

RFA 2025-0015

Request

October 8, 2024

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

Re: Request for Assistance (RFA) 2024-2025

Dear Mr. Diener and Board Members,

Attached is the Lake County Literacy Coalition's Request for Assistance, Grantee Questionnaire, and documentation as required for the fiscal year 2024-2025.

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. Approximately half 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.

After several years without doing a fundraising event due to the COVID pandemic and changes in the Coalition's membership, the LCLC held its first Bingo Fun For Literacy fundraiser in March 2024, which was quite successful. Plans are being made for the 2nd annual bingo fundraiser in March 2025. Fundraising allows the Coalition to cover unexpected expenses and to retain some reserve funds for the future.

We have appreciated receiving a Redbud Health Care District Grant for many years, 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

RF# 2025-0015

Request



Lake County Literacy Coalition

REQUEST FOR ASSISTANCE

Redbud Health Care District

July 1, 2024 – June 30, 2025

RFA: LAKE COUNTY LITERACY COALITION
2024-2025

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**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

E-mail: lclcoalition@gmail.com

4. Individuals Accountable for Funds:

Name: Pam Klier / Teresa Marks

Title: Secretary / Treasurer

5. Amount Requested: \$5,000.00

Grant Period: July 1, 2024 through June 30, 2025

RFA: LAKE COUNTY LITERACY COALITION
2024-2025

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, to recruit new tutors and learners, and with additional funding support.

The Lake County Literacy Coalition has served Lake County for over 35 years and has supported training of more than 1400 tutors who have helped more than 2,500 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, and have been held virtually via Zoom in the past.

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 half 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 logged approximately 439 volunteer hours in 2023-2024.

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, which includes reading a nature-related story, a follow-up craft activity with Coalition volunteers, and a copy of the book provided by the Coalition for families to take home.

In 2023 an ESL (English as a Second Language) program was implemented and in 2024 the Jail Tutoring program was restarted, giving access to tutoring for more Lake County residents.

The Lake County Literacy Coalition is comprised of 11 volunteer Board Members who, during the 2023-2024 fiscal year, donated approximately 174 volunteer hours for activities including participating in tutor training sessions, conducting outreach and fundraising presentations at meetings of local organizations, providing support for StoryWalk events at Clear Lake State Park, assisting with the annual Tutor Appreciation event, and participating in many local events and festivals for outreach to the community about the Adult and Family Literacy and ESL Programs.

RFA: LAKE COUNTY LITERACY COALITION
2024-2025

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
	Pat Cox
	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
2024-2025

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 a 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
2024-2025

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
2024-2025

7.3 Detailed Basis for Funds Requested:

\$1500	<p>Tutor Training Materials and Supplies: 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. Training manuals, folders with handouts, and supplies are provided to potential tutors at the trainings.</p>
\$2000	<p>Tutor and Learner Support for Adult, Family, English as a Second Language (ESL) , and Jail Tutoring Programs: Books, materials, and supplies to be used by tutors with their learners will be purchased. Book bags will be purchased for all new tutors and learners. Stipends will be provided for trained volunteers to lead ESL conversation club meetings and parent education workshops. A Tutor Appreciation event will be hosted.</p>
\$1500	<p>Outreach and Marketing: Expenditures will be made for printing flyers and brochures to provide information about the Literacy Program throughout Lake County and to recruit additional tutors and learners. Booth fees for outreach events will be paid. Books and supplies will be purchased for Family Literacy Nights and outreach booths. Some funds may be spent to continue advertising via radio, movie, and transit bus ads.</p>

