

DEPARTMENT: Mariposa County Library BY: PHONE: 966-8478

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes ___ No X)

Authorize Mariposa County Library to Apply for a LSTA Grant

Authorize the Mariposa County Library to apply for a Library Services and Technology Act (LSTA) grant to provide a demonstration Literacy Project for Mariposa County. The Library Services and Technology Act is a federal grant program administered in California by the State Librarian.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

The Board of Supervisors has supported other Literacy Grants; Res. No's: 94-496, 94-315, 94-414.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Without this grant, the Mariposa County Library would not be able to off literacy instruction and activities for the residents of Mariposa County.

COSTS: (x) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 915152 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

Approved () Denied

Minute Order Attached () No Action Necessary

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

_____ Recommended

_____ Not Recommended

_____ For Policy Determination

_____ Submitted with Comment

_____ Returned for Further Action

Comment: _____

C.A.O. Initials: _____

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy



COUNTY OF MARIPOSA

P.O. Box 784, Mariposa, CA 95338 (209) 966-3222

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MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: JACQUE MERIAM, Librarian
GREG ITURRIA, County Administrative Officer

FROM: MARGIE WILLIAMS, Clerk of the Board *MW*

SUBJECT: Grant Application for Literacy Program
Res.- 01-157

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on June 5, 2001

ACTION AND VOTE:

Greg Iturria initiated discussion relative to item 15. Jacque Meriam, Librarian, provided input relative to the grant request. (M)Pickard, (S)Reilly, item 15 was approved, subject to review and approval of the grant application by the County Administrative Officer; and with direction for discussion of the future of the literacy program to be scheduled for Board discussion/Ayes: Unanimous.

CA-15 Authorize Mariposa County Library to Apply for a Library Services and Technology Act (LSTA) Grant to Provide a Demonstration Literacy Project for Mariposa County (County Library); Res. 01-157, with direction

cc: File

California State Library
Library Services and Technology Act (LSTA)
Fiscal Year 2001/2002

APPLICATION (LSTA 6)

Submit in five (5) copies by 4:30 p.m., Monday, **June 11, 2001**, to Attn: Jay Cunningham, Library Development Services, California State Library, P.O. Box 942837, Sacramento, CA 94237-0001, for mail. (Express delivery: 900 N Street, Suite 500, Sacramento, CA 95814). FAX is not acceptable. INFORMATION: Tel. (916) 653-5217.

1. Project title: Restoration of An Adult Literacy Program

2. Applicant name and jurisdiction: Jacque Meriam, Mariposa County Librarian

Mariposa County Library

3. Applicant contact: Jacque Meriam Phone: 209.966.84

FAX: 209.742.7527

E-mail: jmeriam@sjvls.lib.ca.us

4. District: Assembly 25 State Senate 12 House 19

5. Population: Client 50 Total 14,302

6. Participants other than applicant:

SIGNATURE

LIBRARY/AGENCY

7. LSTA amount requested: \$ 71,000.00

8. Project Summary: complete in space provided.

State Plan Reference (e.g. "Goal C. S-T #1"): Goal D S-T #12

Mariposa County had a vigorous and active Adult Literacy project from 1989 to 1994. When Mariposa County would have continued the literacy program with supported matching funding California suffered a major recession which negated the possibility of Mariposa County supporting any extra programs. At that time the existing program was not continued. In July 1998 I became the new Mariposa County Librarian. I have been exploring ways to reestablish an Adult Literacy project because Mariposa County needs to reinstitute and support a program to improve literacy skills of adult populations. An Adult Literacy program would have to be rebuilt to have it begin in the County. Mariposa County's Adult Literacy Project Restoration would be a demonstration project for other agencies that had a viable program, that for one reason or another was dropped and now would like to start again. The basic premise of Goal D is to promote and enhance library services to people with limited functional literacy or information skills. The library's demonstration project would be an innovative approach to help begin reducing illiteracy and to improve literacy skills. From out of a total amount of money requested of \$71,000.00 and matching funds of \$2,500.00 the cost for each individual will be \$1,470.00 which will provide for 50 adult literacy learners. Number 5, Short Term Objective will be implemented by allowing Mariposa to begin a new Adult Literacy Project. The basic literacy project will include community groups, public agency coordination, and the County Library. The Mariposa County library will be the headquarters for the literacy project and the project will include the surrounding geographic area.

(Limit this summary to this page only)

9. Budget Summary

	LSTA (1)	Other funds (2)	In-kind (3)	Total (4)
a. Salaries & Benefits	40,000.00			40,000.00
b. Library Materials	2,000.00			2,000.00
c. Operation	23,500.00	2,500.00		26,000.00
d. Equipment (\$5K+)	5,500.00			5,500.00
e. Total for Objectives	71,000.00			71,000.00
f. Indirect Cost	0			
g. TOTAL	71,000.00			144,500.00

10. Client needs and project goals.

The Goals and Objectives for Mariposa County Public Library Restoration Adult Literacy Program include:

Goal: Recruit and train adult volunteers to tutor other adults in learning to read.

