

REQUEST FOR COUNCIL ACTION
CITY OF SAN DIEGO

CERTIFICATE NUMBER
(FOR COMPTROLLER'S USE ONLY)
N/A

TO:
CITY COUNCIL

FROM (ORIGINATING DEPARTMENT):
Library

DATE:
10/11/2010

SUBJECT: California Library Literacy Services Grant

PRIMARY CONTACT (NAME, PHONE):
Valerie Hardie, 527-5479, MS 17

SECONDARY CONTACT (NAME, PHONE):
Stephanie Gilbert, 536-5889, MS 17

COMPLETE FOR ACCOUNTING PURPOSES

FUND					
DEPT / FUNCTIONAL AREA					
ORG / COST CENTER					
OBJECT / GENERAL LEDGER ACCT					
JOB / WBS OR INTERNAL ORDER	TBD				
C.I.P./CAPITAL PROJECT No.	N/A				
AMOUNT	\$0.00	0.00	0.00	0.00	0.00

FUND					
DEPT / FUNCTIONAL AREA					
ORG / COST CENTER					
OBJECT / GENERAL LEDGER ACCT					
JOB / WBS OR INTERNAL ORDER					
C.I.P./CAPITAL PROJECT No.					
AMOUNT	0.00	0.00	0.00	0.00	0.00

COST SUMMARY (IF APPLICABLE): The annual California Library Literacy Services (CLLS) grant award is based on a three part formula set by the California State Library. The entire award is received from the State and there is no City match requirement.

The Fiscal Year 2011 award amount to be claimed is \$92,695.

ROUTING AND APPROVALS

CONTRIBUTORS/REVIEWERS:	APPROVING AUTHORITY	APPROVAL SIGNATURE	DATE SIGNED
Liaison Office	ORIG DEPT.	Barrow, Deborah	11/10/2010
Grants Administration	CFO		
Financial Management	DEPUTY CHIEF		
Comptroller	COO	Goldstone, Jay	12/7/2010
	CITY ATTORNEY	Lipsky, Rachel	2/2/2011
	COUNCIL PRESIDENTS OFFICE		

PREPARATION OF: RESOLUTIONS ORDINANCE(S) AGREEMENT(S) DEED(S)

1. Authorizing the Mayor or his designee, to apply for, and take all necessary actions, to secure California Library

Literacy Services grant funds in an amount not to exceed \$92,695 from the California State Library, for the purpose of providing adult, family and computer literacy services for a one-year period of July 1, 2010, through June 30, 2011 (Fiscal Year 2011), and up to \$250,000 annually of California Library Literacy Services grant funds in successive years.

2. Authorizing the Chief Financial Officer to accept, appropriate and expend Fiscal Year 2011 California Library Literacy Services grant funds, in an amount not to exceed \$92,695, and up to \$250,000 annually of California Library Literacy Services grant funds in successive years, if the grant funding is secured; and,

3. Authorizing the Chief Financial Officer to establish a special interest-bearing account for the Fiscal Year 2011 California Library Literacy Services grant funds, and to establish a special interest-bearing account for the California Library Literacy Services grant funds annually in successive years, if the grant funding is secured.

STAFF RECOMMENDATIONS:

Approve the requested Action.

SPECIAL CONDITIONS (REFER TO A.R. 3.20 FOR INFORMATION ON COMPLETING THIS SECTION)

COUNCIL DISTRICT(S): All

COMMUNITY AREA(S): All

ENVIRONMENTAL IMPACT: N/A

CITY CLERK INSTRUCTIONS: N/A

**COUNCIL ACTION
EXECUTIVE SUMMARY SHEET
CITY OF SAN DIEGO**

DATE: 10/11/2010

ORIGINATING DEPARTMENT: Library

SUBJECT: California Library Literacy Services Grant

COUNCIL DISTRICT(S): All

CONTACT/PHONE NUMBER: Valerie Hardie/527-5479, MS 17

DESCRIPTIVE SUMMARY OF ITEM:

Please approve the appropriation of California Library Literacy Services State Grant funding.

STAFF RECOMMENDATION:

Approve the requested Action.

EXECUTIVE SUMMARY OF ITEM BACKGROUND: A total of \$600,000 was awarded to the San Diego Public Library to fund a five year adult literacy program, READ/San Diego, from Fiscal Year 1988-1992. Since Fiscal Year 1993 funding has been awarded based on a formula matching literacy revenue by a percentage determined by the State Librarian. READ/San Diego's goal is to enroll and match 200 new functionally low-literate adult students with tutors annually. It is expected that READ/San Diego will continue to be eligible for, and will apply for, CLLS grants to supplement local funding in future years.

