



COUNTY OF HUMBOLDT

For the meeting of: 3/1/2022

File #: 22-110

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 \$59,113 in grant funds from the California State Library;
2. Approve and authorize the Chair to execute an agreement for contracted services with the Humboldt Literacy Project; and
3. Return to Library two executed copies of the agreement.

SOURCE OF FUNDING:

California State Library
County Library Fund (1500)

DISCUSSION:

Grant Funding has been awarded to the Humboldt County Library by the California State Library. The total award for fiscal year 2021-22 is \$59,113. The award will be claimed in two stages, the first 90% of the award is \$53,2017.70. The Library will request the final 10% (\$5,911.30) of the Adult Literacy 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; and
3. Confirmation that 75% of the award has been expended.

The Humboldt County Library will enter an agreement with the Humboldt Literacy Project and pay the Humboldt Literacy Project for providing adult and family literacy instruction and services to Humboldt County residents. Services will include, but are not be limited to: recruit clients and counsel adults as to available and appropriate programs, report to Director of Library Services as to the status of the project, prepare draft reports to the State Library, 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, Humboldt County 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 \$59,113. 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 2021-22 budget includes budget appropriations for the anticipated revenue and expenditure associated with the literacy services funds. There will be no impact to the General Fund.

STRATEGIC FRAMEWORK:

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

OTHER AGENCY INVOLVEMENT:

Humboldt Literacy Project
California State Library, California Library Literacy Services program

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the requested acceptance of the grant 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:

Agreement between County of Humboldt and the Humboldt Literacy Project.

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A
Meeting of: 11/3/20
File No.: 20-1271