

RFA 2024 - 0011

REQUEST

Lake County Literacy Coalition  
(707) 263-7633 • FAX (707) 263-6796



P.O. Box 353 • Lakeport, CA 95453  
e-mail: [lclcoalition@gmail.com](mailto:lclcoalition@gmail.com)  
[lclcoalition.wixsite.com/lclc](http://lclcoalition.wixsite.com/lclc)

October 2, 2023

Mr. Lamont Kucer, President  
Redbud Health Care District Board of Directors  
P.O. Box 4667  
Clearlake, CA 95422

Re: Request for Assistance (RFA) 2023-2024

Dear Mr. Kucer and Board Members,

Attached is the Lake County Literacy Coalition's Request for Assistance, Grantee Questionnaire, and documentation as required for the fiscal year 2023-2024.

The Adult Literacy Program administered by the Lake County Library is a much-needed resource of volunteers who assist individuals throughout Lake County with one-on-one instruction designed to improve their basic reading and writing skills. This has a positive impact on their lives in many ways, including their access to health care information and services. Over half (approximately 58%) of the learners in the program reside in the Redbud Health Care District.

The Lake County Literacy Coalition (LCLC) supports the Adult and Family Literacy Program with an annual donation of \$5000.00 from our fundraising or savings, as a community match is required for a California State Library Literacy Services grant. The Library's funding from the County, the State Library grant, and the LCLC's donation is able to cover many of the expenses of the Adult Literacy Program, but is not sufficient to support the entire cost of training and supporting new volunteer tutors, to fund marketing and outreach to recruit new tutors and learners, or to provide all the necessary materials and books for the tutors and their adult learners. These expenses are the purpose of our request.

The LCLC has held an annual fundraising event (the Vineyard Run for Literacy) for 30 years until 2019, but the restrictions from the COVID-19 pandemic and the subsequent reduced number of volunteers have brought that event to a close. The Coalition has needed to seek other funding sources such as grants in order to retain some reserve funds for the future, as raising funds continues to be more difficult each year.

We have appreciated receiving a Redbud Health Care District Grant in the past, and thank you for your consideration of our request again this year. I look forward to meeting with your Board to answer any questions you may have. Please contact me if further information is needed.

Sincerely,

Pam Klier, Secretary  
Lake County Literacy Coalition  
707-400-8380

**REDBUD HEALTH CARE DISTRICT  
REQUEST FOR ASSISTANCE (RFA)**

**1. Subject of Request:** Adult and Family Literacy Education

**Starting Date for New Programs:** (ongoing program)

**2. Requesting Organization:** Lake County Literacy Coalition

**3. Street Address:** 1425 North High Street  
Lakeport, CA 95453

**Telephone:** 707-263-6733 (Literacy Program)  
707-263-7359 (Lakeport Library)

**Website:** [lclcoalition.wix.com/lclc](http://lclcoalition.wix.com/lclc)

**E-mail:** [lclcoalition11@gmail.com](mailto:lclcoalition11@gmail.com)

**4. Individuals Accountable for Funds:**

**Name:** Pam Klier / Teresa Marks

**Title:** Secretary / Treasurer

**5. Amount Requested:** \$8,000.00

**Grant Period:** July 1, 2023 through June 30, 2024

RFA: LAKE COUNTY LITERACY COALITION  
2023-2024

**6. Background and Basic Information Regarding Organization**

The Lake County Literacy Coalition (LCLC) was founded in 1987, to support the Adult and Family Literacy Programs of the Lake County Library. The Literacy Program recruits, trains and coordinates volunteers from the community to work with individuals who need help to learn the common language, improve their reading and writing, and/or learn the basic skills for employment. The Coalition assists with outreach to raise awareness of the Literacy Programs and with additional funding support.

The Lake County Literacy Coalition has served Lake County for over 30 years and has supported training of more than 1450 tutors who have helped more than 2,530 learners work to achieve their personal literacy goals. Tutor trainings and workshops are held at both the Redbud Library in Clearlake and the Lakeport Library, as well as virtually via Zoom.

The current Literacy Program has 30 trained tutors and 26 learners, though some tutors are on hold for various reasons and some learners are waiting to be matched with a tutor. Approximately 58% of the learners in the program reside in the Redbud Health Care District. Tutoring sessions are held at all branches of the Lake County Library: Middletown, Clearlake (Redbud Library), Upper Lake, and Lakeport. The tutoring program has logged approximately 383 volunteer hours from July 2022 through June 2023.

In 1993 the Family Literacy Program was implemented. When an adult learner has children or grandchildren) between the ages of 0-15, the entire family is eligible for services. The goal of the Family Literacy Program is to include the children in the family in literacy activities to work towards the goal of breaking the cycle of family illiteracy. An important component of this program is to provide children's books to start a home library for the children and the parents or grandparent. Another component is to provide the Library Story Time for the children and guardians to attend as a positive social literacy experience. Additionally, a family literacy newsletter is shared with parents each month. During the past year, the Family Literacy Program began partnering with Clear Lake State Park with the Coalition providing support for their monthly StoryWalk events for children and families.