The California State Library notifies the San Diego Library Department of the amount for which the Department is eligible, according to the law. The Department submits all required reports, claims, and a proposed budget utilizing the full eligible amount for literacy subject to approval by the California State Library.

FISCAL CONSIDERATIONS: Accept, appropriate and expend Fiscal Year 2011 California Library Literacy Services grant funds for an amount of \$92,695, and up to \$250,000 annually in successive years if the grant funding is secure. There is no match required to be provided by the City, and the total amount of grant funds come from the State.

EQUAL OPPORTUNITY CONTRACTING INFORMATION (IF APPLICABLE): N/A

PREVIOUS COUNCIL and/or COMMITTEE ACTION (describe any changes made to the item from what was presented at committee): R284974 was adopted on November 28, 1994. It was resolved by the Council of The City of San Diego, that the Chief Operating Officer or his duly designated representative was authorized to apply for, accept, and administer grant funds from the California Library Literacy Services to supplement adult literacy services, and administer available California Library Literacy Services grant funds in successive years.

COMMUNITY PARTICIPATION AND PUBLIC OUTREACH EFFORTS: READ/San Diego staff engages in extensive outreach to promote the services of the adult literacy program and the library. READ/San Diego's adult and family literacy services are promoted via word of mouth; recruitment flyers, book marks and brochures distributed at branch libraries, community events, local book stores, community agencies, coffee shops and other sites; feature articles published in

local newspapers; speaking engagements by READ's speaker's bureau; and coordinated referrals from the San Diego Council on Literacy and other local, state and national networks to receive online and "800" number volunteer and adult learner referrals.

In addition, READ/San Diego's Annual Recognition Dinner, a premiere event attended by 300 annually, acknowledges the achievements of adult learners as well as outstanding tutors, non-tutoring volunteers and community supporters. READ/San Diego's Annual Tutor Conference, a highly acclaimed event, provides comprehensive in-service training for literacy tutors throughout California.

READ/San Diego's comprehensive pre-service tutor training equips volunteer tutors with tools for teaching low-literate adults and includes an overview of dyslexia and multi-sensory instruction along with strategies for teaching phonics, comprehension and writing. READ/San Diego's Families for Literacy Program is currently offered at four sites.

KEY STAKEHOLDERS AND PROJECTED IMPACTS: In addition to the City of San Diego Library Department, READ/San Diego donors (corporate, non-profit and individual) and volunteers who contribute to the program along with low-literate adult learners and their families who benefit from the program are among the principal stakeholders.

READ/San Diego has also developed mutually beneficial partnerships with a range of organizations to extend the reach of the literacy program including the San Diego Council on Literacy, Family Health Centers of San Diego, Wakeland Housing Corporation, St. Vincent DePaul Village, Senior Community Service Employment Program, San Diego Unified School District, Proliteracy America, Romance Writers of San Diego County, City of San Diego Public Utilities (Water) Department, University of San Diego, San Diego Community College District & Continuing Education Centers, San Diego Parole and Community Services, and National University among other partners.

Barrow, Deborah
Originating Department

Goldstone, Jay
Deputy Chief/Chief Operating Officer

RESOLUTION NUMBER R-_____

DATE OF FINAL PASSAGE _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN DIEGO
AUTHORIZING THE MAYOR OR HIS DESIGNEE TO APPLY FOR,
ACCEPT, APPROPRIATE, AND EXPEND CALIFORNIA LIBRARY
LITERACY SERVICES GRANT FUNDS FROM THE CALIFORNIA
STATE LIBRARY.