\$ 5000 TOTAL

**Request
Certificate**

Initial Filing Date 07/23/1992

Status Active

Standing - SOS Good

Standing - FTB Good

Standing - Agent Good

Standing - VCFCF Good

Formed In CALIFORNIA

Entity Type Nonprofit Corporation - CA -
Public Benefit

Principal Address 1425 N. HIGH STREET
LAKEPORT, CA 95453

Mailing Address P.O. BOX 353
LAKEPORT, CA95453

*Statement of Info
Due Date* 07/31/2026

Agent Individual
Georgina M Guardado
1425 N HIGH STREET
LAKEPORT, CA 95453









Memorandum of Understanding LCLCoalition and Library 2024

Final Audit Report

2024-10-03

Created:	2024-10-02
By:	Christopher. Veach (Christopher.Veach@lakecountyca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOnNlxkPsVKsSsRDN_Ut1FjA3Jon2v0GT

"Memorandum of Understanding LCLCoalition and Library 2024" History

-  Document created by Christopher. Veach (Christopher.Veach@lakecountyca.gov)
2024-10-02 - 6:17:27 PM GMT- IP address: 205.154.245.236
-  Document emailed to Christopher. Veach (Christopher.Veach@lakecountyca.gov) for signature
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-  Document emailed to deboftheoaks@mchsi.com for signature
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-  Document e-signed by Christopher. Veach (Christopher.Veach@lakecountyca.gov)
Signature Date: 2024-10-02 - 6:21:18 PM GMT - Time Source: server- IP address: 205.154.245.236
-  Email viewed by deboftheoaks@mchsi.com
2024-10-03 - 8:54:17 PM GMT- IP address: 173.28.46.218
-  Signer deboftheoaks@mchsi.com entered name at signing as Debra Ehrhardt
2024-10-03 - 8:55:37 PM GMT- IP address: 173.28.46.218
-  Document e-signed by Debra Ehrhardt (deboftheoaks@mchsi.com)
Signature Date: 2024-10-03 - 8:55:39 PM GMT - Time Source: server- IP address: 173.28.46.218
-  Agreement completed.
2024-10-03 - 8:55:39 PM GMT

Memorandum of Understanding
Between the Lake County Literacy Coalition and the Lake County Library
2024 - 2027

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 Literacy, Family Literacy, and ESL Program 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 Literacy, Family Literacy, and ESL 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 Adult Literacy, Family Literacy, and ESL 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 Literacy, Family Literacy, and ESL Program tutors.

Memorandum of Understanding

Between the Lake County Literacy Coalition and the Lake County Library

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 Literacy, Family Literacy, and ESL Program reports.
6. Conduct any Adult Literacy, Family Literacy, and ESL 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 every three years.



County Librarian, Lake County Library

10/02/2024

Date



Debra Ehrhardt (Oct 3, 2024 13:55 PDT)

Lake County Literacy Coalition, President

10/03/2024

Date



Lake County Literacy Coalition
Board of Directors Minutes
Thursday, August 15, 2024
Zoom Video Conference

Members Present: Peggy Alexander, Pat Cox, Deb Ehrhardt, Jo Fay, Nancy Hudson, Pam Klier, India Mendonca, Esther Oertel
Members Absent: Karen Magnuson, Teresa Marks, Susan Parker
Guests Present: Georgina Guardado