The Lake County Literacy Coalition is comprised of 10 volunteer Board Members who, during the 2022-2023 fiscal year, have donated approximately 96 hours at an estimated value of \$1920 at \$20 per hour. These volunteers have also driven approximately 300 miles at an estimated donated value of \$180 at an average of \$0.6 per mile in order to support the activities of the Coalition. Such activities include assisting with the annual Tutor Appreciation event, participating in tutor training sessions and follow-up workshops, conducting outreach and fundraising presentations at meetings of local organizations, providing support for StoryWalk events at Clear Lake State Park, and participating in many local events and festivals for outreach to the community about the Adult and Family Literacy Programs.

RFA: LAKE COUNTY LITERACY COALITION  
2023-2024

**OFFICERS AND DIRECTORS of LAKE COUNTY LITERACY COALITION**

OFFICERS

President	Debra Ehrhardt
Vice President	Susan Parker
Secretary	Pam Klier
Treasurer	Teresa Marks

BOARD OF DIRECTORS

Members at Large	Peggy Alexander
	Jo Fay
	Nancy Hudson
	Karen Magnuson
	India Mendonca
	Esther Oertel

**LIBRARY LITERACY PROGRAM PERSONNEL 2023-2024**

Literacy Program Coordinator – Georgina Marie Guardado	.80 FTE
ESL Program Coordinator – Andre Cook	.10 FTE
Library Technician for help with Family Literacy Program	.10 FTE

**Internal Management Structure:**

The Lake County Literacy Coalition (LCLC) is made up of volunteer members who serve as Officers and/or Members at Large. Decisions are made by a majority vote. LCLC is affiliated with the Literacy Program of the Lake County Library. The Literacy Program includes Adult Literacy, Family Literacy, and English as a Second Language (ESL).

RFA: LAKE COUNTY LITERACY COALITION  
2023-2024

**7. Justification:**

The Lake County Literacy Coalition (LCLC) is a volunteer organization that supports the Adult and Family Literacy Programs that are offered through the Lake County Library. Our mission is: *To promote increased literacy in Lake County through added financial support of the Adult and Family Literacy Programs of the Lake County Library.* Existing for the sole purpose of supporting literacy development to help break the cycle of illiteracy in our county, LCLC operates on a minimal budget. All LCLC funds are obtained through fund-raising events, donations, and grants.

**7.1 Intended Use of Funds:**

Funds will be used to provide support for tutors and learners in the Adult Literacy Program, in the Family Literacy Program, and in the English as a Second Language (ESL) Program, and for outreach and marketing efforts to provide information about the Literacy Program and to recruit additional tutors and learners. Specifically, funds will be used to pay for the purchase of tutor training materials and supplies, books and supplies for program volunteers to use in their tutoring sessions, books and materials for the new ESL Program, a stipend for an ESL Conversation Club leader, support with materials and supplies and leader stipends for literacy education workshops for parents, purchasing health-related children's books, printing literacy newsletter for parents to be added to the community literacy bookcases, and outreach and marketing efforts such as Facebook boosted posts, radio ads, Lake Transit bus ad, a banner for outreach booth at community events, bilingual flyers, and outreach through healthcare providers.

Funds will also purchase and provide free children's books, and arts and crafts project materials used for story time reading throughout the year at the Redbud, Middletown, Lakeport, and Upper Lake Libraries, as well as for the children of families who are participating in the Family Literacy Program, and for the Family Literacy bookcases with free books for children at many locations throughout Lake County including Tribal Health in Clearlake and Social Services in Lower Lake.

**7.2 How Intended Use of Funds Will Further Delivery of Health Care Services Within Redbud Health Care District:**

Literacy skills serve to improve the health of individuals in numerous ways. For example, learners within the Redbud Health Care District are better able to access medical and health care services, understand and complete health care forms, read and understand instructions on medicine containers, complete insurance forms, and they are better able to shop for and prepare nutritious family meals. The Family Literacy Program provides story times for children which include topics such as safety, health and dental hygiene. Additional health-related books for children will be purchased for our book give-away programs as mentioned above.