WHEREAS, the City of San Diego (City) has received an award of California Library Literacy Services (CLLS) grant funds from the California State Library (CLS) since 1988 to fund READ/San Diego, an adult literacy program; and

WHEREAS, since Fiscal Year 1993, funding has been awarded based on a formula, matching literacy revenue by a percentage determined by the State Librarian; and

WHEREAS, READ/San Diego has a goal to enroll and match 200 new functionally low-literate adult students with tutors annually; and

WHEREAS, the City is not required to provide any matching funds in order to receive CLLS grant funds in an amount not to exceed \$92,695 for Fiscal Year 2011; and

WHEREAS, it is expected that READ/San Diego will be eligible to apply for, and will apply for, CLLS grant funds to supplement local funding in future years; and

WHEREAS, the Library Department seeks authorization at this time to apply for, and take all actions necessary, to secure CLLS grant funds from the CLS in successive fiscal years;

NOW, THEREFORE,

BE IT RESOLVED, by the Council of the City of San Diego, that the Mayor, or his designee, is hereby authorized to apply for, and take all necessary actions, to secure California Library Literacy Services grant funds in an amount not to exceed \$92,695 from the California

State Library, for the purpose of providing adult, family and computer literacy services, for a one-year period of July 1, 2010, through June 30, 2011 (Fiscal Year 2011), and up to \$250,000 annually of California Library Literacy Services grant funds in successive years; and

BE IT FURTHER RESOLVED, that the Chief Financial Officer is authorized to accept, appropriate, and expend Fiscal Year 2011 California Library Literacy Services grant funds in an amount not to exceed \$92,695, and up to \$250,000 annually of California Library Literacy Services grant funds in successive years, if the grant funding is secured; and

BE IT FURTHER RESOLVED, that the Chief Financial Officer is authorized to establish a special interest-bearing fund for the Fiscal Year 2011 California Library Literacy Services grant funds, and to establish a special interest-bearing account for the California Library Literacy Services grant funds annually in successive years, if the grant funding is secured.

APPROVED: JAN I. GOLDSMITH, City Attorney

By Rachel C. Lipsky
Rachel C. Lipsky
Deputy City Attorney

RCL:sc
2/2/11
Or.Dept:Library
PL #: 2011-04513

I hereby certify that the foregoing Resolution was passed by the Council of the City of San Diego, at this meeting of _____.

ELIZABETH S. MALAND
City Clerk

By _____
Deputy City Clerk

Approved: _____
(date)

JERRY SANDERS, Mayor

Vetoed: _____
(date)

JERRY SANDERS, Mayor



COPY

San Diego Public Library - 2010/2011 Continuing Application

Applicant and Contact

Applicant Information

Full legal name of jurisdiction and/or library:

San Diego Public Library

Street:

820 E Street

City:

San Diego, CA

Zip:

92101

Contact Information

Contact Name:

Valerie Hardie

Phone:

619-527-5475

Fax:

619-527-5485

E-mail:

vhardie@sandiego.gov

Narrative Questions

1. What are you most proud of in your CLLS program?

Among the things I am most proud of at READ/San Diego, I would count the following: •READ/San Diego's Annual Recognition Dinner, an premiere event (attended by 300 annually) that acknowledges the achievement of adult learners as well as outstanding tutors, non-tutoring volunteers and community supporters. •READ/San Diego's Annual Tutor Conference, a highly acclaimed event that provides quality in-service training for literacy tutors throughout California. •READ/San Diego's comprehensive pre-service tutor training which includes an overview of dyslexia and multisensory instruction along with strategies for teaching phonics, comprehension and writing. •The quality of Families for Literacy programming currently offered at four sites including monthly Family Days. •The expertise, experience, passion and commitment of READ/San Diego staff along with San Diego Public Library administrators who have provided the foundation for READ's program to thrive.

2. What are your greatest challenges? How do you plan to address these in the next Fiscal period?

Managing the waiting list of adult learners, a list that ranges from 80-150 deep at times, continues to be one of our greatest challenges. In addition to inviting students to use READ's computer lab while waiting to be matched with a tutor, we've utilized Literacy AmeriCorps members in teaching adult learners one-to-one and in small groups as a strategy for reducing our waiting list of students. We also plan to implement a "Getting Ready to Learn" class that will introduce goal setting and basic phonics.

3. What results have you seen from using your library's upgraded VolunteerMatch account

in your volunteer recruitment efforts?

(Link to your upgraded Volunteer Match account is found here: <http://californialibraries.volunteermatch.org/>)

As a result of using the library's upgraded VolunteerMatch account, there was been a 15% increase in the number of prospective volunteers who inquired about READ/San Diego's literacy program and followed through to register for tutor training.

4. If you attended either of the Adult Learner Persistence meetings and/or have implemented any new student persistence strategies, what strategies did you use and how effective have they been?