Objective: Recruit 50 volunteers

Objective: Train and retain 35 volunteers

Goal: Recruit and enroll adult learners into the Restoration Adult Literacy program.

Objective: Recruit 50 learners

Objective: Enroll and retain 35 volunteers

Goal: Service Mariposa and outlying areas of Mariposa County

Objective: Serve 35 learners in Mariposa

Objective: Serve 5 learners in El Portal

Objective: Serve 5 learners in Greeley Hill

Objective: Serve 5 learners in Yosemite

Goal: Solicit support from like-minded community agencies and form a Literacy Coalition.

Objective:

Enlist members of Human Services Agency as Literacy Coalition team.

Enlist members of Employment Development Department as Literacy Coalition team.

Enlist members of K-12 as Literacy Coalition team.

Enlist members of local Service Organizations as Literacy Coalition team.

Enlist other service and social service agencies as members of Literacy Coalition team.

Goal: Actively publicize and recruit tutors, learners and support through local media.

Objective: Enlist media as members of Literacy Coalition team.

Objective: Write weekly Literacy column in local newspaper(s).

Objective: Speak to agencies, service organizations and media about program on regular basis.

Goal: Research potential sustainability funding sources for program longevity and continuity of service to existing learners.

11. Measurable objectives to reach goals.

The plan for recruitment and enrollment of customers and tutors is specifically outlined in the goals and objectives mentioned in this document. Evaluation of successes will be based upon the Learner Goals Plan, filled out by the learner as he/she enrolls into the program. Individual learner success will determine program success, overall. Evaluation of the successfulness of each matched tutor/learner team will be achieved through a quarterly review with each team by the Program Manager. Individual successes will be measured on the Learner Success Log, which will be filled out by each team after each tutoring session, and filed in the individual learner case file.

Project Title: Restoration of Adult Literacy Project

Applicant Jurisdiction: Mariposa County Library

12. Project actions in time sequence.

Activity	Begin Date	Estimated Completion Date	Expected Outcome	Primary Contact
Recruit and hire Program Manager	August 2001	August 2001	Have Manager on board by 1 Sept 01	Jacque Meriam
Review successes of past program	Sept 01	Continual	Learn from past events	Program Manager
Begin community awareness campaign	Sept 01	Continual	Solicit support in terms of good will, tutors and learners	Program Manager
Solicit members for Literacy Coalition	Sept 01	Continual	First Coalition meeting October 01	Program Manager
Begin outreach for tutors	October 01	Continual	Have first five tutors recruited by 30 Oct 01	Program Manager
First tutor training	October 01	Continual	Train first five tutors by 30 Oct 01	Program Manager
Begin outreach for learners	November 01	Continual	Enroll first five learners by 30 Nov 01	Program Manager
Prepare and initiate Goals and Objectives for the Program	October 01	October 15, 01	Complete by October 15, 01	Program Manager
Prepare and initiate evaluation and follow-up plan	November 01	November 30, 01	Complete and begin evaluation of program successes by 30 Nov 01	Program Manager

Project Title: Restoration of Adult Literacy Project

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13. Personnel requirements and staff training.

1. Integrating Adult Literacy program into Library Services/Operations.

The Literacy Program Manager will be actively involved in all library activities, to include outreach for library patrons, and fund raising. Library staff will be solicited for support and ideas as the Restoration Adult Literacy program is implemented.

2. Recruitment

a. Adult Learners. We will recruit 50 adult learners primarily in Mariposa, but also throughout Mariposa County. We will enroll 35 of these learners into our program as appropriate and retain them as learners throughout the program year. We intend to utilize media coverage, community presentations, liaisons with various community service agencies and other individuals to be successful in this recruitment.

b. Tutors. We will recruit 50 volunteer tutors primarily in Mariposa, but also throughout Mariposa County. We intend to train 35 of those tutors as volunteers in our program to assist learners in their reading process. This recruitment will be enhanced through partnerships built as we initiate the Literacy Coalition. Additionally, we will solicit support from the media, will take part of community activities and events and take advantage of the “word of mouth” quite active in such a small community as Mariposa County.

c. Volunteers to support our Restoration Adult Literacy program will be gleaned from those recruited tutors who perhaps feel that tutoring may not be their calling, but wish to assist in other manners. Additionally, we will solicit volunteers through various service organizations, churches and agencies.

3. Training

Library staff training in terms of learning about the Adult Literacy program will take the form of monthly Focus Groups – formally requesting their input and ideas to enhance the program as it progresses.