RFA: LAKE COUNTY LITERACY COALITION  
2023-2024

*Following is information from the Center for Disease Control and Prevention website that further defines and supports the need for Health Literacy:*

**The Patient Protection and Affordable Care Act of 2010, Title V, defines health literacy as the degree to which an individual has the capacity to obtain, communicate, process, and understand basic health information and services to make appropriate health decisions.**

**Health Literacy Capacity and Skills:**

**Capacity is the potential a person has to do or accomplish something.**

**Health literacy skills are those people use to realize their potential in health situations. They apply these skills either to make sense of health information and services or provide health information and services to others.**

**Anyone who needs health information and services also needs health literacy skills to**

- **Find information and services**
- **Communicate their needs and preferences and respond to information and services**
- **Process the meaning and usefulness of the information and services**
- **Understand the choices, consequences and context of the information and services**
- **Decide which information and services match their needs and preferences so they can act**

**Anyone who provides health information and services to others, such as a doctor, nurse, dentist, pharmacist, or public health worker, also needs health literacy skills to**

- **Help people find information and services**
- **Communicate about health and healthcare**
- **Process what people are explicitly and implicitly asking for**
- **Understand how to provide useful information and services**
- **Decide which information and services work best for different situations and people so they can act**

<http://www.cdc.gov/healthliteracy/learn/index.html>

RFA: LAKE COUNTY LITERACY COALITION  
2023-2024

**7.3 Detailed Basis for Funds Requested:**

\$500	<b>Tutor Training Materials and Supplies:</b> Tutor Training classes are needed to recruit and train volunteers from the community to work with learners. Trainings are held in Clearlake and in Lakeport several times each year.
\$1500	<b>Tutor and Learner Support for Adult, Family, and English as a Second Language (ESL) Programs:</b> Purchase books, materials, and supplies to be used by tutors with their learners in the Adult Literacy Program, by parents and children in the Family Literacy Program, and for English language learners in the ESL Program. Provide stipends for trained volunteers to lead ESL conversation club meetings and parent education workshops.
\$6000	<b>Outreach and Marketing:</b> Expenditures to provide information about the Literacy Program throughout Lake County and to recruit additional tutors and learners.

**\$ 8000 TOTAL**

RFA: LAKE COUNTY LITERACY COALITION  
2023/2024

**GRANTEE QUESTIONNAIRE**

**Person who completed this form: Pam Klier      Date completed: 10/2/2023**

1. How many employees were there at 6/30/2023? How often are employees paid?  
*Lake County Literacy Coalition has no paid employees.  
All members are volunteers.*
  
2. Identify and describe (a) the organization's major programs/activities (including markets and competition, supply availability, seasonality, changing technology, etc.) and (b) how the major programs/activities and the organizations are affected by general economic, political, or social conditions.
  - a. *The main activity of the Lake County Literacy Coalition is to support the Adult and Family Literacy Programs at the Lake County Library which provide tutoring for adults and families in literacy skills (speaking, reading, writing).*
  
  - b. *The Literacy Program was severely affected by the COVID-19 restrictions on in-person activities from March 2020 through 2021 and into 2022, as well as the medical leave and retirement of the Literacy Program Coordinator in 2021. Many of the learners and tutors in the program have not returned to their tutoring sessions after the pandemic. The Literacy Program is currently rebuilding with a new Program Coordinator and a major emphasis on outreach within the various Lake County communities to recruit more tutors and learners. Many of the learners in the Literacy Program have learning disabilities or do not speak English as their first language.*
  
  - c. *For 2023-24 the Literacy Program has received additional funding from the California Library Literacy Services to add tutoring services for English as a Second Language (ESL) learners. The bulk of this funding will be used for an extra help (part time) ESL Program Coordinator.*
  
3. What are the organization's major sources of revenues and receipts? (Describe major fundraising events, grants, etc.)
  - a. *Previously the Lake County Literacy Coalition conducted an annual fundraising event, the Vineyard Run for Literacy with varying net proceeds (a range from \$4600 to \$7500 during 2015-2019. During the COVID-19 pandemic we tried a "virtual" run with limited success, but for various reasons we have chosen not to resume this event. We are currently exploring other fundraising options.*



RFA: LAKE COUNTY LITERACY COALITION  
2023/2024

- b. Wine Alliance Grants were received in 2016 in the amount of \$3000 for purchase of computers to be used by tutors and learners, in 2018 in the amount of \$1500 for costs of race director and expenses to conduct the Vineyard Run for Literacy, and in 2022 in the amount of \$2,500 for purchasing updated tutoring materials, lower-level books for learners, and ESL books. It is possible we will request a grant from them in the future for another such specific purpose.*
  - c. 100+ Women Strong gave us a one-time unexpected donation of \$13,200 in 2019 which was used for media outreach efforts by the Lake County Library's Adult Literacy Program.*
  - d. In 2022 we received a \$2000 grant from Enterprise Holdings Foundation which was used to purchase tutor training materials, updated GED preparation manuals, and tutor and learner support materials.*
  - e. Donations from individuals and organizations are requested and received on an occasional basis.*
4. If the organization is reliant on a specific vendor for generations of revenue, please provide. List the major vendors/suppliers and the approximate total purchases made from each for any vendor where more than 5% of the total services & supply budget is concentrated in the one vendor.

*none at this time*
5. Provide any changes in the organization's spending for the current year such as specific capital expenditures, etc., along with any funding sources, if any.

*We do not anticipate any major changes in spending. The proceeds from grant requests and donations are unknown at this time.*
6. What are the organization's major sources of financing (such as short-term borrowing lines of credit, long-term debt, or leasing)?