(Read up on these at the CLLS website link here:

http://libraryliteracy.org/staff/resources/Required_Reading_for_CLLS_Learner_Persistence_Summit_rev_11-10-09.doc)

The initial Adult Learner Persistence research articles were distributed to all READ/San Diego staff so that all staff, tutor/learner coordinators, office administrative staff and literacy AmeriCorps members alike, would have a common language and understanding in fielding intake calls from prospective learners. The articles were also shared with Volunteer Assessment Counselors at READ who conduct intake assessments of new learners as part of READ's annual training with assessment counselors. READ/San Diego's Learner Orientation Training has been revised to emphasize goal setting and the importance of having a positive support system in place to aid learners in persisting with instruction. Over the next six months, we'll conduct a pilot to track the effectiveness of goal setting in enhancing learner persistence. The control group will receive READ's former learner training. The test group, in contrast, will discuss goal setting and the importance of support systems at READ's revised Learner Training and a goal planning form will be introduced by tutor/learner coordinators at curriculum planning sessions with new learner/tutor pairs.

5. How are you using the new Roles and Goals Curriculum

(found here on CLLS website: <http://libraryliteracy.org/staff/rg/curriculum.html>)?

Do you have any suggestions for additional curriculum topics? Please share your ideas.

Over the past year staff has collaborated to revise READ/San Diego's pre-service tutor training including the training power points and handbook. READ's revised tutor training handbook now includes a link to the Roles and Goals Curriculum in the Tutor Resources section of the handbook. Tutors are directed to the link along with other literacy related web sites for curriculum planning ideas and other adult literacy content.

Staff Commitment - Library Personnel

Job Title	Adult Program	Family Program	ELLI Program	MLLS Program	ESL Program	Other Services	Program Total	Salary
Literacy Program Administrator	0.96	0.02	0.02	0	0	0	0	120,375
Office Manager	1	0	0	0	0	0	0	75,776
Tutor/Learner Coordinator	2	0	0	0	0	0	0	155,108
Tutor/Learner Coordinator-FFL	0.8	0.1	0.1	0	0	0	0	77,554
Tutor/Learner Coordinator-Lab	1	0	0	0	0	0	0	77,554
Total	5.76	0.12	0.12	0	0	0	0	506,367

Staff Commitment - Contract Personnel

Job Title	Adult Program	Family Program	ELLI Program	MLLS Program	ESL Program	Other Services	Program Total	Salary
Education Intern	0	0.05	0	0	0	0	0.05	10,000
Learner Training Presenters	0.05	0	0	0	0	0	0.05	700
Tutor Conference Presenters	0.02	0	0	0	0	0	0.02	5,600
Tutor Trainers	0.05	0	0	0	0	0	0.05	2,000
Tutor Training Presenters	0.03	0	0	0	0	0	0.03	385
AmeriCorps	0	0	0	0	0	0	0	0
Total	0.15	0.05	0	0	0	0	0.2	15,685

Proposed Revenue

Revenue for FY 2010/2011 by Program & Supporting Functions	Adult Literacy Services	Family Literacy	ELLI	Mobile Library Literacy	ESL	Other Services	Total Revenue	
							State Revenue	Other Revenue
Projected Support Revenue								
California Library Literacy Services (California State Library Grant) *	59,495	10,000	10,000	0			79,495	
Library/Local Jurisdiction Commitment (City, County, District, Library)	529,955	0	0	0	0	0		529,955
California Work Opportunity (CalWorks)	0	0	0	0	0	0		0
Community Based English Tutoring (CBET)		0	0	0	0	0		0
Community Development Block Grant (CDBG)	0	0	0	0	0	0		0
County Health/Human Services/Alcohol & Drug (Prop 36)	0	0	0	0	0	0		0
County Sheriff's Department/Corrections	0	0	0	0	0	0		0
Donations from Individuals (including Bequests)	15,576	0	0	0	0	0		15,576
Even Start	0	0	0	0	0	0		0
First Five/Children & Families Commission	0	0	0	0	0	0		0
Head Start	0	0	0	0	0	0		0
Library Foundations	0	37,400	500	0	0	0		37,900
Library Friends Groups	0	0	0	0	0	0		0
Local Literacy Councils/Groups	2,000	0	0	0	0	0		2,000
LSTA		0	0	0	0	0		0
Private/Corporate Foundations (e.g., Verizon)	0	0	0	0	0	0		0
Service Clubs (e.g., Rotary, Kiwanis)	0	0	0	0	0	0		0
Special Events Net (fundraisers)	0	0	0	0	0	0		0
United Way	0	0	0	0	0	0		0
WIA (Workforce	0	0	0	0	0	0		0