Literacy Program staff, specifically the Literacy Program Manager will be trained initially through CLS orientation, then through whatever means is found available and appropriate. The Manager will become an active member of one of the three Regional Coordinators groups in California as well as Laubach Certified and LVA registered.

Adult Learners will receive one-on-one tutoring from trained volunteer tutors. Additionally, monthly specialized small group sessions will be held to assist in studying for such integral elements as Citizenship, drivers’ license and GED preparation.

Project Title: Restoration of Adult Literacy Project

Applicant Jurisdiction: Mariposa County Library

Tutors will receive professional training in the art of teaching an adult to learn to read. The local firm of Changing Career Concepts has pledged \$2500 in matching funds in the form of tutor training for the program year.

The **community coalition**, herein called the Literacy Coalition will receive training from the Program Manager, other Literacy Program Coordinators and professionals as well as local community leaders.

4. Matching

The task of matching tutors and learners will be the sole responsibility of the Literacy Program Manager. The Manager will take into account the results of the learner assessment, the subsequent learning needs of the learner, the availability of the tutor in terms of hours and days, and the availability of the learner.

Volunteers, other than tutors, will be queried in terms of their area(s) of expertise, their interest and availability. The volunteer staff will be used to its maximum capability to support this program.

5. Tutoring

Tutors will be trained by the Literacy Program Manager, and will be matched with a customer only after that training has been completed. The tutoring activity will take place at the Mariposa County Library, the branch Libraries in El Portal, Greeley Hill and Yosemite, as well as various agencies in those communities, which might include school sites, community centers or County Fire Departments. These collaboratives will be forms as the program develops.

6. Coalition Building

Only through initial and continual collaboratives will this program be successful. Mariposa is among the highest of unemployment and illiteracy rates in the State of California, and extends for 1,455 square miles across the Sierra Nevada mountain range. The rural areas of Mariposa County must be represented in our coalition if we are to properly address and support their literacy needs. The Literacy Coalition will extend to all of the rural areas, and will meet quarterly to address the literacy needs, program successes and other literacy efforts in the County.

Project Title: Restoration of Adult Literacy Project

Applicant Jurisdiction: Mariposa County Library

14. Public relations plan.

As stated above, because Mariposa County covers such a vast area, much of which is wilderness, communication with learners, tutors and potential learners and tutors is instrumental to the success of this literacy program. A newsletter will be developed, as well as massive television, radio and newsprint advertisements, in an effort to reach the entire population. A toll-free phone number will be established for those wishing to be a part of this program, and an answer machine will be installed to respond to potential learner or tutor questions or needs.

15. Statewide significance.

The Restoration of an Adult Literacy Project would become a demonstration project for other libraries who had started a Literacy Program and who had to stopped mid-way through their goals and objectives. Mariposa County would develop a targeted literacy program for people with limited functional literacy skills and ways to continue the program with limited funding. A key element would be on how to raise funds to keep a program going when you do not always have government support.

16. Evaluation.

Learner Success. Learner success is the primary measurement of program success. Learner success is measured both through weekly Learner Success Logs compared to the Learner Goals Plan Evaluation of successes will be based upon the Learner Goals Plan, filled out by the learner as he/she enrolls into the program. Individual learner success will determine program success, overall. Evaluation of the successfulness of each matched tutor/learner team will be achieved through a quarterly review with each team by the Program Manager. Individual successes will be measured on the Learner Success Log, which will be filled out by each team after each tutoring session, and filed in the individual learner case file. At least 75% of enrolled learners will complete their stated goals. Completion dates/estimated completion dates are impossible to address in this evaluation as this is an individual element based upon the learner's abilities, motivation and life experience.

17. Methods of continuation:

A. Local

The County Librarian, the Chief Operating Officer of the County, and the Board of Supervisors will develop strategies to continue the Restoration Adult Literacy project.

The County Librarian will approach the Friends of the Library for guidance and financial help.

The County Librarian will work with a grant writer to research local available grants.

The County Librarian will work with community groups to help in obtaining financial support.

B. Statewide

As the program develops, so will opportunities for additional funding from varied sources. Sources such as Barbara Bush Foundation, Laubach Literacy and others will be explored and applied for, as appropriate.