  - a. Financing - grants, donations, fund-raising*
  - b. Debt - Yearly contribution of \$5,000 from LCLC to the Adult and Family Literacy Programs as described in MOU between the Coalition and the Adult and Family Literacy Programs that operate through the Lake County Library. The State funding requires a local community match. This contribution is made from our fundraising or our savings from previous fundraisers.*

RFA: LAKE COUNTY LITERACY COALITION  
2023/2024

7. Describe the budgeting process (who prepares, who approves, when finalized and/or updated):

*The Treasurer and a committee of Board members prepare the annual budget. The Board of Directors approves the budget at its July meeting or when it is presented.*

8. What performance measures, both financial and nonfinancial, are most important in managing and measuring the Organization's results (for example, service call, budget to actual, monthly trend, etc.) Specifically, what reports do the Board and other members of management look at regularly?

*The Treasurer prepares monthly financial statements and year-to-date comparisons of the budget to actual for approval by vote by the Board of Directors. This is done at all regular LCLC meetings.*

9. List the members of the governing body of the agency, their titles and how often they meet.

*See list below. Meetings are generally held monthly.*

10. List Executive Management and their titles.

*Debra Ehrhardt - President*

*Susan Parker - Vice President*

*Pam Klier - Secretary*

*Teresa Marks - Treasurer*

*Peggy Alexander, Jo Fay, Nancy Hudson, Karen Magnuson,*

*India Mendonca, Esther Oertel - Board Members*

*In affiliation with:*

*Georgina Marie Guardado – Adult and Family Literacy Program Coordinator*

*Andre Cook – English as a Second Language (ESL) Coordinator*

*Library Technicians – support for Family Literacy Program*

11. Has there been any turnover in management or employees in the last year? If so, please provide and explanation.

*a. One Board Member retired in January 2022.*

*b. Three new members have joined the Board in 2022-2023.*

12. Are there any related parties? Please list transactions that occurred between any related parties during the year.

**Name**

**Relationship**

**Type of Transaction**

*None*

RFA: LAKE COUNTY LITERACY COALITION  
2023/2024

13. Provide a list of all locations with the number of employees and what the location is used for (office, training, etc.).

<b>Locations</b>	<b># of Employee/Activity</b>
<i>Lakeport, Middletown, Redbud (Clearlake) &amp; Upper Lake Libraries</i>	<i>Tutoring Sessions*, Tutor Trainings*, Children's Story Time Programs * no employees – volunteers only</i>

14. List any affiliated organizations (Name and affiliation)

<i>Literacy Programs of Lake County Library</i>	<i>MOU</i>
<i>Northern California Literacy Coalition</i>	<i>Membership</i>
<i>ProLiteracy</i>	<i>Membership</i>

15. List any external factors such as regulatory, economic, political, etc. that affected the entity's business during fiscal year 2022.

*None, aside from the impact of COVID-19 restrictions*

16. Describe any significant changes that occurred during the year, if any (changes in rates, changing services provided, marketing changes, etc.).

*None*

17. Have you prepared your financial statements in conformity with generally accepted accounting principles consistently applied?

*Yes*

18. Are there any events that occurred after the end of the year that may have an impact on the financial statements (lawsuits, new debt, lease or revenue agreements, major purchases, etc.)?

*None*

19. Have there been any communications from regulatory or taxing agencies?

*In June 2022, we were made aware that we were behind on filings with the Department of Justice Registry of Charitable Trusts. We immediately submitted all necessary forms and fees for previous years and for the current year and now have procedures in place to remain current with this filing.*

RFA: LAKE COUNTY LITERACY COALITION  
2023/2024

20. Are there any unrecorded contingencies or commitments at the yearend including the following:
- a. Gain or loss contingencies resulting from lawsuits, guarantees, warranties, notes sold with recourse, etc.
  - b. Existence of any guarantees, whether written or oral, under which the company is liable.
  - c. Any violations, or possible violations, or laws of regulations.
  - d. Have there been any lawsuits or legal activity in the last year?

*None*

RFA: LAKE COUNTY LITERACY COALITION  
2023/2024

We hereby certify that the Board of Directors of the Lake County Literacy Coalition have read and approved the attached Grantee Questionnaire.

We hereby certify under the Penalty of Perjury that the foregoing is true and correct.

