



California Library Literacy Services 2022 – 2023 Continuing Libraries’ Application Form

Section 1. Applicant Information

1.1 Library Information

Question	Instructions
a. Full legal name of library jurisdiction	San Bernardino County Library
b. Street	777 East Rialto Avenue
c. City	San Bernardino
d. Zip	92415

1.2 Literacy Program Coordinator’s Contact Information

a. Name	Ina Feeney
b. Email	Ina.Feeney@lib.sbcounty.gov
c. Phone	(909) 387-2220
d. New coordinator since October 2021?	No
e. Check here if your program has an additional literacy contact person working with the program.	Yes

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	Melanie Orosco
b. Library Director’s Email	Melanie.Orosco@lib.sbcounty.gov
c. Library Director’s Phone	(909) 387-2220
d. New director since October 2021?	Yes

e. For library directors: Have you read and do you agree to the CLLS program essentials? Yes/No	Yes
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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	Melanie Orosco
b. Authorized Representative's Email	Melanie.Orosco@lib.sbcounty.gov
c. Is this individual the correct signatory on any claim forms?	Yes
If "no," please indicate the correct individual's name and email address.	
d. Is this individual the correct signatory on any certifications?	Yes
If "no," please indicate the correct individual's name and email address.	
e. Is this individual the correct signatory on any reports?	Yes
If "no," please indicate the correct individual's name and email address.	

Section 2. Program Information

Section 2.1 Basic or institutional information

a. Program name	Adult Literacy Program
b. What year did the program start?	1983-1984
c. Year left/returned to the program.	FedFund 89/90

d. How is the program provided? <ul style="list-style-type: none"> • In-house by the library • Contract with another library (please provide the library's name and the director's contact information) • Contract with another agency (please provide the agency's name and the director's contact information) • Other, please specify (please provide the organization's name and the director's contact information) 	In-house by the library
e. Number of main and branch libraries where adult library literacy services will be provided.	16
f. Number of community locations where adult library literacy services will be provided.	
g. Total number of locations.	16
h. Number of main and branch libraries within the library jurisdiction.	32
i. Percentage of total library outlets where adult literacy services will be provided.	50%

2.2 Participation in Regional Networks

a. Regional network name	Inland Literacy Network
b. Number of library literacy regional network meetings that you or a representative from your library attended during the previous reporting period.	3
c. Number of Adult Education Consortium meetings that you or a representative from your library attended during the previous reporting period. (Not required)	0

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

Budget Categories	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	\$104,139	\$671,545					\$104,139	\$671,545	\$775,684	Salaries with benefits included
Contract Staff										
Operations	\$6,590	\$5,270					\$6,590	\$5,270	\$11,860	mileage for staff / Tutor processing papers
Literacy Materials	\$1,000	\$3,870					\$1,000	\$3,870	\$4,870	Student workbooks and collection books
Small Equipment										
Equipment (\$5,000+)										
Subtotal	\$111,729	\$680,685					\$111,729	\$680,685	\$792,414	
Indirect	\$1,591	\$67,181					\$1,591	\$67,181	\$68,772	Rent/Utilities
Totals	\$113,320	\$747,866					\$113,320	\$747,866	\$861,186	

	Current Year	Previous Year	Percentage difference	
Total ALS budget	\$861,186			
Total FLS budget				
Total ESL budget				
Total budget	\$861,186			

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

4.1 Library Personnel

Position/Job Title	FTE	Previous year	Narrative (required)
Total CLLS (adults) FTE	13.20		staff provide service to the literacy program across the 16 different branch
Total CLLS (family) FTE			
Total CLLS (ESL) FTE			
Total FTE – library personnel	13.20		

4.2 Contract Personnel

Position/Job Title	FTE	Previous year	Narrative (required)
Total CLLS (adults) FTE			
Total CLLS (family) FTE			
Total CLLS (ESL) FTE			
Total FTE – contracted personnel			

