



COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-14**

For the meeting of: December 16, 2014

Date: December 3, 2014  
To: Board of Supervisors  
From: Victor Zazueta, Director of Library Services *VZ*  
Subject: Supplemental Budget between the County Library and Humboldt Literacy Project

RECOMMENDATION(S): That the Board of Supervisors:

- 1. Approve the attached Supplemental budget increase revenue line, 1500-621-524-050 "Adult Literacy Program" \$9,910.00 and increase expenditure line, 1500-621-2-118 "Professional Services" \$9,910 (4/5 vote required)

SOURCE OF FUNDING:

California State Library

DISCUSSION:

The Humboldt County Library contracts annually with the Humboldt Literacy Project (HLP) to provide literacy training for adults in Humboldt County. The source of funding for the project is an annual grant to the library. The total amount of the grant varies each year depending on the funding available and the activities of HLP. The supplemental grant award to the Humboldt County Library for 2014-2015 is \$9,910. The contract between the County and HLP specifies that the funding will not exceed the amount granted by the California State Library.

FINANCIAL IMPACT:

Prepared by W. Love CAO Approval *Amy D Beer*

REVIEW: Auditor *MM* County Counsel \_\_\_\_\_ Personnel \_\_\_\_\_ Risk Manager \_\_\_\_\_ Other \_\_\_\_\_

TYPE OF ITEM:  
 Consent  
 Departmental  
 Public Hearing  
 Other \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**  
Upon motion of Supervisor *Sundberg* Seconded by Supervisor *Fennell*  
Ayes *Sundberg, Love, Ace, Bohn, Fennell, Bass*  
Nays \_\_\_\_\_  
Abstain \_\_\_\_\_  
Absent \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. C-16

Meeting of: December 2, 2014 \_\_\_\_\_

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *Dec. 16, 2014*  
By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

This agenda item will support the strategic framework by protecting vulnerable populations. The California Library Literacy Services (CLLS) grant will provide \$9,910 funding for the provision of services to improve reading, writing and speaking skills. This is a pass through grant to the Humboldt Literacy Project. There is no Humboldt County Library match required to receive this grant.

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 action is not recommended.

ATTACHMENTS:

1. **State Library supplemental grant award letter Dec. 1, 2014**
2. **Supplemental Budget**



December 1, 2014

Victor Zazueta, Director of Library Services  
Humboldt County Library  
1313 Third St.  
Eureka, CA 95501-0553

Dear Mr. Zazueta:

Enclosed is a claim form for your California Library Literacy Services (CLLS) funding for the remainder of the 2014-2015 fiscal year.

This **final payment** of your total allocation for the fiscal year is **\$9,910** and is based on:

- A *per capita* amount per adult learner served at your library in 2013-2014.
- A *match* on local funds raised and expended for adult literacy services at your library in 2013-2014 reflecting a commitment to a continuing State/Local partnership and to providing an incentive for increased local support for adult literacy.

Earlier this year, you received a \$15,000 baseline for your literacy program. The baseline reflects the importance of each library having enough funds to provide at least a minimum level of local literacy staffing and service.

Below is a re-cap of your total literacy funding for the current fiscal year:

Baseline Adult Literacy Services:	\$15,000 (amount previously claimed)
<b>Final Payment (Per Capita &amp; Match):</b>	<b>\$9,910 (amount to be claimed now)</b>
<b>GRAND TOTAL FOR 2014/15:</b>	<b>\$24,910</b>

Changes in your funding from last year are based on an increase or decrease in the number of adult learners you served and/or an increase or decrease in the amount of local funds expended on adult literacy last year. These changes are aggregated among all California Library Literacy Services programs and applied to the total funds provided by the Legislature for the year.

As you know, the Legislature and the governor included an additional \$1 million in the budget for our library literacy programs for the fiscal year that began July 1. Therefore, you may see a "bump" in your award for this year. This started with a \$15,000 baseline we provided in your first payment earlier this year, instead of the usual \$10,000.

**Remember: This was a one-time only augmentation. Without a similar augmentation in next year's budget, the state's overall literacy funding level will fall back to 2013-2014 levels. Plan accordingly.** We strongly recommend that you consider using the bulk of your increase on one-time expenditures—books and materials, computers, software, mobile devices and the like—that that will help serve your learners and tutors this year and beyond.

We'll initiate the payment process upon receipt of your signed Claim Form (attached). This final payment will be processed after all reporting requirements from the prior fiscal year have been received, all adjustments made and all unexpended monies returned.

Please mail the signed claim form to: **California State Library  
Fiscal/Local Assistance  
P.O. Box 942837  
Sacramento, CA 94237-0001**

The attached form requires your signature and serves two purposes:

1. Certifies that your library will use the funds for the purpose intended; and
2. Requests to claim the funds and have a check sent to you.

We can begin the payment process as soon as we receive a signed Claim Form.

In January, you'll be asked to revise your literacy budget for the 2014-2015 fiscal year using the actual total allotment from the State Library as outlined in this award letter. The budget that you submitted with your application earlier this year was based on projections. Your revised budget should reflect updated information and more accurate figures than you had at the time of application.

You'll be asked to report electronically after the close of the fiscal year. Library literacy services staff will provide more details on this process. If you need a copy of your most recent final report and/or application, please contact Andrea Freeland at [andrea.freeland@library.ca.gov](mailto:andrea.freeland@library.ca.gov).

**PLEASE REMEMBER THAT ALL STATE FUNDS MUST BE EXPENDED OR ENCUMBERED BY JUNE 30, 2015 OR MUST BE RETURNED.** If for any reason you believe you won't be able to spend them all by June 30, please notify my staff no later than April 1, 2015.

Based on the review of your final report, we have the following comments:

*You show only 48% of your adult learners participating in Roles & Goals. In next year's report we will be looking for a much higher percentage. This outcome measures process is critical to your ability to show your program is making a difference in your learner's lives, and in our ability to report to the Legislature the important life changes being made by our learners across the state.*

Should you have additional questions regarding the new funding and/or reporting process, please contact:

Carla Lehn (916) 653-7743 or [carla.lehn@library.ca.gov](mailto:carla.lehn@library.ca.gov)  
Andrea Freeland (916) 651-3191 or [andrea.freeland@library.ca.gov](mailto:andrea.freeland@library.ca.gov)

Respectfully yours,

  
Greg Lucas  
California State Librarian

cc: Emma Breacain, Literacy Coordinator (via email: [literacyhelpers@gmail.com](mailto:literacyhelpers@gmail.com))  
Victor Zazueta, Director of Library Services (via email: [vzazueta@co.humboldt.ca.us](mailto:vzazueta@co.humboldt.ca.us))  
Enc.: Claim Form

**Attachment 2: Supplemental Budget**

**Department: Library, BU 621**

**For the meeting of: December 16, 2014**

**Subject: - Literacy Project Supplemental 2014-15**

**Revenue Increase:**

1500-621	524050 Adult Literacy Program	\$9,910
----------	-------------------------------	---------

**Expenditure Increase:**

1500-621	2118 Professional & Special Services	\$9,910
----------	--------------------------------------	---------