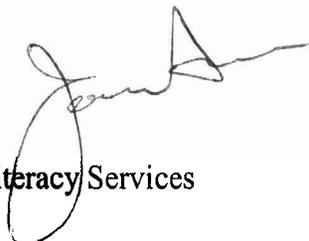


MEMORANDUM - El Dorado County Library

Date: November 6, 2006
To: Board of Supervisors
From: Jeanne Amos, Library Director
Subject: State Library Grant for Adult Literacy Services



Recommendation:

Library requests acceptance of the final payment of grant award in the amount of \$12,333 from the State Library for support of adult literacy programs, and authorization for Auditor to sign claim form and budget transfer.

Reason for Recommendation:

The final installment of the Adult Literacy Services grant was approved for \$12,333. We anticipated and budgeted the final installment to be \$10,000, therefore, need to adjust our budget to reflect the \$2,333 additional revenue. These funds are to be used to support adult literacy services and programs.

Fiscal Impact:

The 2006/2007 budget will include a total of \$22,333 in revenue from the state for adult literacy programs. There will be no change in net county cost.

Action to be Taken Following Approval:

1. Auditor-Controller to sign certification of claim
2. Auditor's Office to process budget transfer

CLAIM FORM

California Library Literacy and English Acquisition Services Program (CLLS) FY 2006/2007

California Education Code; Sections 18880-18884 ♦ CSL Budget Item 6120-213-0001

The _____ claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18884 of the California Education Code.

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their CLLS application and in Sections 18880-18884 of the California Education Code.

Budget revisions being submitted electronically, at this time, are true and accurate to the best of my knowledge.

Library Director (signature)

Typed Name of Signatory

CLAIM FOR PAYMENT OF GRANT

Claim of _____
Name of Authorized Library

Address _____

Date _____

Amount Claimed:

State Library Budget Office Use Only California Library Literacy Services \$ _____
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CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized officer of the claimant herein; that the claim is in all true, correct and in accordance with law and that payment has not previously been received for the amount claimed herein.

By _____
Official Representative of Fiscal Agent (Signature Required) Title

Note: Warrant to be issued for payment to the library to be addressed to:

(Authorized agency to receive, disburse and account for CLLS funds)

(Address of above agency)

Approval by State:

STATE LIBRARY BUDGET OFFICE BY: _____ DATE: _____
--

Doc#5865v2

Mail to: California State Library, Budgets/Local Assistance, P.O. Box 942837
Sacramento, CA 94237-0001

AUDITOR / CONTROLLER'S USE

EL DORADO COUNTY APPROPRIATION TRANSFER (29130 GOV. CODE)

TO BE COMPLETED BY THE DEPARTMENT

TRANSFER #	27077
DATE	
CODE BY	

BUDGET TRANSFER REQUEST #1

DOCUMENT TOTAL	4666.00
NUMBER OF LINES	2
TRANSACTION CODE TOTAL*	13

Library
DEPARTMENT OR AGENCY NAME

11/2/06
DATE

Jeanne 8546
DEPARTMENT AUTHORIZATION SIGNATURE AND PHONE NUMBER

PAGE 1 OF 1

COMPLETE THE INFORMATION BELOW WITH JUSTIFICATION NARRATIVE OR ATTACH A MEMO.
REMOVE THE GOLD COPY AND SUBMIT COMPLETE REQUEST TO THE AUDITOR / CONTROLLER'S OFFICE.
A BUDGET TRANSFER MUST BE AT LEAST TWO LINES, NOT EXCEED TWENTY-SIX LINES AND USE AN "ODD AND EVEN" NUMBERED TRANSACTION CODE*

* 002 = INCREASE ESTIMATED REVENUE
* 003 = DECREASE ESTIMATED REVENUE

* 011 = INCREASE IN APPROPRIATION / BOS APPROVED
* 012 = DECREASE IN APPROPRIATION / BOS APPROVED

S F X	TRANS CODE NO.*	INDEX CODE NUMBER	SUB OBJECT NUMBER	USER CODE NUMBER	AMOUNT	DESCRIPTION (50 CHARACTERS MAX.)
1	002	603000	0880		2,333.00	FY 06/07 Bud Rev Literacy Grant
2	011	603000	3000		2,333.00	FY 06/07 Bud Rev Literacy Grant
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

