



# COUNTY OF HUMBOLDT

For the meeting of: 2/28/2023

---

File #: 23-141

---

**To:** Board of Supervisors

**From:** Libraries

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Literacy Services Agreement with Humboldt Literacy Project

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve acceptance of \$64,730 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 the Humboldt County Library the executed copies of the agreement for contracted services with the Humboldt Literacy Project.

**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 Humboldt County Library will enter in agreement with the Humboldt Literacy Project and pay the Humboldt Literacy Project for providing adult and family literacy instructions and services to Humboldt County residents. The total award for fiscal year (FY) 2022-23 is \$64,730. 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 \$31,257, and 100% of the Family Literacy Award \$30,000. In stage two the award amount equal to 10% of the Adult Literacy Award in the amount of \$3,473 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 should the agreement be approved.

These services would 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:

The library's adopted Fiscal Year 2022-23 budget (1500-621) includes appropriations for the anticipated revenue and expenditure of literacy funds in the amount of \$64,730. There is no impact to the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing community-appropriate levels of service support self-reliance of citizens, protect vulnerable populations, seek outside funding sources to benefit Humboldt County needs and create opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

Humboldt Literacy Project  
California State Library, California Literacy Services Program

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the requested acceptance of the California State Library grant and the services agreement with Humboldt Literacy Project This is not recommended as the objective of the Humboldt 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.: C20  
Meeting of: March 1, 2022  
File No.: 22-110