

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 Library |
| b. Street* | 980 Helling Way |
| c. City* | Nevada City |
| d. Zip* | 95959 |

1.2 Literacy Program Coordinator's Contact Information

- | | |
|-----------------------------------------------------------------------------------------|-----------------------------------------|
| a. Name* | Pamela (Joy) Marria |
| b. E-Mail* | pamela.marria@nevadacountyca.gov |
| c. Phone | (530) 470-2772 |
| d. New coordinator since January 2023? | No |
| e. Check here if your program has an additional contact person working with the program | Yes |
| f. Name* | Xenia Dieter |
| g. E-Mail* | xenia.dieter@nevadacountyca.gov |
| h. Phone | (530) 582-7819 |

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@nevadacountyca.gov |
| c. Library Director's Phone* | (530) 388-8830 |
| d. New director since January 2023? | 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@nevadacountyca.gov |
| 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 **Adult Literacy**
- b. What year did the program start? **1998-1999**
- c. Year left/returned to program **N/A**
- 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 **4**
- f. Number of community locations where library literacy services will be provided **1**
- g. Total number of locations **4**
- 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. Will you or a representative Yes

from your library actively participate in your regional literacy network during the reporting period?

c. Will you or a representative from your library attend any CLLS statewide virtual network meeting or training during the reporting period? Yes

d. Will you or a representative from your library participate in your local Adult Education Consortium during the reporting period? Yes

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	\$16,507	\$15,000	\$20,254	\$0	\$11,252	³ \$0	\$48,013	\$15,000	\$63,013	⁴ Salaries and benefits for two Literacy Coordinators for

the Nevada County Library, one in West County and one in East County. Each Literacy Coordinator is 0.5 FTE. The Truckee Literacy Coordinator works on Adult Literacy for 10 hours per week (0.25 FTE), Family Literacy for 5 hours per week (0.125 FTE), and ESL for 5 hours per week (0.125 FTE), at a rate of \$31.74 per hour, salary & benefits. The Western County Literacy Coordinator, based at the Madelyn Helling Library, works on Adult Literacy for 10 hours per week (0.25 FTE), Family Literacy for 8 hours per week (0.2 FTE), and ESL for 2 hours per week (0.05 FTE), at a rate of \$28.85 per hour, salary & benefits. Duties include outreach, interviewing and matching tutors and learners, purchasing materials, and planning and leading events and programs like conversation groups.

Contract Staff \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0

Operations \$500 \$6,985 \$0 \$0 \$400 ⁵\$0 \$900 \$6,985 \$7,885

⁶Estimated cost of office supplies, printing, advertising, CLA membership fee, and America Learns database for Adult Literacy.

Literacy Materials	\$1,250	\$0	\$0	\$0	\$2,000	⁷ \$0	\$3,250	\$0	\$3,250	⁸ Literacy learning materials, such as textbooks and non-print language learning materials.
Small Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Equipment	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal	\$18,257	\$21,985	\$20,254	\$0	\$13,652	⁹ \$0	\$52,163	\$21,985	\$74,148	¹⁰
Indirect Costs	\$1,825	\$0	\$2,025	\$0	\$1,365	¹¹ \$0	\$5,215	\$0	\$5,215	¹² Indirect costs include general telephone service and administrative and financial services.
Total	\$20,082	\$21,985	\$22,279	\$0	¹³ \$15,017	¹⁴ \$0	\$57,378	\$21,985	\$79,363	¹⁵
Adult Literacy Total	\$42,067									
Family Literacy Services Total	\$22,279									
ESL Total	\$15,017									
Total budget	\$79,363									

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	10 hours per week for the Western County Literacy Coordinator (0.25 FTE) and 10 hours per week for the Eastern County Literacy Coordinator (0.25 FTE).
Total CLLS (family)	0.33	8 hours per week for the Western County Literacy Coordinator (0.2 FTE) and 5 hours per week for the Eastern County Literacy Coordinator (0.125 FTE).
Total CLLS (ESL)	0.17	¹⁶ 2 hours per week for the Western County Literacy Coordinator (0.05 FTE) and 5 hours per week for the Eastern County Literacy Coordinator (0.13 FTE).
Total FTE – library personnel	¹⁷ 1.00	¹⁸ Total projected FTE is the same as last year.
Library Personnel Salary	¹⁹ \$63,013	²⁰

4.2 Contract Personnel

	FTE	Narrative (required)
Total CLLS (adults)	0.00	
Total CLLS (family)	0.00	

Total CLLS (ESL)	0.00
Total FTE – contracted personnel	0.00
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)

b. Please describe your planned programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 150 words.)

c. Please describe your outreach plans for recruiting learners and tutors to your program. (Max. 150 words.)

d. Please describe how your program will engage learners in program planning and how you will discover learners' aspirations. (Max. 150 words.)

In addition to maintaining our tutor/learner roster to ensure that it accurately reflects the active members of our Adult Literacy program, we plan to expand our community outreach efforts to attract more students and expand community awareness of our program. We will increase promotion of our Career Online High School program to increase usage of this program. We will provide new tutor trainings on an as-needed basis and provide supplemental tutor workshops to improve our services. These trainings will help ensure retention of tutors and help to keep the program current as well as adhering to best practices for library literacy programming.

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.

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
- 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 as well as the family members of those enrolled learners. 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.***
- 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. 150 words.)
- d. Anticipated number of enrolled adult learners to be served this year with their families ²² 20
- 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/or other events 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. 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.***
- e. Please describe your outreach plans and programming plans for CLLS eligible but unenrolled adults (with families) that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max 150 words)
- 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. 150 words.)

