

MS-445 Miami Valley Literacy Council Records

Collection Number: MS-445

Title: Miami Valley Literacy Council Records

Dates: 1964-2010 (Bulk 1980s-2000s)

Creator: Miami Valley Literacy Council

Summary/Abstract:

The Miami Valley Literacy Council (MVLC) was organized in 1964 by a group of women who realized that many adults in the city of Dayton, Ohio, were unable to read. The collection includes board minutes, magazine articles, newspaper clippings, correspondence, student work, training manuals, photographs, a scrapbook, and newsletters. Most items are by or about the Miami Valley Literacy Council, a volunteer-based non-profit organization with the mission of helping individuals to achieve literacy. Some of the collection contains articles on general literacy, most of this can be found in the newspaper clippings and magazine articles.

Quantity/Physical Description: 9.5 linear feet

Language: English

Repository:

Special Collections and Archives, University Libraries, Wright State University, Dayton, OH 45435-001, (937) 775-2092

Restrictions on Access: There are no restrictions on accessing material in this collection.

Restrictions on Use:

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Preferred Citation:

[Box #, Folder #], MS-445, Miami Valley Literacy Council Records, Special Collections and Archives, University Libraries, Wright State University, Dayton, Ohio

Acquisition:

The Miami Valley Literacy Council Records were donated to Wright State University Special Collections and Archives by the Miami Valley Literacy Council on the last day they were open, September 30, 2010.

Additional Sources:

Proliteracy Website: www.proliteracy.org

Frank C. Laubach Collection, Special Collections Research Center, Syracuse University, Syracuse, NY.

Processing Information:

A sticky photo album was taken apart and the photos were moved to a photo binder box. Newspaper articles were clipped from the whole paper.

Processed by: Sarah Staples, March 2012

Arrangement:

The Miami Valley Literacy Council is arranged into five series and eight subseries:

Series I: Administration

Subseries IA: Board Minutes

Subseries IB: Annual Meetings

Subseries IC: Correspondence

Series II: Accreditation & Training

Subseries IIA: Accreditation Standards

Subseries IIB: Training Standards

Series III: Publicity

Subseries IIIA: Literature and Events

Subseries IIIB: Newsletters

Subseries IIIC: News clippings

Series IV: Photographs & Scrapbook

Series V: Memorabilia

Biographical/Historical Note

The Miami Valley Literacy Council (MVLC) was organized in 1964 by a group of women who realized that many adults in the city of Dayton were unable to read. It was the mission of MVLC to make basic literacy resources available to individuals, functioning at the lowest literacy levels, and their families in our community. The MVLC partnered adult basic literacy students, who read below the 6th reading level, with community volunteers that the agency recruited, trained, and certified as literacy tutors. Volunteer tutors helped adult learners meet their personal goals for reading and writing and helped the adult students move on to new levels of work, personal responsibility and self-sufficiency. It must be noted that the MVLC was open to all area inhabitants, even immigrants. They made great efforts to help all English-speaking illiterate people become successful.

The organization was a totally volunteer organization until 1986, when the first paid employee, a part-time Executive Director, was hired with funding support provided by the Junior League of Dayton. In 1987, MVLC successfully passed the affiliation review process of the United Way of Dayton Area and continued as a member agency until MVLC closed. In addition to literacy, tutoring MVLC was involved in many different projects in its community: GED preparation, citizenship courses, Project READ, The Back Pack Project, and Learning Links (a satellite office in the Montgomery County Job Center) are just a few examples. The primary sources of funding for the agency were provided by the Adult and Basic Literacy Education Division of the Ohio Department of Education, the Montgomery County Human Services Levy Supported Services Funds, and local corporations, foundations, civic groups, churches, and individuals. Although it is not clearly documented in the present collection, between 2009 and 2010 MVLC lost \$250,000

in local grant funding, more than 50 percent of the organization's operating revenue, during the recession. The MVLC closed on September 30, 2010.

Scope and Content

The Miami Valley Literacy Council Records document the progress of an important business and community organization. Through these records, researchers may gain insight into the literacy problems that were an ongoing issue in 20th and 21st century Dayton, Ohio.

Series I, Administration, is divided into three subseries.

Subseries IA, Board Minutes, documents the MVLC's monthly meetings and 6 months of monthly Project READ meetings. The minutes within the current collection start in 1986 and end in 2001. However, there are years within that range which are missing. The MVLC minutes are organized chronologically by month and year. The Project READ minutes are organized behind the MVLC minutes. This is the largest subseries in the MVLC records. It contains information vital to any researcher looking for financial records of the council.