18. Program budget: LSTA funds requested. (Use extra pages if more than 3 objectives.)

	<u>Instructional Resources</u> (1)	<u>Operations</u> (2)	<u>Communications</u> (3)	Total (4)
a. Salaries:				
1 FTD – Literacy Program Manager				
Benefits:	40,000			
@ 24.11%				
 SUBTOTAL	 40,000			 40,000
<hr/>				
b. Library Materials:				
 SUBTOTAL	 2,000			 2,000
<hr/>				
c. Operation:				
Contracts				
 Equipment	 1,000			 1,000
(under \$5,000)				
Comp. software	1,500			1,500
 Database sub's.				
 Postage			 1,250	 1,250
 Printing			 1,250	 1,250
 Supplies		 3,000		 3,000
 Telecom			 3,000	 3,000
 Travel			 2,500	 2,500
 Other (specify):				
Instructional Supplies 10,000	10,000			10,000
 SUBTOTAL	 <u>12,500</u>	 <u>3,000</u>	 <u>8,000</u>	 <u>23,500</u>

Project Title: Restoration of Adult Literacy Project

Applicant Jurisdiction: Mariposa County Library

18. Program budget: LSTA funds requested, cont'd.

	<u>Instructional</u> (1)	<u>Operations</u> (2)	<u>Communications</u> (3)	Total (4)
d. Equipment (over \$5,000)		5,500		5,500

SUBTOTAL	0	5,500	0	5,500
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e. TOTAL FOR OBJECTIVES	<u>54,500</u>	<u>8,500</u>	<u>8,000</u>	71,000
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f. Indirect cost, maximum 10%
of line e. TOTAL

g. TOTAL LSTA				<u>\$71,000</u>
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h. Other funds
Changing Career Concepts

SUBTOTAL				<u>2,500</u>
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i. In-kind

SUBTOTAL				
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j. TOTAL PROJECT				<u>\$73,500.00</u>
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19. Narrative support for budget.

a. Salaries. The salary for the Program Manager is based upon the salaries of Literacy Program facilitators throughout the San Joaquin Valley, an estimated \$16 per hour plus benefits, commensurate with the benefits package offered to other Mariposa County employees.

b. Library materials. An estimated \$2000 from existing library materials will be set aside for the Adult Literacy Program learners and tutors.

c. Operations.

Equipment. A computer will be purchased as necessary support for the Program Manager, to include Internet capability.

Postage. Extensive mailouts, recruitments and newsletter mailings will require this postage expenditure.

Printing. The printing of fliers, brochures, advertisements as well as newsletters will entail expending over \$1250 for the first program year.

Supplies. The supplies needed include case management folders, writing pads, calendars for learners appointments, book bags and other incidentals.

Telecom. Since Mariposa County is spread across 1,455 square miles, it will be necessary to maintain contact with learners, tutors and supporters via telephone, Internet connectivity and Fax.

Travel. The Program Manager and Library Director, as well as trained tutors will need to travel to various trainings and conferences to upgrade skills to better serve our learners.

Other: Instructional Supplies. Various training materials which are tried and true at other local Literacy programs will be purchased through Phoenix Learning and New Readers Press, to name a few vendors. These include reading, spelling, writing and comprehension skills training materials.

Other: Space. The Literacy Program will work out of the library saving the cost of space and utilities.

Project Title: Restoration of Adult Literacy Project

Applicant Jurisdiction: Mariposa County Library

20. Certification.

- a. I affirm that the jurisdiction or agency named below is the legally designated fiscal agent for this program and is authorized to receive and expend funds for the conduct of this program.
- b. I affirm that any or all other agencies participating in the program have agreed to the terms of the application/grant award, and have entered into an agreement(s) concerning the final disposition of equipment, facilities, and materials purchased for this program from the funds awarded for the activities and services described in the attached, as approved and/or as amended, application.

(Signed): Jacqueline M. Dodd Meriam June 5th, 2001
Authorized representative (For schools, should be Principal/Supt.) Date

(Printed): Jacqueline M. Dodd Meriam, Mariposa County Librarian
Name and title

Organization: Mariposa County Library

Street/mail address: P.O. Box 106
4978 10th Street

City: Mariposa County: Mariposa ZIP+4: 95338-0106

Telephone: 209966.8478 FAX: 209.742.7527

INTERNET E-mail: jmeriam@sjvls.lib.ca.us

JLC:jlc

A:LSTAAPP6A.001

Mariposa County Board of Supervisors



District 1.....PATTI A. REILLY
District 2.....DOUG BALMAIN
District 3.....ROBERT C. STEWART
District 4.....GARRY R. PARKER
District 5.....BOB PICKARD

GREGORY G. ITURRIA
County Administrative Officer

MARGIE WILLIAMS
Clerk of the Board

P.O. Box 784
MARIPOSA, CALIFORNIA 95338
(209) 966-3222
1-800-736-1252

FAX (209) 966-5147

June 5, 2001

To: Jacque Meriam

From: Patricia Moretti, Deputy Clerk of the Board

Subject: LSTA Grant Application
Res. No. 01-157

Attached please find a copy of Resolution No. 01-157 approving the above Grant Application.

When the Grant Application is approved, please forward a fully executed copy to this office for filing.

Thank you.

Attachments

cc: File

*FYI - this grant was
not funded. Jacque Meriam*