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
- b. English as a Second Language Service Continuing

c. Please describe your planned programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 150 words.)

d. Please describe your outreach plans for recruiting learners and tutors to your program. (Max. 150 words.)

e. Please describe how your program will engage learners in program planning and how you will discover learners' aspirations. (Max. 150 words.)

f. Anticipated number of English as a Second Language learners to be served this year.

Yes

Continuing

Our ESL services will be an added benefit to adult learners in our Literacy Program. In our East County jurisdiction where most adult learners seeking our services identify English language learning as a goal, the impact to offering these services will be significant. These services will include continuing to offer one-on-one ESL tutoring and small-sized English conversation groups. These services will also be expanded to our West County library jurisdiction. One-on-one ESL tutoring will be offered as service for adult learners in the Literacy program and the tutors will be trained in ESL tutoring. Through outreach and these expanded services, it is anticipated that there will be a positive impact on an underserved English language learner population. In East County, our partnership with Sierra Community House (SCH), a local social services organization that serves our area, has grown stronger over the last few months. We will continue to share information with their staff and perform outreach to their constituents, a majority who are adult non-native speakers of English. We have begun making monthly outreach visits to a family program run by SCH, Family Room, a bilingual English/Spanish early literacy program for families held at Truckee Elementary School. In West County, we plan on establishing communication with organizations in the area to find ways to conduct needs assessments and outreach that would serve ESL populations in this part of our library jurisdiction. These organizations will include Nevada County Adult Education, local schools with dual immersion programs (Bell Hill/Lyman Gilmore) and the Partners in English Language Learning non-profit. Through the information we collect from the CLLS Roles and Goals and through the interactions we have with learners in the program, we will make changes and develop programming to meet our learners' needs.

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 5

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a) Community Partner

b) Description required (Max. 150 words each description)

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 serve as community liaisons in East County. We will attend the quarterly regional meetings and share information at these meetings. We will regularly 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.

Hospitality House

We will work with the staff of Hospitality House to share literacy program information in order to support the literacy needs of the unhoused population in Western Nevada County. The library's program will replace their in-house program that was discontinued in 2020. We will provide promotional material and work with staff as needed.

Engaged Services

We will work with this non-profit organization to share literacy program information in order to support the needs of adults with disabilities. There is an identified need for literacy support in this population in Western Nevada County.

49er Breakfast Rotary Club

Work with the newly appointed literacy chair of the Rotary Club to share our literacy program information. The Rotary Literacy Chair intends to provide support the library's literacy program based on our needs.

Family Room (Sierra Community House/Tahoe Truckee Unified School District)

We will visit Family Room, an early literacy family program in Truckee run by Sierra Community House and located at Truckee Elementary School, on a monthly basis during the regular school year. During our visit, we will present a storytime and provide information to adult caregivers about the Literacy program: one-on-one adult literacy tutoring, ESL tutoring, and English Conversation Groups. The two coordinators of Family Room will also share our library literacy program's resources with their group outside of our visits.

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

Is there anything else you would like to tell us?

The adult literacy program in Nevada County was greatly affected by the covid-19 pandemic and staffing shortages and recovery has taken longer than expected. But we now have dedicated and enthusiastic staff and administrative support to be able to grow and develop the program in order to serve the needs of all potential adult and/or ESL learners in the county and their families.

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 in Rounds 1, 2, 2.5, or 3, please include your projected non-CLLS ESL local funds 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

8.4 Non-CLLS-funded English as a Second Language Services

NOTE: If you were NOT awarded CLLS ESL funds in Rounds 1, 2, 2.5, or 3, please describe your projected non-CLLS ESL program here.

a. Non-CLLS English as a Second Language Program (ESL) No

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

¹, f. This should have been 0 last year. (0-2023-03-15)

², g. It appears an error was made last year, as we only have 6 library locations. (0-2023-03-15)

³, Matching not required. (0-2023-03-15)

⁴, Matching not required. (0-2023-03-15)

⁵, Matching not required. (0-2023-03-15)

⁶, Matching not required. (0-2023-03-15)

⁷, Matching not required. (0-2023-03-15)

⁸, Matching not required. (0-2023-03-15)

⁹, Matching not required. (0-2023-03-15)

¹⁰, Matching not required. (0-2023-03-15)

¹¹, Matching not required. (0-2023-03-15)

¹², Matching not required. (0-2023-03-15)

- ¹³, Matching not required. (0-2023-03-15)
- ¹⁴, Matching not required. (0-2023-03-15)
- ¹⁵, Matching not required. (0-2023-03-15)
- ¹⁶, We are increasing our efforts with ESL this year, so the FTE for ESL has increased and the FTE for Family Literacy has decreased. (0-2023-05-10)
- ¹⁷, Total projected FTE is the same as last year. (0-2023-05-13)
- ¹⁸, Error note does not make sense. Says this year's FTE varies by 20% over last year, but both years total 1.0 FTE. (0-2023-05-11)
- ¹⁹, Salary estimate reduced because we have been covering our vacant Lit. Coord. position in TR with a higher-salaried employee. We are hopeful that we will be able to fill this position by early FY23/24 at the correct hourly rate. (0-2023-05-13)
- ²⁰, Salary estimate reduced because we have been covering our vacant Lit. Coord. position in TR with a higher-salaried employee. We are hopeful that we will be able to fill this position by early FY23/24 at the correct hourly rate. (0-2023-05-13)
- ²¹, e. We have revised our expectations for adult learners based on post-pandemic trends. (0-2023-05-13)
- ²², d. Unclear error message. Number of anticipated Family Literacy adult learners is equal to 20/21 number; there is no 20% difference. (0-2023-05-13)