Subseries IB, Annual Meetings, documents the MVLC's annual meetings which were held in April. The annual meetings were used to track the progress of the MVLC. These records will be useful to researchers looking to gain a quick insight into the MVLC goals and achievements.

Subseries IC, Correspondence, documents the MVLC's correspondence with volunteers, board members, and the community. This subseries is rather small. MVLC discussed its most important correspondence at their monthly meetings, so some correspondence is within the board minutes.

Series II, Accreditation & Training, is divided into two subseries.

Subseries IIA, Accreditation Standards, documents the accreditation standards put out by Literacy Volunteers of America and how the Miami Valley Literacy Council fulfilled those standards. The accreditation standards are split into 18 qualifying standards and 14 scoring standards. The first folder in this subseries contains a synopsis of the standards. Three items of note are: MVLC employee handbook/policies (box 5 file 20), student orientation packet (box 6 file 5), and a student progress tracker (box 6 file 10).

Subseries IIB, Training Standards, contain three different training manuals: two board member training manuals and one tutor training manual. The tutor training manual might be the most important document in these records. The tutor training manual is the essence of what the MVLC was about.

Series III, Publicity, is divided into three subseries.

Subseries IIIA, Literature and Events, contains all the literature, except newsletters, produced by the MVLC. That literature includes promotional literature, such as flyers and bookmarks, and also hand written student work (box 7 file 8,10). The student work is primarily from the summer of 2010, just before the council closed.

Subseries IIIB, Newsletters, contains the newsletters produced by the MVLC to communicate with its students, volunteers, and the community. The number of newsletters published is unknown, but these records seem to be missing some.

Subseries IIIC, News clippings, is one of the larger subseries. There are three concentrations within the news clippings: MVLC related, general literacy, and general issues affecting education. The MVLC stayed informed on literacy issues and discoveries around the nation and the world. The Dexter Manley illiterate scandal could be of interest (box 7 file 18).

Series IV, Photographs and Scrapbook, contains one scrapbook and two archive binder photo boxes. The scrapbook documents the history of the MVLC up until the 1990s. There was a sticky page photo album included in the original records. The first archive binder photo box contains the photographs from that album. The original order was respected as much as possible. Loose photos found throughout the records were placed in the second archive binder photo box. Very few of the photos were labeled.

Series V, Memorabilia, contains certificates, plaques, a trophy, and two banners. The awards come from various sources across the Miami Valley and the nation.

Subject Terms

Organizations/Corporate Names

Miami Valley Literacy Council

Places

Dayton (Ohio)

Subjects (General)

Literacy – Dayton (Ohio)

Material Types

Newspaper

Photographs

Scrapbook

Meeting Minutes

Correspondence

Collection Inventory

Series I: Administration

Subseries IA: Board Minutes

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
1	1	Board Minutes	Aug. 1986
	2	Board Minutes	Sep. 1986
	3	Board Minutes	Oct. 1986
	4	Board Minutes	Nov. 1986
	5	Board Minutes	[Dec.] 1986
	6	Board Minutes	Jan. 1987
	7	Board Minutes	Feb. 1987
	8	Board Minutes	Mar. 1987
	9	Board Minutes	Apr. 1987
	10	Board Minutes	May 1987
	11	Board Minutes	Jul. 1987
	12	Board Minutes	Aug. 1987
	13	Board Minutes	Sep. 1987
	14	Board Minutes	Oct. 1987
	15	Board Minutes	Nov. 1987
	16	Board Minutes	Dec. 1987
	17	Board Minutes	Jan. 1988
	18	Board Minutes	Feb. 1988
	19	Board Minutes	Mar. 1988
	20	Board Minutes	Apr. 1988
	21	Board Minutes	May 1988
	22	Board Minutes	Jun. 1988
	23	Board Minutes	Jul. 1988
	24	Board Minutes	Aug. 1988
	25	Board Minutes	Sep. 1988

26	Board Minutes	Oct. 1988
27	Board Minutes	Nov. 1988
28	Board Minutes	Dec. 1988
29	Board Minutes	Jan. 1989
30	Board Minutes	Feb. 1989
31	Board Minutes	Mar. 1989
32	Board Minutes	May 1989
33	Board Minutes	Jun. 1989
34	Board Minutes	Jul. 1989
35	Board Minutes	Aug. 1989
36	Board Minutes	Sep. 1989
37	Board Minutes	Oct. 1989
38	Board Minutes	Nov. 1989
39	Board Minutes	Dec. 1989
40	Board Minutes	Jan. 1990
41	Board Minutes	Feb. 1990
42	Board Minutes	Mar. 1990
43	Board Minutes	Apr. 1990