Debra G. Ehrhardt  
Signature  
12/2/23  
Date

Janet Klein 10-2-23  
Signature Date

PRESIDENT  
Title

Secretary  
Title



# Lake County Literacy Coalition

REQUEST FOR ASSISTANCE

Redbud Health Care District

July 1, 2023 – June 30, 2024

RFA: LAKE COUNTY LITERACY COALITION  
2023-2024

TABLE OF CONTENTS

Request for Assistance 2023-2024	6 pages
Grantee Questionnaire	6 pages

Attachments:

- 1 Proof of Nonprofit Status
- 2 Memorandum of Understanding with Lake County Library
- 3 Meeting Minutes of Lake County Literacy Coalition, August 2023
- 4 Financial Report for Lake County Literacy Coalition, August 2023
- 5 Lake County Library Adult Literacy Program Information

# LAKE COUNTY LITERACY COALITION (1836075)

Nonprofit Corporation - CA - Public Benefit



**File Amendment**



**File Statement  
of Information**



**Request  
Certificate**

<i>Initial Filing Date</i>	07/23/1992
<i>Status</i>	Active
<i>Standing - SOS</i>	Good
<i>Standing - FTB</i>	Good
<i>Standing - Agent</i>	Good
<i>Standing - VCFCF</i>	Good
<i>Formed In</i>	CALIFORNIA
<i>Entity Type</i>	Nonprofit Corporation - CA - Public Benefit
<i>Principal Address</i>	1425 N. HIGH STREET LAKEPORT, CA 95453
<i>Mailing Address</i>	P.O. BOX 353 LAKEPORT, CA 95453
<i>Statement of Info Due Date</i>	07/31/2024
<i>Agent</i>	Individual Georgina M Guardado 1425 N HIGH STREET LAKEPORT, CA 95453



**Memorandum of Understanding**  
**Between the Lake County Literacy Coalition and the Lake County Library**  
**2023/2024**

The primary goal of this agreement is to clarify the roles and areas of responsibility of the Lake County Literacy Coalition (LCLC) and the Lake County Library (Library) as related to Adult and Family Literacy activities throughout Lake County.

The following constitutes an agreement between the Library and LCLC: It will stand until and unless it is modified by mutual agreement, in writing, between the County Librarian and the LCLC Board.

LCLC raises money and public awareness in the community to support the Adult and Family Literacy Program services of the Library. As a non-profit, 501(c)3 organization, it is a legally distinct entity and is not a part of the Library.

LCLC agrees to:

1. Maintain a separate post office box for LCLC mail that LCLC Board members will monitor.
2. Make an annual donation to the Library for use by the Adult and Family Literacy Program. The donation assists the library in obtaining the California Literacy grant. The donation amount will be at least \$5,000 unless financial shortfalls from fund-raising efforts prevent the ability to reach this goal.
3. Raise funds for the Adult Literacy, Family Literacy, and ESL Programs of the Library.
4. Sponsor the tutor training sessions by paying for refreshments and other attendance incentives.
5. Maintain non-profit organization status.
6. Recognize that the sole responsibility for governance of the Library and Adult and Family Literacy Program resides with the Library and refrain from managing library staff or library volunteers.
7. Conduct and fund any coalition mailings, including production, duplication, postage, and labor.
8. Conduct at least one activity each year to show appreciation for the Library's Adult and Family Program tutors.

The Library agrees to:

1. Provide direct literacy services through the Adult and Family Literacy Programs.
2. Provide tutor training sessions at least two times per year.
3. Receive bequests from tutors and other donations to the programs.
4. Administer grants received for the Adult Literacy, Family Literacy and ESL Programs.
5. Insure attendance and representation of at least one Library Literacy Program Staff at all scheduled LCLC Board meetings, to include Adult and Family Literacy Program reports.
6. Conduct any Adult and Family Literacy Program mailings, including production, duplication, postage, and labor.
7. Ensure the County Librarian attend at least one LCLC Board meeting each year to present and explain the Library budget to the LCLC Board and report on how LCLC funds have and will be expended.
8. Appreciate Coalition members by publicly thanking them.
9. Hold any mail that comes to the Library for LCLC.


Both parties agree to review and update this agreement annually.



\_\_\_\_\_  
County Librarian, Lake County Library

09/19/2023

\_\_\_\_\_  
Date



\_\_\_\_\_  
Debra Ehrhardt (Sep 19, 2023 14:08 PDT)

Lake County Literacy Coalition, President

09/19/2023

\_\_\_\_\_  
Date


# 20230919 Memorandum of Understanding LCLCoalition and Library 2023


Final Audit Report


2023-09-19


Created:	2023-09-19
By:	Christopher Veach (Christopher.Veach@lakecountyca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAT3iSwuntgwKfo7rPH5P3BmDMpJpWfeAU


## "20230919 Memorandum of Understanding LCLCoalition and Library 2023" History


 Document created by Christopher Veach (Christopher.Veach@lakecountyca.gov)  
2023-09-19 - 8:55:12 PM GMT- IP address: 208.91.28.66


 Document e-signed by Christopher Veach (Christopher.Veach@lakecountyca.gov)  
Signature Date: 2023-09-19 - 8:56:52 PM GMT - Time Source: server- IP address: 208.91.28.66

 Document emailed to dehrhardt1@gmail.com for signature  
2023-09-19 - 8:56:53 PM GMT

 Email viewed by dehrhardt1@gmail.com  
2023-09-19 - 9:04:41 PM GMT- IP address: 74.125.215.192

