

**Section 1: Applicant Information**

[CLLS 2022-2023 Application Form Instructions](#)

[CHAPTER 4.6 CALIFORNIA LIBRARY LITERACY AND ENGLISH ACQUISITION SERVICE PROGRAM](#)

[CLLS Mission & Values](#)

**1.1 Library Information**

\* denotes a required field

a.Full legal name of library jurisdiction*	Nevada County Community Library
b.Street*	980 Helling Way
c.City*	Nevada City
d.Zip*	95959

**1.2 Literacy Program Coordinator's Contact Information**

a.Name*	Xenia Lal
b.E-Mail*	xenia.lal@co.nevada.ca.us
c.Phone	(530) 582-7819
d.New coordinator since October 2021?	No
e.Check here if your program has an additional contact person working with the program	

**1.3 Library Director's Contact Information**

If the library contracts with another agency to provide library literacy services, please be sure to enter the library director's information here, not the director of the contracted agency.

a.Library Director's Name*	Nick Wilczek
b.Library Director's Email*	nick.wilczek@co.nevada.ca.us
c.Library Director's Phone*	(530) 388-8830
d.New director since October 2021?	No
e.For Library Directors: Have you read and do you agree to the program essentials?*	Yes

**1.4 Authorized Representative Information**

This is the person/people authorized to sign financial documents, certification forms and report forms on behalf of the library. For example: The person who would sign the claim form to claim your CLLS award funds.

a. Authorized Representative's Name	Nick Wilczek
b. Authorized Representative's Email	Nick.Wilczek@co.nevada.ca.us
c. Is this individual the correct signatory on any claim forms?	Yes
d. Is this individual the correct signatory on any certifications?	Yes
e. Is this individual the correct signatory on any reports?	Yes

Section 2: Program Information

Section 2.1 Basic or institutional information

a.Program Name	Read Up Adult Literacy
b.What year did the program start?	1998-1999
c.Year left/returned to program	
d.How will this program be provided?	In-house by the library
e.Number of main and branch libraries where library literacy services will be provided <sup>1</sup>	4
f.Number of community locations where library literacy services will be provided <sup>2</sup>	5
g.Total number of locations	9
h.Number of main and branch libraries within the library jurisdiction	
i.Percentage of total library outlets where literacy services will be provided	0%

2.2 Participation in Regional Networks

a.Regional network name	Northern California Literacy Coalition (NCLC)
b.Number of library literacy regional network meetings that you or a representative from your library attended during the previous reporting period.	2
c.Number of Adult Education Consortium meetings that you or a representative from your library attended during the previous reporting period. (Not required)	2

**Section 3. Financial Report: Adult Literacy Services, Family Literacy Services and English as a Second Language Services**

Please complete the following budget for both your CLLS award and local match for your Adult Literacy Services, Family Literacy Services and English as a Second Language Services. Please also include a detailed narrative of projected expenditures in the "Narrative" column for both your projected CLLS award expenditures and projected local match expenditures for each program.

NOTE: If you were not awarded CLLS ESL funds for the January 2022 - June 2022 cycle, you will NOT complete the ESL CLLS or ESL Local sections of the 3.1 Program Budget section below.

3.1 Program Budget

	ALS - CLLS	ALS - Local	FLS - CLLS	FLS - Local	ESL - CLLS	ESL - Local	Total CLLS Funds	Total Local Funds	Grand Totals	Narrative of expenses (required)
Salaries & Benefits	\$27,513	\$15,820	\$19,300	\$15,228		\$8,805	\$46,813	\$39,853	\$86,666	Salaries & benefits for two Literacy Coordinators, one in West County and one in East County of Nevada County Library. As of May 10th, the Literacy Coordinator of West County is no longer with Nevada County Library. Management at West County has confirmed that recruitment of a new Literacy Coordinator at West County will be posted soon and will be