2	1	Board Minutes	May 1990
	2	Board Minutes	Jun. 1990
	3	Board Minutes	Jul. 1990
	4	Board Minutes	Sep. 1990
	5	Board Minutes	Nov. 1990
	6	Board Minutes	Jan. 1992
	7	Board Minutes	Feb. 1992
	8	Board Minutes	Mar. 1992
	9	Board Minutes	May 1992
	10	Board Minutes	Jun. 1992
	11	Board Minutes	Aug. 1992
	12	Board Minutes	Sep. 1992
	13	Board Minutes	Oct. 1992
	14	Board Minutes	Nov. 1992

15	Board Minutes	Dec. 1992
16	Board Minutes	Jan. 1995
17	Board Minutes	Feb. 1995
18	Board Minutes	Mar. 1995
19	Board Minutes	Apr. 1995
20	Board Minutes	Jun. 1995
21	Board Minutes	Jul. 1995
22	Board Minutes	Aug. 1995
23	Board Minutes	Sep. 1995
24	Board Minutes	Oct. 1995
25	Board Minutes	Nov. 1995
26	Board Minutes	Feb. 1996
27	Board Minutes	Mar. 1996
28	Board Minutes	Apr. 1996
29	Board Minutes	Jun. 1996
30	Board Minutes	Aug. 1996
31	Board Minutes	Oct. 1996
32	Board Minutes	Nov. 1996
33	Board Minutes	Jan. 1997
34	Board Minutes	Feb. 1997
35	Board Minutes	Mar. 1997
36	Board Minutes	May 1997
37	Board Minutes	Jun. 1997
38	Board Minutes	Jul. 1997

3	1	Board Minutes	Sep. 1997
	2	Board Minutes	Oct. 1997
	3	Board Minutes	Jan. 1998
	4	Board Minutes	Feb. 1998
	5	Board Minutes	Mar. 1998
	6	Board Minutes	Apr. 1998
	7	Board Minutes	May 1998
	8	Board Minutes	Jun. 1998

9	Board Minutes	Aug. 1998
10	Board Minutes	Sep. 1998
11	Board Minutes	Nov. 1998
12	Board Minutes	Dec. 1998
13	Board Minutes	Jan. 1999
14	Board Minutes	Feb. 1999
15	Board Minutes	Mar. 1999
16	Board Minutes	Apr. 1999
17	Board Minutes	May 1999
18	Board Minutes	Jun. 1999
19	Board Minutes	Aug. 1999
20	Board Minutes	Sep. 1999
21	Board Minutes	Oct. 1999
22	Board Minutes	Nov. 1999
23	Board Minutes	Jan. 2000
24	Board Minutes	Feb. 2000
25	Board Minutes	Mar. 2000
26	Board Minutes	Apr. 2000
27	Board Minutes	May 2000
28	Board Minutes	Jun. 2000
29	Board Minutes	Aug. 2000
30	Board Minutes	Oct. 2000
31	Board Minutes	Nov. 2000
32	Board Minutes	Jan. 2001

4	1	Board Minutes	Mar. 2001
	2	Board Minutes	Apr. 2001
	3	Board Minutes	Jun. 2001
	4	Board Minutes	Aug. 2001
	5	Board Minutes	Sep. 2001
	6	Board Minutes	Oct. 2001
	7	Board Minutes	Dec. 2001
	8	Board Minutes	Jan. 2002

9	Board Minutes	Feb. 2002
10	Board Minutes	Mar. 2002
11	Board Minutes	Apr. 2002
12	Board Minutes	May 2002
13	Board Minutes	Jun. 2002
14	Board Minutes	Aug. 2002
15	Board Minutes	Sep. 2002
16	Board Minutes	Oct. 2002
17	Board Minutes	Nov. 2002
18	READ Board Mailing List	Sep. 1990
19	READ Board Minutes	Jan. 1993
20	READ Board Minutes	Feb. 1993
21	READ Board Minutes	Mar. 1993
22	READ Board Minutes	Apr. 1993
23	READ Board Minutes	May 1993
24	READ Board Minutes	Jun. 1993