- I. **Call to Order:** by President Deb Ehrhardt at 2:08 PM.
- II. **Library Report:**
 - A. **Adult Literacy/Family Literacy/ESL - Georgina Guardado, Program Coordinator:**
 - She is continuing to manage all aspects of the Adult, Family, ESL, and Jail literacy programs and is coordinating the upcoming Big Read with library staff and community partners. The priority is recruiting more tutors; there are quite a few learners waiting.
 - She is working with Teresa on purchases and invoices and tracking funds for the Redbud Grant; about \$3000 remains to be spent, hopefully by the end of August.
 - StoryWalk and Outreach events for the coming months are later on today's agenda.
- III. **Changes to the Agenda:** Add item to New Business: Clearlake Oaks/Glenhaven Business Association grant request/receipt
- IV. **Approval of Minutes:** Minutes of July 18, 2024 meeting were approved as submitted and corrected by Secretary, Pam Klier. (*moved by P. Cox / seconded by P. Alexander*)
- V. **Correspondence:** Nancy reported that invoices for insurance and Post Office Box renewal were received and given to the Treasurer for payment.
- VI. **Board Development:** There was a question about whether we need to continue recruitment for Board Members since we now have 11 members which is the maximum in our Bylaws. It was also asked if there is a plan for sharing information with new members, which Deb will schedule to do in person with Peggy and Pat.
- VII. **Treasurer's Report:** Financial reports for the month of July 2024 were submitted by Treasurer, Teresa Marks. As she is absent today, the reports were presented by President Deb Ehrhardt.
 - The July Financial Statement shows that the money market account has a balance of \$25,196.58 as of 7/31/24; interest was deposited and expenditures were made with Redbud Grant funds and for a transfer to the checking account. The checking account has a balance of \$943.05 as of 7/31/24; funds were transferred from the money market account and expenditures were made for storage rental and with Redbud Grant funds. There are 2 outstanding checks for the CLHS Interact Club from the Bingo Fundraiser and for the Tule Festival booth, leaving a check register balance of \$798.05 as of 7/31/24.
 - Additional reporting forms gave details regarding the monthly and year-to-date activity, the annual budget comparison, and the Redbud Grant fund expenditures. Deb noted that the budget comparison report includes the new budget amounts for the 2024-2025 fiscal year.



Lake County Literacy Coalition
Board of Directors Minutes
Thursday, August 15, 2024
Zoom Video Conference

- A. Approve Report: The Treasurer's reports were approved as submitted. (*E. Oertel / N. Hudson*)
- B. Approve Budget for 2024-2025: It was voted to approve the 2024-2025 Literacy Coalition Budget as presented. (*P. Alexander / P. Cox*)

VIII. **Ongoing Business:**

- A. Outreach Events:
 - 1. Tule Festival 7/26 – Jo and Teresa were there. Many books were given away and it was an enjoyable event.
 - 2. StoryWalk 8/10 – Jo, Susan, Nancy, and Karen were there. 18 adults and 16 children participated, who were all local residents. The new State Park employees (Andrew and Samantha) are doing a great job with setup, crafts, and cleanup.
- B. Registry of Charitable Trusts Filing: All information has been received and Deb has completed the paperwork to be submitted with a check. Deb will email the forms to all members.
- C. Outsourcing of bookkeeping and financial reports: Deb and Teresa have not yet been able to schedule in-person visits to businesses to discuss our needs and obtain quotes, but plan to do so in September.
- D. Quarter-page flyers for StoryWalk and Bingo Fundraiser: Susan, Karen, and Peggy had volunteered to work on designs, but there is no report yet for this meeting. Georgina noted that she has been doing the StoryWalk flyers, and is willing for someone else to take over but she has not been able to connect yet with Andrew at the State Park. It was noted that doing a generic flyer for StoryWalk on the second Saturday of each month rather than a specific flyer for each month would be less work. A save-the-date flyer for the Bingo Fundraiser is planned as well.

IX. **New Business:**

- A. Redbud Grant for 2024-2025: Pam noted that we need to decide if we want to submit a grant request for a smaller amount. Georgina stated that there is an ongoing need to supplement the CLLS funds for tutor and learner support, ESL support, and StoryWalk books especially if the program is expanded to Anderson Marsh. Pat is interesting in learning about and helping with the grant this year. It was voted to apply for Redbud Grant funds for 2024-2025 (*E. Oertel / P. Cox*)
- B. StoryWalk at Anderson Marsh: Andrew at Clear Lake State Park is interested in expanding the StoryWalk program to Anderson Marsh but there is concern about whether we could commit to providing volunteers for another monthly event. Jo and Susan are the only Coalition members who are State Park trained volunteers, but more are needed for a new program. Peggy and Pat expressed interest in doing the State Park training. Jo will get the State Park contact information to them and to all members.