								filled in July. The ESL local portion is listed for one literacy staff working on ESL services, the East County Literacy Coordinator. We have not received status of ESL funds awarded by CLLS at the time of completing this application.
Contract Staff Operations	\$0	\$500	\$0	\$400	\$0	\$900	\$0	Office supplies; printing costs for promotional materials
Literacy Materials	\$0	\$1,250	\$0	\$2,000	\$0	\$3,250	\$3,250	ALS: one book (est. \$25) per learner (50) per year. ESL: 4 books est. at \$25 each for 20 learners. Books are carefully

									selected to reflect the learner's reading level and interests.
Small Equipment	\$0		\$0			\$0		\$0	
Equipment	\$0		\$0			\$0		\$0	
Subtotal	\$27,513	\$17,570	\$19,300	\$15,228	\$11,205	\$46,813	\$44,003	\$90,816	We have allocated our award towards salary and benefits for our staff. We will use the local portion of our budget to cover the remainder of our program expenses.
Indirect Costs	\$0					\$0		\$0	
Total	\$27,513	\$17,570	\$19,300	\$15,228	\$11,205	\$46,813	<sup>3</sup> \$44,003	<sup>4</sup> \$90,816	The amount in local funds has changed from prior years due to the expected local portions provided for ESL services and the ESL services funds under CLLS.
Adult Literacy	\$45,083								
Total									
Family	\$34,528								

Literacy  
Services  
Total  
ESL Total     \$11,205  
Total budget   \$90,816



Section 4. Staff Commitment: Adult Literacy Services, Family Literacy Services and English as a Second Language Services

4.1 Library Personnel

	FTE	Narrative (required)
Total CLLS (adults)	0.50	As of May 10, 2022, the Adult Literacy Coordinator who manages the literacy program in the West County part of Nevada County Library jurisdiction, Natalie Martinez, is no longer with this library system. The East County (Truckee) Adult Literacy Coordinator, Xenia, will continue to provide Adult Literacy services to the East County part of the library jurisdiction and provide assistance to Literacy services in the West County part of the library jurisdiction until a new Literacy Coordinator is hired in West County. I will continue to spend .25 FTE in Adult Literacy Services. When the new literacy coordinator is hired, that person will spend .25 FTE in Adult Literacy Services.
Total CLLS (family)	0.40	As of May 10, 2022, the Adult Literacy Coordinator who manages the literacy program in the West County part of Nevada County Library jurisdiction, Natalie Martinez, is no longer with this library system. The East County (Truckee) Adult Literacy Coordinator, Xenia, will continue to provide Family Literacy services to the East County part of the library jurisdiction and provide assistance to Literacy services in the West County part of the library jurisdiction until a new Literacy Coordinator is hired in West County. I will spend .15 FTE in Family Literacy Services. When the new literacy coordinator is hired, that person will spend .25 FTE in Family Literacy Services.
Total CLLS (ESL)	0.10	The Read Up Adult Literacy Program of Nevada County Library has applied for ESL Round II funds. The East County (Truckee) Adult Literacy Coordinator, Xenia, will provide ESL Services to the East County part of the library jurisdiction and, when the new Literacy Coordinator is hired in West County, the

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		Literacy Coordinator in East County will work with the Literacy Coordinator in West County to identify a plan for a needs assessment of ESL services in West County. During this fiscal year, 2022-2023, the Literacy Coordinator in East County will spend .10 FTE in ESL Services.
Total FTE – library personnel	<sup>5</sup> 1.00	
Library Personnel Salary	<sup>6</sup> \$86,666	<sup>7</sup> Nevada County Library plans to continue to have two Literacy Coordinators. Additionally, literacy staff time on ESL services will now be accounted for.