Subseries IB: Annual Meetings

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
4	25	Annual Report	1989
	26	Annual Report	1992
	27	Annual Report	1993
	28	Annual Meeting	Apr. 1995
	29	Annual Meeting	Apr. 1996
5	1	Annual Meeting	Apr. 1997
	2	Annual Meeting	Apr. 1998
	3	Annual Meeting	Apr. 1999
	4	Annual Meeting	Apr. 2000
	5	Annual Meeting	Apr. 2001
	6	Annual Meeting	Apr. 2002

Subseries IC: Correspondence

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
5	7	Correspondence	1988-2010, Undated
5	8	Certificates of Recognition	1999-2011

Series II: Accreditation and Training

Subseries IIA: Accreditation Standards

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
5	9	Synopsis of Standards	1998
	10	Qualifying Standard 1	1999
	11	Qualifying Standard 2	1999
	12	Qualifying Standard 3	1999
	13	Qualifying Standard 4	1988, 1996- 1998
	14	Qualifying Standard 5	1997, 1999
	15	Qualifying Standard 6	1999
	16	Scoring Standard 1	1996-1998
	17	Scoring Standard 2	1998-1999
	18	Scoring Standard 3	1999
	19	Scoring Standard 4	1998
	20	Qualifying Standard 7	1994-1998
	21	Qualifying Standard 8	1996-1999
	22	Qualifying Standard 9	2000
	23	Scoring Standard 5	Undated
	24	Scoring Standard 6	Undated
	25	Scoring Standard 7	2000
	26	Qualifying Standard 10	1996-1999
	27	Qualifying Standard 11	1996-1998

6	1	Qualifying Standard 12	1996-1998
	2	Qualifying Standard 13	1997-1999
	3	Qualifying Standard 14	1996-1999
	4	Qualifying Standard 15	1999
	5	Qualifying Standard 16	1998-1999
	6	Qualifying Standard 17	1999-2000
	7	Qualifying Standard 18	Undated
	8	Scoring Standard 8	1990-1999
	9	Scoring Standard 9	1998-1999
	10	Scoring Standard 10	1997-1999
	11	Scoring Standard 11	1998
	12	Scoring Standard 12	1999
	13	Scoring Standard 13	1996, 1998-1999
	14	Scoring Standard 14	1999

Subseries IIB: Training Standards

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
6	15	Board Training Manual 1 of 3	2000
	16	Board Training Manual 2 of 3	2000
	17	Board Training Manual 3 of 3	2000
	18	Board Training Manual 1 of 3	2009
7	1	Board Training Manual 2 of 3	2009
	2	Board Training Manual 3 of 3	2009
	3	Tutor Training Manual 1 of 2	2004
	4	Tutor Training Manual 2 of 2	2004

Series III: Publicity

Subseries IIIA: Literature and Events

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	5	Student Targeted Literature	Undated
	6	Donation Targeted Literature	1998, 2010, Undated
	7	Tutor Targeted Literature	2009, Undated
	8	Student Essays	Jul. 2010
	9	MVLC Events	1986-2002, Undated
	10	National Adult Education Honor Society	2006-2007

Subseries IIIB: Newsletter

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	11	Newsletters	1989-2010

Subseries IIIC: News clippings

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
7	12	MVLC News Clippings	1970-1979
	13	MVLC News Clippings	1980-1989
	14	MVLC News Clippings	1990-1999
	15	MVLC News Clippings	2000-2010
	16	MVLC News Clippings	Undated
	17	General Literacy	1960-1980
	18	General Literacy	1990-2003
	19	General Literacy	Undated

8	1	Other Issues News Clippings	1983-2007, Undated
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Series IV: Photographs and Scrapbooks

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
8	2	Photographs on CD	2007-2008
	3	Photographs on CD	2009, Undated
	4	Photographs on CD	2009
	5	Photographs on CD	2008-2009
	6	Photographs on CD	2010, Undated
9		Photographs from Old Photo Album	1985-2010, Undated
10		Photographs	1989, 2010, Undated
11		Scrapbook	1976-2000, Undated

Series V: Awards and Memorabilia

<u>Box</u>	<u>File</u>	<u>Description</u>	<u>Date</u>
12	1	Conference Pins	1988, 1995, Undated
	2	Conference Pins	1996, Undated
	3	Plaques	1994
	4	Plaques	1987-1988
13		Plaques	1964-2010
14		Banners and Signs	Undated
15		Awards and Memorabilia	1999, Undated