



# COUNTY OF HUMBOLDT

For the meeting of: 12/19/2023

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File #: 23-1504

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**To:** Board of Supervisors

**From:** Libraries

**Agenda Section:** Consent

**SUBJECT:**

Professional Services Agreement with Humboldt Literacy Project for Adult and Family Literacy Services

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize Chair of the Board to execute, the attached Professional Service Agreement with Humboldt Literacy Project regarding Adult and Family Literacy Services and approve acceptance of \$68,149 in grant funds from the California State Library for Adult and Family Literacy Services for the period of July 1, 2023 - June 30, 2024;
2. Authorize the Purchasing Agent to execute any and all subsequent amendments to the attached Professional Services with the California State Library and Humboldt Literacy Project, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed original copy of the attached Professional Services Agreement with Humboldt Literacy Project to the Library for further processing.

**SOURCE OF FUNDING:**

Library (1500621)

Adult Literacy Program (1500621-524050)

California Library Literacy Services Grant funded by California State Library

**DISCUSSION:**

Grant funding has been awarded to the Humboldt County Library by the California State Library. The Humboldt County Library will enter in agreement with Humboldt Literacy Project and pay Humboldt Literacy Project for providing adult and family literacy instructions and services to Humboldt County residents. The total award for fiscal year (FY) 2023-24 is \$68,149. The award will be claimed in two stages. In stage one the library will claim 90% of the Adult Literacy award in the amount of \$28,131, and 100% of the Family Literacy Award \$36,892. In stage two the award amount equal to 10% of the Adult Literacy Award in the amount of \$3,126 will be withheld and retained by the California State

Library until all conditions agreed upon in the attached agreement, including submission and grant monitor approval of the interim and final narrative and financial reports, have been satisfied.

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. Services include, but not limited to: recruit clients and counsel adults as to available and appropriate programs, report to the Director of Library Services as to the status of the project, prepare draft report 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 activity. The services promote the Library’s Strategic Plan Mission, “We strengthen our community by educating, inspiring and connecting people.” These learning opportunities support the Humboldt County Library’s Strategic Plan values of promoting learning and literacy and working with partners toward a shared goal of strengthening our community.

**FINANCIAL IMPACT:**

<b>Expenditures (1500,621)</b>	<b>FY23-24</b>
Budgeted Expenses	\$ 68,149
<b>Total Expenditures</b>	<b>\$ 68,149</b>
<b>Funding Sources (1500,621)</b>	<b>FY23-24 Adopted</b>
Adult Literacy Program	\$ 68,149
<b>Total Funding Sources</b>	<b>\$68,149</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The attached Professional Services Agreement with Humboldt Literacy Project has a total payable of \$68,149 for the period of July 1, 2023-June 30, 2024. Expenditure appropriations related to the attached agreement are included in the approved FY 2023-24 budget for the Humboldt County Library 1500-621-524050, Adult Literacy Program. The item comes to your Board after the effective date due to late notice of the grant award.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

There is no staffing impact with the approval of the agreement with Humboldt Literacy Project regarding Adult and Family Literacy Services.

**STRATEGIC FRAMEWORK:**

This action supports the following areas of your Board’s Strategic Framework.

Core Roles: Protect vulnerable populations

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: N/A

**OTHER AGENCY INVOLVEMENT:**

California State Library

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to approve the agreement. However, this alternative is not recommended as it will deny opportunities for Humboldt County residents to access literacy services.

**ATTACHMENTS:**

Agreement between County of Humboldt and Humboldt Literacy Project  
California State Library Grant Award Letter  
California State Library Grant Financial Claim Form 1<sup>st</sup> Payment  
California State Library Grant Award Packet  
California State Library Grant Award Agreement and Certificate of Compliance  
California State Library Grant Award Payee Data Record  
California State Library Grant Award Summary

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: 23-141  
Meeting of: February 28, 2023  
File No.: C-20