**4.2 Contract Personnel**

	FTE	Narrative (required)
Total CLLS (adults)		
Total CLLS (family)		
Total CLLS (ESL)		
Total FTE – contracted personnel		
Contract Personnel Salary	\$0	

Section 5: Description of Programs and Activities

**5.1 Adult Literacy Services**

Please limit descriptions to no more than 300 words.

a. Adult Literacy Services (ALS)	
c. Please describe your outreach plans for recruiting learners and tutors to your program. (Max. 300 words.)	We will communicate with representatives of local community organizations to develop and strengthen partnerships that will help us raise awareness of our literacy program and seek opportunities for collaboration: by hosting informational tables at their sites, providing presentations to the adult community members they serve, and keeping staff of those organizations informed of literacy services so they can refer potential tutors and learners to our program. Additionally, we will manage the appearance of our dedicated literacy spaces at our library's branches to keep information about our program current in our community.
d. Please describe how your program will engage learners in program planning and how you will discover learners' aspirations. (Max. 300 words.)	By keeping lines of communication with learners and tutors open, regularly facilitating programs that bring together our group of tutors and learners, and using the CLLS Roles and Goals model to gauge learner progress, we will gather learner and tutor opinions on what is effective and ineffective for them and get a sense of what kinds of programming would be most beneficial and enjoyable for them.

5.2 Family Literacy Services

a. Family Literacy Services	Yes
b. Family Literacy New / Continuing	Continuing
c. Please describe your planned programming for enrolled adult learners and their families that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 300 words.)	Our planned programs will be offered to enrolled adults in our program, English speaking and who are at least 16 and not concurrently enrolled in high school. We will offer family storytimes, family game days and craft programs, technology help and services for families, and cultural programs around Latinx Heritage Month. We will collaborate with youth services and adult services library staff at several of our library branches to host these programs.
d. Anticipated number of enrolled adult learners to be served this year with their families <sup>8</sup>	20
e. Please describe your outreach plans and programming plans for adults (with families) who are eligible to be enrolled in your CLLS program but who are not currently enrolled that explains what you will do, how you will do it, for whom you will do it, and th	We will host informational tables or booths of library and literacy information at two or more neighborhood events in our library jurisdiction. We will have materials to distribute, such as books and activities for families to do together. We will also collaborate with library staff to host outdoor storytimes at local Farmer's Markets and provide information about the literacy program. Additionally, we plan to utilize technology in family learning outreach activities to promote digital literacy and awareness of the digital resources offered by the library and our literacy program. Our planned programs described in section 5.2.c. will also be offered to unenrolled families and these programs will provide the opportunity for enrolled and un-enrolled learners and families to participate side by side.
f. Please describe how your program will engage learners in planning for your family literacy services and how you will discover learners' aspirations for their families. (Max. 300 words.)	Through the CLLS Roles and Goals information collected for our learners, feedback we receive from learners through our programming events and services, and ongoing communication (phone and in-person check-ins) with our learners, we will make changes and develop programming to meet learner needs.

5.3 English as a Second Language Services

This section is ONLY for programs that received Round I CLLS ESL funding for the 2021-2022 cycle.

a. English as a Second Language Services	No
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**Section 6: Community Partners**

Please list the community partners that you anticipate your program will work with this year to deliver California Library Literacy Services in your community. For each community partner, describe how you will work together. Please refer to the examples provided at the end of the instruction document for guidance.

Summary	6	6
	a) Community Partner	b) Description required (Max. 150 words each description)
	KidZone Museum	We will continue to work with this local museum in East County that serves children and their families. Together with the Community Advocate for this museum, we will collaborate on outreach and information-sharing about how adult learners can join the literacy program.
	Sierra Community House	We will work with staff of Sierra Community House to share our literacy program information, particularly with the Community Engagement Manager and the Promotoras Group - a group of women who act as community liaisons in East County. In particular, we will post information about the literacy program on their What's App account, an account where local happenings and resources are posted for community members to view, share and comment.
	Truckee Farmer's Market	The East County Literacy Coordinator will collaborate with and join Truckee Library staff at eight Truckee Farmer's Market events to conduct family storytime and conduct outreach about library and literacy services to the community at large.
	Tahoe-Truckee Unified School District	The East County Literacy Coordinator is part of the Adult Education Advisory Committee through TTUSD's Adult Education department. I will attend meetings with adult school district staff and other community members part of the committee to exchange local resources and information about our literacy program that is pertinent to our adult learners in our community. During FY2021-2022, we collaborated with Adult School staff to bring an Informational Session to East County literacy participants and the community at large on how adults can obtain their GED. We plan to offer this Informational Session again in the Fall.
	Nevada City Community Center	Library staff will help with National Cultural Heritage Month events in Nevada City to promote the



**Section 7: Is there anything else you would like to tell us?**

Is there anything else you would like to tell us?	The West County Literacy Coordinator left her position on May 10th. Recruitment is underway for a replacement, with management predicting that the position will be filled by the start of FY 22/23.
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**Section 8. English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services**

NOTE: If you were NOT awarded CLLS ESL funds between January 2022 - June 2022 and have not applied or do NOT plan to apply for CLLS-funded ESL funds in 2022-2023, please include your projected ESL local match here.