Section 5. Description of Programs and Activities

5.1 Adult Literacy Services

a. Adult Literacy Services	
	Yes <input checked="" type="checkbox"/>
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. 300 words.)	We will provide one on onw literacy tutoring for low literacy or illiterate individuals, as well as basic computer classes for computer illiterate individuals. Staff works with volunteer tutors to make sure that everyone involved in the program feels comfortable and confident with the tutoring and
c. Please describe your outreach plans for recruiting learners and tutors to your program. (Max. 300 words.)	In branch there is signage and fliers for other tutors and potential learners, explaining the program and requirements, and staff will mention the program during customer greetings. Other avenues of informing the public about our

d. Please describe how your program will engage learners in program planning and how you will discover learners' aspirations. (Max. 300 words.)	Staff sit with learners, assess their literacy level, and if the learner is qualified for the program. Staff will then discuss the roles and goals that the learner wishes to focus on, and find out the learner's long term aspirations. Every six months, staff will meet with learners to see how they are progressing and if
e. Anticipated number of adult learners to be served this year.	550

5.2 Family Literacy Services

a. Family Literacy Services	No
If "yes," please complete the following four questions:	
b. Family Literacy Services	
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. Please include any relevant mobile literacy services that are connected to your CLLS family literacy services. NOTE: <i>We will not be asking for MLLS information on this application. This information will be collected only on the CLLS Final Report.</i> (Max. 300 words.)	
d. Anticipated number of enrolled adult learners to be served this year with their families .	
e. Please describe your outreach plans and programming plans for adults (with families) who are eligible to be enrolled in your CLLS program but who are <u>not currently enrolled</u> that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. Please include any relevant mobile literacy services that are connected to your CLLS family literacy services. NOTE: <i>We will not be asking for MLLS information on this application. This will be collected on the CLLS Final Report.</i> (Max. 300 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. 300 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	No
If “yes,” please complete the following four questions:	
b. English as a Second Language Services	
c. Please describe your planned program that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 300 words.)	
d. Please describe your outreach plans for recruiting learners and tutors to your program. (Max. 300 words.)	
e. Please describe how your program will engage learners in program planning and how you will discover learners’ aspirations. (Max. 300 words.)	
f. Anticipated number of English as a Second Language learners to be served this year.	

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.

a) Total number of Community Partners reported below:	17
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b) Community Partner	
San Bernardino County Aging and Adult Services	Program Promotion and referral to program as needed
Starbucks	Program Promotion
ARCO Gas Station	Program Promotion
Surfer Joes Sandwich Shop	Program Promotion
Adelanto Chamber of Commerce	Program Promotion

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

Section 8. English Language and Literacy Intensive, Non-CLLS English as a Second Language Services and Other Services

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

Budget Categories	ELLI	Non-CLLS ESL	Other Services	Total	Narrative (required)
Salaries & Benefits					
Contract Staff					
Operations					
Library Literacy Material					
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

Position/Job Title	FTE	Narrative (required)
Total ELLI FTE		
Total ESL FTE		
Total Other Services FTE		
Total FTE: Library Personnel		

Contract Personnel

Position/Job Title	FTE	Narrative (required)
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 Intensive (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	No
b. Please describe your planned ELLI programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 300 words.)	
c. Anticipated number of ELLI children to be served this year	
d. Anticipated number of ELLI parents/caregivers to be served this year	

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

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

a. Non-CLLS English as a Second Language Program	No
b. Please describe your non-CLLS-funded English as a Second Language Services planned programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. (Max. 300 words.)	
c. Anticipated number to be served this year	

8.5 Other Services

Other Services are defined as literacy services beyond the identified California Library Literacy Services 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. To gain a complete picture of local services, we ask you to please tell us about those services.

a. Other Services	No
b. Please describe your planned other services programming that explains what you will do, how you will do it, for whom you will do it, and the anticipated benefits. Please tell us how your other services are funded. (Max. 300 words.)	

Library Personnel Adult CLLS FTE

The FTE of the employees that work on the Literacy Program is 13.2--2022-05-17

Library Personnel Adult Narrative

The FTE of the employees that work on the Literacy Program is 13.2--2022-05-17

Library Personnel Programs Total

The FTE of the employees that work on the Literacy Program is 13.2--2022-05-17

Library Personnel Total Narrative

The FTE of the employees that work on the Literacy Program is 13.2--2022-05-17

Anticipated number of adult learners to be served this year

We are hoping to grow our numbers to what we expected our goals to be pre Covid.--2022-05-17