Investment Act) Sec. 225/23								
WIA (Workforce Investment Act)		0	0	0	0	0		0
EL CIVICS								
Other (identify)	0	0	0	0	0	0		0
Total	607,026	47,400	10,500	0	0	0	79,495	585,431
Total eligible for California State Library Match	547,531	Grand Total						664,926

Budget Detail

Budget Categories	Approved Budget							Funding Source		
	Adult Literacy Services		Family Literacy	ELL1	MLLS	ESL	Other Services	Total	State Revenue	Local Revenue
	CLLS	Local								
Salaries and Benefits	77,554	408,813	10,000	10,000	0	0	0	506,367	77,554	428,813
Contract Staff	0	8,685	10,000	0	0	0	0	18,685	0	18,685
Operations	1,941	54,222	7,400	0	0	0	0	63,563	1,941	61,622
Literacy Materials	0	11,000	20,000	500	0	0	0	31,500	0	31,500
Equipment	0	0	0	0	0	0	0	0	0	0
Indirect Costs	0	44,811	0	0	0	0	0	44,811	0	44,811
	79,495	527,531								
Total	607,026		47,400	10,500	0	0	0	664,926	79,495	585,431
Grand Total									664,926	

California Library Literacy Services (CLLS) is a statewide program of the California State Library

This website was funded in whole or in part by the U. S. Institute of Museum and Library Services under the provisions of the Library Services and Technology Act administered in California by the State Librarian.



October 18, 2010

Ms. Deborah Barrow, Library Director
San Diego Public Library
5148 Market Street
San Diego, CA 92114-2209

Dear Ms. Barrow:

We are pleased to inform you that your application has been approved and that your California Library Literacy Services (CLLS) program will receive funding for the 2010/11 fiscal year to support the following approved CLLS program component(s).

Baseline amount for your supported programs:

Adult Literacy Services	\$10,000
Family for Literacy	\$10,000
English Language & Literacy Intensive	\$10,000
Subtotal baseline(s):	\$30,000

As you know, our CLLS funding formula consists of three parts which reflect our CLLS mission and values:

1. A *baseline* amount for each of your approved CLLS program components that reflects the importance of each library having enough funds to provide a minimum level of local literacy staffing and services.
2. A *per capita* amount per adult learner served in the previous year that reflects the fact that Adult Literacy Services are the heart of our service, and are the basis for all other literacy services.
3. A *match* on local funds raised and expended for adult literacy services—reflecting a commitment to a continuing State/Local partnership, and to providing an incentive for increased local support for adult literacy.

The remainder of your 2010/11 award was determined by applying the other two parts of the formula:

Subtotal baseline(s):	\$30,000
(Per Capita & Match)	\$62,695
GRAND TOTAL FOR 2010/11	\$92,695 (amount to be claimed now)

Any changes in your funding from last year could be a result of the following factors:

- Baseline—a change in the CLLS program components offered
- Per Capita—an increase or decrease in the number of adult learners you served
- Match—an increase or decrease in the amount of local funds expended on adult literacy.

Payment Process

We will initiate the payment process upon receipt of your signed Claim Form (attached). You should receive a check for the above amount within six weeks of submitting your claim form. All of these funds must be expended or encumbered by June 30, 2011.

Budget Revision

Please revise your budget for 2010/11 using the CLLS dollar figure above, and any other financial or staffing changes you've made since submission of your 2010/11 CLLS application. Since the budget that you submitted with the application was based on projections, the revised budget should reflect updated information and more accurate figures. The revised budget forms will be available after November 1, 2010 at www.libraryliteracy.org and must be completed by December 15, 2010. If you have questions about the Revised Budget, contact Jacquie Brinkley at jbrinkley@library.ca.gov or (916) 651-0376.

Application Issues and/or Comments

We noted the following specific issues or observations regarding your application and/or final report:

- *No comments*

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

Jacquie Brinkley at (916) 651-0376 or jbrinkley@library.ca.gov

Carla Lehn at (916) 653-7743 or clehn@library.ca.gov

Best wishes in implementing your important library literacy services.

Kindest Regards,



Stacey A. Aldrich,
State Librarian of California

cc: Valerie Hardie, Literacy Coordinator (vhardie@sandiego.gov)
File

Enc.: Claim Form