**8.1 Financial Report: Local funds that support English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services**

	ELLI	Non-CLLS ESL	Other Services	Total	Narrative (required)
Salaries & Benefits					
Contract Staff					
Operations					
Literacy Materials					
Small Equipment					
Subtotal					
Indirect					
Total					

**8.2 Staff Commitment: English Language and Literacy Intensive, Non-CLLS English as a Second Language Services, and Other Services Library Personnel**

**Library Personnel**

	FTE	Narrative
Total ELLI FTE		
Total ESL FTE		
Total Other FTE		
Total FTE: Library Personnel		

**Contract Personnel**

	FTE	Narrative
Total ELLI FTE		
Total ESL FTE		
Total Other Services FTE		
Total FTE: Contracted Personnel		

**8.3 English Language and Literacy Intensive**

The English Language and Literacy Initiative (ELLI) supports California schoolchildren who struggle to learn English, and connects parents with English-as-a-Second-Language programs. If your California Library Literacy Services program offers an ELLI program, please describe it here.

a.English Language and Literacy Intensive (ELLI)	No
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**8.4 Non-CLLS-funded English as a Second Language Services**

NOTE: If you were NOT awarded CLLS ESL funds between January 2022 - June 2022 and have not applied or do NOT plan to apply for CLLS-funded ESL funds in 2022-2023, please describe your non-CLLS ESL program here.

a.Non-CLLS English as a Second Language Program (ESL) <sup>9</sup>	No
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**8.5 Other Services**

Other Services are defined as literacy services beyond the identified programs and target populations. California Library Literacy Services funds do not support Other Services, including the cost of staff time and other expenditures. However, we appreciate local libraries that have identified other resources to provide such services as Reach Out and Read, tutoring for high school students, and other outreach and educational activities. In an effort to gain a complete picture of local services, we ask you to please tell us about those services.

a.Other Services	No
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<sup>1</sup>, e. Nevada County: East County - Truckee West County - Nevada City, Grass Valley, Penn Valley(0-2022-05-06)

<sup>2</sup>, f. The community location of library literacy services include: Nevada City Farmer's Market Truckee Farmer's Market Donner Creek Mobile Home Park Two laundromats in the community(0-2022-05-13)

<sup>3</sup>, The amount in local funds has changed from prior years due to the expected local portions provided for ESL services and the ESL services funds under CLLS.(0-2022-05-20)

<sup>4</sup>, The amount in local funds has changed from prior years due to the expected local portions provided for ESL services and the ESL services funds under CLLS.(0-2022-05-20)

<sup>5</sup>, Nevada County Library plans to continue to have two Literacy Coordinators. Additionally, literacy staff time on ESL services will now be accounted for.(0-2022-05-20)

<sup>6</sup>, Nevada County Library plans to continue to have two Literacy Coordinators. Additionally, literacy staff time on ESL services will now be accounted for.(0-2022-05-20)

<sup>7</sup>, Nevada County Library plans to continue to have two Literacy Coordinators. Additionally, literacy staff time on ESL services will now be accounted for.(0-2022-05-20)

<sup>8</sup>, d. During last fiscal year, COVID restrictions played a major role in limiting the anticipated number of enrolled learners to be served with their families. COVID

restrictions are largely gone now, and we expect to serve adult learners like we have in "normal" years.(0-2022-05-20)

<sup>9</sup>, a. The Read Up Literacy Program of Nevada County Library has applied for ESL funds FY22-23.(0-2022-05-10)