Lake County Literacy Coalition
Board of Directors Minutes
Thursday, August 15, 2024
Zoom Video Conference

- C. Clearlake Oaks/Glenhaven Business Association grant: This group raises funds annually for a fireworks display and let it be known that there were extra funds that they wanted to disburse to local non-profit organizations. Deb submitted a letter of request to them for \$1000.00 to support the Literacy Program. Georgina mentioned that mail from them had been received and Deb asked her to open it when she is at the library to see if we received the grant.
- D. In Kind Reporting Forms for Volunteer Hours: Georgina noted that the reporting requirements for CLLS have changed so she only needs to report the number of volunteers and the number of hours. She suggested that we could set up a system to track hours and/or change the form we use.
- X. Next Meeting: Thursday, September 19, 2024, Zoom online video conference, 2:00 PM

Upcoming Outreach Events:

- Sa 9/14 StoryWalk 10:30-2:00 Clear Lake State Park – Jo, Deb, Peggy
Sa 9/21 Recovery Happens 9:30-2:30 Austin Park, Clearlake – Deb, Georgina (?)
F 10/11 Resilient Reentry 9:30-4:30 Woodland College – Nancy, Deb, India
Sa 10/12. StoryWalk 10:30-2:00 Clearlake State Park –
Sa 10/19 Health & Wellness Expo. 9:30-2:30 Xabatin Park, Lakeport – Deb, Pam

Adjournment: The meeting was adjourned at 3:15 PM.

Respectfully submitted,
Pam Klier, Secretary

LAKE COUNTY LITERACY COALITION - ANNUAL BUDGET COMPARISON TO ACTUAL

FISCAL YEAR: JULY 1, 2024-JUNE 30, 2025 (Year-to-Date)

8/31/2024

(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>
INCOME					
401.0	BINGO FUNDRAISING		5485	0.00	5485.00
404.1	INTEREST EARNED	Money Market	15	2.63	12.37
406.1	DONATIONS/AWARDS	Various Donors	1500	1000	500.00
406.3	GRANT INCOME		3000	0.00	3000.00
		TOTAL INCOME	10000	1,002.63	8,997.37
				(income realized)	
EXPENSES					
501.0	FUNDRAISING		2,500	0.00	2500.00
503.1	TUTOR TRAINING		150	0	150
504.1	MEMBERSHIP DUES	Pro Literacy	100	0	100
504.2	MEMBERSHIP DUES	NCLC Membership	25	0	25
505.1	TUTOR TEA		250	0.00	250.00
507.1	POSTMASTER	PO Box Rental (Box # 353)	185	182.00	3.00
507.2	POSTAGE		100	0	100
508.1	LIBRARY PROGRAMS	Annual MOU	5000	0	5000.00
509.1	SECRETARY OF STATE		25	0.00	25
509.2	STATE ATTORNEY GENERAL		25	0.00	25
510.0	INSURANCE		650	0.00	650
511.1	OFFICE & SUPPLIES		200	43.89	156.11
512.1	MISCELLANEOUS EXPENSES & SUPPLIES (LCLC)		290	0.00	290.00
512.2	STORAGE UNIT RENTAL EXPENSE (July 2021-June 2022)		500	80.00	420.00
		TOTAL EXPENSES	10000	305.89	9,694.11
				(expenditures made)	

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

FISCAL YEAR: JULY 1, 2024-JUNE 30, 2025 (Year-to-Date)