 Signer dehrhardt1@gmail.com entered name at signing as Debra Ehrhardt  
2023-09-19 - 9:08:14 PM GMT- IP address: 173.28.46.218

 Document e-signed by Debra Ehrhardt (dehrhardt1@gmail.com)  
Signature Date: 2023-09-19 - 9:08:16 PM GMT - Time Source: server- IP address: 173.28.46.218

 Agreement completed.  
2023-09-19 - 9:08:16 PM GMT



Lake County Literacy Coalition  
Board of Directors Minutes  
Thursday, August 17, 2023  
Zoom Video Conference

Members Present: Deb Ehrhardt, Nancy Hudson, Pam Klier, Teresa Marks, India Mendonca, Esther Oertel

Members Absent: Jo Fay, Karen Magnuson, Susan Parker

Guests Present: Georgina Guardado, Peggy Alexander, Mary Wilson

I. **Call to Order:** by President Deb Ehrhardt at 2:07 PM.

Brief introductions were made by members and guests.

II. **Library Report:**

A. **Adult Literacy & Family Literacy - Georgina Guardado, Program Coordinator:**

- Adult Literacy Program currently has 20 active tutor-learner pairs, 2 new pairs are meeting for the first time next week, 3 prospective tutors are completing County requirements, 8 prospective tutors are ready for training, 8 learners are waiting to be matched, 5 ESL learners are still waiting to be matched. There will be a tutor training next Wednesday, August 23, at the Redbud Library.
- There is finally an ESL Program Coordinator candidate, who is bilingual and has experience working with students and families. An interview will be scheduled soon.
- Family Literacy Program is continuing with well-attended StoryWalks and StoryTime at the State Park. There is a good supply of Spanish language children's books that we can give away at the Día de la Independencia event in September.
- Tote bags, pens, & sticker order was previously approved but items were out of stock. Georgina will finalize a new order and email details to Board members for a vote.
- One of the bus passes we purchased last month has been given to a learner.

III. **Changes to the Agenda:** none

IV. **Approval of Minutes:** Minutes of July 20, 2023 meeting were approved as submitted by Secretary, Pam Klier. (*moved by T. Marks / seconded by E. Oertel*)

V. **Correspondence:** Pam reported that 2 items were received at the Post Office box, the annual bill for the P.O. Box and a response from the Secretary of State's office to Teresa's letter regarding a scam letter we received relating to our non-profit filing with that office.

VI. **Board Development:** Peggy Alexander is attending for the second time today and Mary Wilson for the first time. There are no other potential members at this time.

VII. **Treasurer's Report:** Financial reports for the month of July 2023 were submitted by Treasurer, Teresa Marks. The money market account has a balance of \$16,977.00 as of 7/31/23, with interest earned as the only activity. The checking account has a balance of \$305.01 as of 7/31/23. Payments were made to the Library for book purchases with grant funds, storage rental, purchase of rolling cart for events and 9/10/23 event fee. There are two outstanding checks for tutor training refreshments and Big Valley Rancheria event fee, leaving a check register balance of \$240.87 as of 7/31/23.



Lake County Literacy Coalition  
Board of Directors Minutes  
Thursday, August 17, 2023  
Zoom Video Conference

Teresa reported that she, Deb, and Pam met yesterday 8/16/23 to prepare a proposed budget for the current 2023-2024 fiscal year, which is included in the July 2023 report, and to complete the annual report for the Attorney General's office.

Board members were asked to report to Teresa any non-cash contributions they make during this fiscal year to be used for the Registry of Charitable Trusts and grant applications.

A. Approve Report: The Treasurer's report was approved as submitted. (*E.Oertel/N.Hudson*)

VIII. **Ongoing Business:**

A. Email Etiquette: Deb thanked members for their efforts to reduce emails by responding only to the sender as often as possible.

B. Outreach Events:

1. Tule Boat Festival, Big Valley Rancheria 7/21/23 – Georgina, Pam, Teresa, & Deb participated. The books to give away were very well received and positive interactions with parents and children occurred.
2. 100 Women Strong 8/9/23 – Georgina & Deb presented about the Coalition and the Literacy Program. The presentation was well received, though we were not selected this time. One donation from an attendee was received.
3. Clear Lake State Park StoryWalk 8/12/23 – Jo & Pam participated and enjoyed the experience.
4. Scotts Valley Pomo event upcoming on 8/26/23 at Red Hills Rd. in Kelseyville.
5. Día de la Independencia upcoming on 9/10/23 in downtown Kelseyville.

C. Adopt Photo Release Form: Motion was made/seconded/passed (*E. Oertel / N. Hudson*) to adopt the photo release form that Deb emailed prior to the meeting. Members should complete a copy of the form.

