



COUNTY OF HUMBOLDT

For the meeting of: 11/3/2020

File #: 20-1271

To: Board of Supervisors

From: Libraries

Agenda Section: Consent

SUBJECT:

Literacy Services Agreement with Humboldt Literacy Project

RECOMMENDATION(S):

That the Board of Supervisors:

1. Accept \$59,673 from the California State Library pass through funding to the Humboldt Literacy Project; and
2. Approve and authorize the Chair to sign the Literacy Services Agreement with Humboldt Literacy Project.

SOURCE OF FUNDING:

California State Library

DISCUSSION:

Funding has been awarded to the Humboldt Literacy Project by the California State Library. These funds will be added to the Library budget as a pass-through expense to the Humboldt Literacy Project. The total award for the fiscal year that began July 1, 2020 is \$59,673. The award will be claimed in two stages, the first 90% of the Adult and Family Literacy award is \$53,706. The Library will request the final 10% (\$5,967) of the award upon the completion of the following items:

1. Submission of the mid-year financial report;
2. Submission of a mid-year narrative report that demonstrates project activity;
3. Confirmation that 75% of the award has been expended.

The funds will be used to further adult and family literacy in Humboldt County as per the attached Literacy Services Agreement with Humboldt Literacy Project should the agreement be approved. These services would include, but are not be limited to: recruit clients and counsel adults as to available and appropriate programs, report to Interim Director of Library Services as to the status of the project, speak to community groups, conduct community outreach, seek other funding sources, recruit, train and monitor progress of tutors, work effectively with other major agencies involved in training and assessment activities, keep records, select materials for client use, conduct in-service

training for tutors, and establish procedures for project activities.

The Humboldt Literacy Project is the only entity in the county that provides adult and family literacy instruction to Humboldt County residents. Therefore, the Library seeks approval to apply the sole source exemption to the competitive process in awarding this agreement.

FINANCIAL IMPACT:

Revenue and expense will both increase by the same \$59,673. There will be no net change in Library fund balances for the year due to this pass-through transaction. The Library's adopted fiscal year 2020-21 budget includes budget appropriations for the anticipated revenue and expenditure associated with the Literacy Project pass-through funds. There will be no impact to the county General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by supporting self reliance of citizens .

OTHER AGENCY INVOLVEMENT:

Humboldt Literacy Project

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the requested acceptance of the funding and not approve the Services agreement with Humboldt Literacy Project. This is not recommended as the objectives of the Literacy Project is to increase basic reading skills within Humboldt County.

ATTACHMENTS:

None

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A