06 NOV - 7 AM 11:01

REVIEWED FOR FORMAT BY

Bob Tascano for Joe Harn 11/14/06
JOE HARN, C.P.A. AUDITOR / CONTROLLER DATE

APPROVED AND SO ORDERED THAT THE ABOVE TRANSFERS BE MADE (AS REQUESTED OR AMENDED) AND INCORPORATED IN THE MINUTES OF THIS MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

CHIEF ADMINISTRATIVE OFFICE - ANALYST DATE

SIGNATURE: CHAIRMAN, BOARD OF SUPERVISORS DATE

CHIEF ADMINISTRATIVE OFFICE DATE

ATTEST: CLERK, BOARD OF SUPERVISORS



CALIFORNIA
STATE LIBRARY
FOUNDED 1850

October 26, 2006

Jeanne Amos, Director
El Dorado County Library
345 Fair Lane
Placerville, CA 95667-5699

Dear Ms. Amos:

I am pleased to enclose a claim form for the remainder of your library's 2006/2007 California Library Literacy Services funding as determined by the California Library Literacy Services (CLLS) funding formula.

This **final payment** of your total allocation for the 2006/07 fiscal year is \$12,333, and is based on:

- A *per capita* amount per adult learner served at your library in 2005/06 that reflects the fact that Adult Literacy Services are the heart of our service, and are the basis for all other literacy services.
- A *match* on local funds raised and expended for adult literacy services at your library in 2005/06 - reflecting a commitment to a continuing State/Local partnership, and to providing an incentive for increased local support for adult literacy.

Earlier this year you received baseline amounts for the 2006/07 fiscal year for your CLLS approved program components. These baselines reflect the importance of each library having enough funds to provide at least a minimum level of local literacy staffing and service.

Below is a re-cap of your total CLLS funding for the 2006/07 program year:

Baselines:

- Adult Literacy Service - \$10,000

Subtotal baselines: \$10,000 (amount previously claimed)

Final Payment:

(Per Capita & Match) \$12,333 (amount to be claimed now)

GRAND TOTAL FOR 2006/07 \$22,333

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

- (1) Baselines – a change in the CLLS program components you are offering
- (2) Per Capita – an increase or decrease in the number of adult learners you served
- (3) Match – an increase or decrease in the amount of local funds expended on adult literacy

We will initiate the payment process upon receipt of your signed Claim Form (attached). This final payment will be processed after all reporting requirements from the prior fiscal year have been received and all adjustments made and unexpended monies returned.

Please mail the signed claim form to: California State Library
Budgets/Local Assistance
P.O. Box 942837
Sacramento, CA 94237-0001

Please revise your literacy budget for fiscal year 2006/07 utilizing the actual total allotment from the State Library as outlined in this award letter. The budget that you submitted with the application in May was based on projections. The revised budget forms should reflect updated information and more accurate figures than you had in May. These forms can be found at <http://cils.literacyworks.org/> after November 10 and must be completed by December 15. If you have questions completing these forms email Cindy Tackett at ctackett@library.ca.gov

Since electronic signatures are not available on the website at this time a statement acknowledging the accuracy of the revised budget figures has been added to the claim form for your signature to certify its accuracy. No additional signature document will be needed at this time.

You will be asked to report electronically twice this fiscal year—once in January, and again after the close of the fiscal year. My staff will soon provide more details on this process. All state funds must be expended or encumbered by June 30, 2007.

The following specific issues or observations have been made about your final report on the 2005/06 service year:

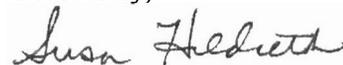
- We are concerned that fewer than 75% of your adult learners appear to be participating in the Roles and Goals process. We will look forward to increased participation in your next report. If you have questions about how to implement and/or report on Roles & Goals, please contact Valerie Reinke at vreinke@library.ca.gov or 951-786-0455.
- We encourage you to seek out partners in the community who could help increase your pool of adult participants. Partners such as adult schools and community colleges are often utilized for this purpose.

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

Carla Lehn	(916) 653-7743 or clehn@library.ca.gov
Jacque Brinkley	(916) 651-0376 or jbrinkley@library.ca.gov
Valerie Reinke	(951) 786-0455 or vreinke@library.ca.gov or
Cindy Tackett	(916) 653-7172 or ctackett@library.ca.gov

Best wishes in implementing your library literacy services.

Yours truly,



Susan Hildreth,
State Librarian of California

cc: Literacy Coordinator
Enclosures: Claim Form