IX. **New Business:**

A. September Social Event: Deb is still working on finding a date that will work for everyone.

B. Storage Unit: Deb noted that most of the contents of our storage unit are items related to the Vineyard Run and that if we have decided we will not be continuing with that event we could re-home some items and downsize to a smaller unit. Esther volunteered to do some research about a different storage option for us.

C. Redbud Health Care District Grant: Pam reported that we have received annual grants from this entity in the past, which were used to help with expenses for tutor trainings and materials. Our last grant was in 2019-2020, though we returned some unspent funds when we were unable to continue with tutor trainings due to the COVID-19 pandemic. Deb proposed that she, Georgina, and Pam get together to discuss a new grant proposal for this fiscal year with a focus on outreach to help with rebuilding the Literacy Program.



Lake County Literacy Coalition  
Board of Directors Minutes  
Thursday, August 17, 2023  
Zoom Video Conference

X. **Next Meeting:** Thursday, September 21, 2023, Zoom online video meeting, 2:00 PM

**Adjournment:** The meeting was adjourned at 3:08 PM.

Respectfully submitted,

Pam Klier, Secretary

**LAKE COUNTY LITERACY COALITION  
FINANCIAL STATEMENT**

**Money Market Savings Account- August, 2023**

<b><u>Bank Balance @ 7/31/23</u></b>		<b>\$16,977.00</b>
Plus:	Interest Earned	0.84
Less:	8/13/23 Xfer to CK	300.00
	8/22/23 Xfer to CK	900.00
<b><u>Bank Balance @ 8/31/23</u></b>		<b>\$15,777.84</b>
Less: O/S Checks		
<b><u>Check Register Balance @ 8/31/23</u></b>		<b>\$15,777.84</b>

**CHECKING ACCOUNT - August, 2023**

<b><u>Bank Balance @ 7/31/23</u></b>		<b>\$305.01</b>
Plus:	8/13: Xfer from MM	300.00
	8/22: Xfer from MM	900.00
	8/18: Deposit	100.00
Less:	#1859 P.K. Reimb	24.14
	#1860 Big Vly Rancheria	40.00
	#1861 Rent A Space	40.00
	#1862 NCLC	25.00
	#1864 USPS	176.00
<b><u>Bank Balance @ 8/31/23</u></b>		<b>\$1,299.87</b>
<b><u>Outstanding Checks</u></b>		
	#1863 Dept of Justice (State)	25.00
<b><u>Check Register Balance @ 8/31/23</u></b>		<b>\$1,274.87</b>

**Teresa Marks, Treasurer**

**LAKE COUNTY LITERACY COALITION - ANNUAL BUDGET COMPARISON TO ACTUAL**

**FISCAL YEAR: JULY 1, 2023-JUNE 30, 2024 (Year-to-Date)**

**8/31/2023**

(NOTE: "Cumulative Activity" includes all expenditures by month issued.)

<u>ACCOUNT</u>	<u>NAME</u>	<u>DESCRIPTION</u>	<u>ANNUAL BUDGET</u>	<u>CUMULATIVE ACTIVITY</u>	<u>BALANCE YTD</u>
<b>INCOME</b>					
401.1	<b>FUNDRAISING</b>		2486	0.00	2486.00
401.2					
401.3					
401.4					
403.1					
404.1	<b>INTEREST EARNED</b>	Money Market	15	1.71	13.29
406.1	<b>DONATIONS/AWARDS</b>	Various Donors	1100	100.00	1000.00
406.3	<b>GRANT INCOME</b>		3000	0.00	3000.00
406.4	<b>PIZZA FUNDRAISER</b>		800	0.00	800.00
		<b>TOTAL INCOME</b>	<b>7401</b>	<b>101.71</b>	<b>7,299.29</b>
<b>EXPENSES</b>					
				(income realized)	
501.1	<b>FUNDRAISING</b>		500	0.00	500.00
501.2					
503.1	<b>TUTOR TRAINING</b>		100	24.14	75.86
504.1	<b>MEMBERSHIP DUES</b>	Pro Literacy	100	0	100
504.2	<b>MEMBERSHIP DUES</b>	NCLC Membership	25	25.00	0
505.1	<b>TUTOR TEA</b>		250	0.00	250.00
507.1	<b>POSTMASTER</b>	PO Box Rental (Box # 353)	176	176.00	0.00
507.2	<b>POSTAGE</b>		100	0	100
508.1	<b>LIBRARY PROGRAMS</b>	Annual MOU	5000	0	5000.00
509.1	<b>SECRETARY OF STATE</b>		25	0.00	25.00
509.2	<b>STATE ATTORNEY GENERAL</b>		25	0.00	25.00
511.1	<b>OFFICE &amp; SUPPLIES</b>		100	0.00	100.00
512.1	<b>MISCELLANEOUS EXPENSES &amp; SUPPLIES (LCLC)</b>		500	511.28	-11.28
512.2	<b>STORAGE UNIT RENTAL EXPENSE (July 2021-June 2022)</b>		500	80.00	420.00
		<b>TOTAL EXPENSES</b>	<b>7401</b>	<b>816.42</b>	<b>6,584.58</b>
				(expenditures made)	



**LAKE COUNTY LITERACY COALITION - MONTHLY and YEAR-TO-DATE ACTIVITY**

**FISCAL YEAR: JULY 1, 2023-JUNE 30, 2024 (Year-to-Date)**

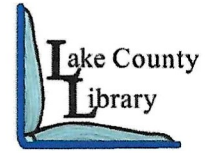
**AS OF: August 31, 2023**

(NOTE: "Cumulative Activity" includes all expenditures by month issued.)

