteer. Also creating a service model.
- Details on initiating and maintaining program running, including recruiting tutors, keeping students records, textbooks and other study materials; funding opportunities that I wasn’t aware of; other public libraries that are experienced in literacy programs that I can borrow tips from.

Q7. What topic(s) would you like to explore further?

- More hands-on teaching practice
- I would like to explore GED programming in more depth.
- Starting out, we are small at this point so have staff to write grants or handle paperwork for government.
- Training of tutors
- Follow-up on what was learned and explored in 6 months here at the Bootcamp. Would like tutor training.
- Nuts and bolts of an operation: assessments, evaluations, etc.

Q8. Please share any accomplishments or changes in your career or personal life that you attribute to participating in the bootcamp.

- I have the opportunity to work with the existing ESL program at my library. I also feel like I have more skills to offer a new position as well.
- I am more confident to begin ESL program.
- Librarians receive a great deal of education in listening, sensitivity, and empathy– the heart of our work.
- I have created a pullout section for English language learning for immigrants and Spanish speakers which I am hoping to expand.
- I really enjoyed being part of the bootcamp. Liked most of the speakers invited in.
- I feel confident that I can create a service model for literacy program and propose it to my library's administration.

Q9. Do you have any other comments or suggestions?

- I want to say that I found the keynote phenomenal. I know how much work it is to plan and coordinate things like that. I think the trick is to apply what the speakers said to your own experience and projects.
- The topic is very big. The libraries are small and large. City and suburban. Maybe try to break it down into topics like ESL, grants, GED, literacy.
- More in-house exercises. More interactions with other participants.
- More speakers from around NJ. Libraries could share their experience in adult literacy programs, and from which difference models could be developed for all types of libraries.
- I found the keynote presentations helpful and relevant.
In partnership with the Plainfield Public Library, the New Jersey State Library's Literacy Boot Camp was developed in response to the growing needs for New Jersey public libraries in helping adults who struggle with basic English literacy. As one of the most comprehensive adult literacy trainings offered by the State Library, the program sought to reinvigorate a statewide discussion on adult literacy services, shine a light on the best practices, and to provide recommendations and leadership skills for librarians to take a lead in building library services for adult learners to meet common adult literacy goals within the community. 22 librarians were trained for this inaugural year.

NJ STATE LIBRARY

The New Jersey State Library, an affiliate of Thomas Edison State University, provides services for NJ libraries, the state legislature and government employees, Thomas Edison State University staff and students, and registered borrowers. Since the State Library’s inception in 1796, quality programs and services have been offered to all. The State Library of New Jersey envisions a future in which all New Jerseyans have access to exceptional library services and to the information resources they need to achieve their personal, educational and professional goals.

PLAINFIELD PUBLIC LIBRARY

The award-winning Plainfield Public Library serves Plainfield’s residential, educational, and business communities through a central 45,000 sf facility that is open six days and four evenings a week. The Library houses approximately 310,000 volumes, including 150,000 items in the Special Collections Department. As a community meeting place, the Library presents a variety of special events and a full-scale free literacy program, offering classes in adult reading and writing, ESL, citizenship and GED prep. The Library envisions it being the center of cultural enrichment and information for lifelong learning for the Plainfield community.