AS OF: August 31, 2024

(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>
INCOME					
401.0	FUNDRAISING		0.00	0.00	0.00
402.0	INKIND DONATIONS		0.00	0.00	0.00
404.1	INTEREST EARNED	Money Market	1.41	1.22	2.63
406.1	DONATIONS/AWARDS	Various Donors	0.00	1000.00	1000.00
406.3	GRANT INCOME		0.00	0.00	0.00
406.4	PIZZA FUNDRAISER		0.00	0.00	0.00
406.5	DONATIONS cash/prizes		0.00	0.00	0.00
		TOTAL INCOME	1.41	1,001.22	1002.63
				(income realized)	
EXPENSES					
501.0	FUNDRAISING		0.00	0.00	0.00
502.0	INKIND ITEMS		0.00	0.00	0.00
503.1	TUTOR TRAINING		0.00	0.00	0.00
504.1	MEMBERSHIP DUES	Pro Literacy	0.00	0.00	0.00
504.2	MEMBERSHIP DUES	NCLC Membership	0.00	0.00	0.00
505.1	TUTOR TEA		0.00	0.00	0.00
507.1	POSTMASTER	PO Box Rental (Box 353)	0.00	182.00	182.00
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	43.89	43.89
512.1	MISCELLANEOUS EXPENSES & SUPPLIES (LCLC)		0.00	0.00	0.00
512.2	STORAGE UNIT RENTAL EXPENSE		40.00	40.00	80.00
		TOTAL EXPENSES	40.00	265.89	305.89
				(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 2024-25 Proposed Budget

Source of Funding	Revenue
Lake County Library	\$64,449
California Family Literacy Services (California State Library Grant)	\$28,361
California Library Literacy Services (California State Library Grant)	\$29,518
California ESL Literacy Services (California State Library Grant)	\$19,000
Lake County Literacy Coalition	\$5,000
Total:	\$146,328

Expenditures for the Adult Literacy Program 2024-25 Proposed Budget

Expense Category	Expenditure
Salaries & Benefits	\$99,683
Services (Postal Service, Software, Databases)	\$6,863
Supplies & Materials (Books and Office Supplies)	\$37,915
Indirect Costs (Utilities, Janitorial, Administration)	\$1,868
Total:	\$146,328

Staff Commitment – Library Personnel 2024-25

Job Title	Full-time Equivalent
Literacy Program Coordinator	0.75 FTE
Library Division Staff – (Library Assistants / County Librarian)	0.05 FTE
ESL Program Coordinator (Extra Help)	0.45 FTE
Total:	1.25 FTE

RFA: LAKE COUNTY LITERACY COALITION
2024/2025

GRANTEE QUESTIONNAIRE

Person who completed this form: Pam Klier Date completed: 10/7/2023

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 is continuing to rebuild after the COVID pandemic under the direction of a new Program Coordinator with 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. A new ESL (English as a Second Language) program was begun in 2023-24 and the Jail Tutoring program has been restarted in 2024-25; both of these programs extend literacy services to more of our Lake County citizens.*

3. What are the organization's major sources of revenues and receipts? (Describe major fundraising events, grants, etc.)
 - a. *The Lake County Literacy Coalition conducted a new fundraising event, Bingo Fun for Literacy, in March 2024, which was successful in raising just over \$8000.*

 - b. *Previously, in 2022, the Coalition received grants from the Wine Alliance (\$2500) and from Enterprise Holdings Foundation (\$2000). In 2023-24 we chose not to apply again for these grants, but may do so in the future if a specific need arises. In August 2024 we received a grant from the Clearlake Oaks/Glenhaven Business Association (\$1000).*

 - c. *Donations from individuals and organizations are requested and received on an occasional basis, and during our fundraiser event.*

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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.

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.

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10. List Executive Management and their titles.

Debra Ehrhardt - President

Susan Parker - Vice President

Pam Klier - Secretary

Teresa Marks - Treasurer

Peggy Alexander, Pat Cox, 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.

One new Board Member joined in June 2024.

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

Name	Relationship	Type of Transaction
<i>None</i>		

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

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

14. List any affiliated organizations (Name and affiliation)

Literacy Programs of Lake County Library MOU

Northern California Literacy Coalition Membership

ProLiteracy Membership

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

None

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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?

None in 2023-2.

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

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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.

Signature *Date*

Signature *Date*

Title

Title