<u>ACCOUNT</u>	<u>NAME</u>	<u>DESCRIPTION</u>	<u>CUMULATIVE YTD ACCOUNT BALANCES</u>	<u>MONTHLY ACTIVITY</u>	<u>CURRENT YEAR TO DATE</u>
<b>INCOME</b>					
401.1	FUNDRAISING		0.00	0.00	0.00
401.2			0.00	0.00	0.00
401.3			0.00	0.00	0.00
401.4			0.00	0.00	0.00
403.1			0.00	0.00	0.00
404.1	INTEREST EARNED	Money Market	0.87	0.84	1.71
406.1	DONATIONS/AWARDS	Various Donors	0.00	100.00	100.00
406.3	GRANT INCOME		0.00	0.00	0.00
406.4	PIZZA FUNDRAISER		0.00	0.00	0.00
		<b>TOTAL INCOME</b>	<b>0.87</b>	<b>100.84</b>	<b>101.71</b>
				(income realized)	
<b>EXPENSES</b>					
501.1	FUNDRAISING		0.00	0.00	0.00
501.2			0.00	0.00	0.00
501.3			0.00	0.00	0.00
501.4			0.00	0.00	0.00
501.5			0.00	0.00	0.00
501.6			0.00	0.00	0.00
501.7			0.00	0.00	0.00
501.8			0.00	0.00	0.00
			0.00	0.00	0.00
503.1	TUTOR TRAINING		0.00	24.14	24.14
504.1	MEMBERSHIP DUES	Pro Literacy	0.00	0.00	0.00
504.2	MEMBERSHIP DUES	NCLC Membership	0.00	25.00	25.00
505.1	TUTOR TEA		0.00	0.00	0.00
507.1	POSTMASTER	PO Box Rental (Box 353)	0.00	176.00	176.00
507.2	POSTAGE		0.00	0.00	0.00
508.1	LIBRARY PROGRAMS	Annual MOU	0.00	0.00	0.00
509.1	SECRETARY OF STATE		0.00	0.00	0.00
509.2	STATE ATTORNEY GEN'L		0.00	0.00	0.00
511.1	OFFICE & SUPPLIES		0.00	0.00	0.00
512.1	MISCELLANEOUS EXPENSES & SUPPLIES (LCLC)		471.28	40.00	511.28
512.2	STORAGE UNIT RENTAL EXPENSE (July 2021-June 2022)		40.00	40.00	80.00
		<b>TOTAL EXPENSES</b>	<b>511.28</b>	<b>305.14</b>	<b>816.42</b>
				(expenditures made)	

# Lake County Library

## Adult Literacy Program



The Adult Literacy programs trains volunteer tutors and matches them with adult learners who need help improving their literacy skills to fulfill their responsibilities as citizens.

The Adult Literacy Program is administered by the Lake County Library and supported by the same dedicated property tax that supports the library, as well as a grant from the California State Library through California Library Literacy Services program and a yearly contribution from the Lake County Literacy Coalition.

The Lake County Literacy Coalition is an essential supporter of the program. It's a requirement of the grant that the program have local support outside of the library system and the Coalition has provided that local support since the Adult Literacy Program's inception.

### Revenue for the Adult Literacy Program 2023-24 Proposed Budget

Source of Funding	Revenue
Lake County Library	\$63,011
California Family Literacy Services (California State Library Grant)	\$29,160
California Library Literacy Services (California State Library Grant)	\$27,213
California ESL Literacy Services (California State Library Grant)	\$19,000
Lake County Literacy Coalition	\$5,000
<b>Total:</b>	<b>\$143,384</b>

### Expenditures for the Adult Literacy Program 2023-24 Proposed Budget

Expense Category	Expenditure
Salaries & Benefits	\$91,848
Operations (Phones, Internet, I.T., Copy Charges)	\$5,203
Materials (Books)	\$39,465
Indirect Costs (Utilities, Janitorial, Administration)	\$1,868
<b>Total:</b>	<b>\$138,384</b>

### Staff Commitment – Library Personnel 2023-24

Job Title	Full-time Equivalent
Literacy Program Coordinator	0.80 FTE
Library Technician – (1/10 <sup>th</sup> time devoted to Family Literacy)	0.10 FTE
ESL Program Coordinator (Extra Help)	0.10 FTE
<b>Total:</b>	<b>1.00 FTE</b>