

1. REQUESTED MOTION:

ACTION REQUESTED:

Execute Florida Library Literacy grant agreement for "Roads to English" in the amount of \$24,978, approve budget amendment resolution in the same amount, approve budget transfer for matching funds [\$8,989], establish a Library Associate grant position. The grant and the position will expire on September 30, 2003.

WHY ACTION IS NECESSARY:

Commission approval required to execute grant agreement and establish positions; budget amendments must be adopted by resolution

WHAT ACTION ACCOMPLISHES:

Executes the grant agreement, accepts \$24,978 as unanticipated revenue, designates grant expenditures, moves funds from the Library Service fund to the appropriate grant matching fund, and establishes one Library Associate positions.

2. DEPARTMENTAL CATEGORY:  
COMMISSION DISTRICT #:

C6B

3. MEETING DATE:

10-15-2002

4. AGENDA:

- CONSENT
- ADMINISTRATIVE
- APPEALS
- PUBLIC
- WALK ON
- TIME REQUIRED:

5. REQUIREMENT/PURPOSE:  
(Specify)

- STATUTE
- ORDINANCE
- ADMIN. CODE AC-3-17
- OTHER

6. REQUESTOR OF INFORMATION:

- A. COMMISSIONER
- B. DEPARTMENT *Library*
- C. DIVISION *Cynthia N Cobb*
- BY: \_\_\_\_\_

7. BACKGROUND:

Funds will be available in grant account 12070414805.  
Funds will be available in grant match account 14070414800

- Attachments: (a) Grant Agreement  
(b) Budget Amendment Resolution  
(c) Request for Transfer of Funds

8. MANAGEMENT RECOMMENDATIONS:

9. RECOMMENDED APPROVAL:

A Department Director	B Purchasing or Contracts	C Human Resource s	D Other	E County Attorney	F Budget Services				G County Manager
					OA	OM	Risk	GC	
<i>Cynthia N Cobb</i> 10/3/02	<i>[Signature]</i> 10/3	n/a	n/a	<i>[Signature]</i> 10/3/02	<i>[Signature]</i> 10/3/02	<i>[Signature]</i> 10/3/02	<i>[Signature]</i> 10/3/02	<i>[Signature]</i> 10/3/02	<i>[Signature]</i>

10. COMMISSION ACTION:

- APPROVED
- DENIED
- DEFERRED
- OTHER

RECEIVED BY  
COUNTY ADMIN. *TD*  
10-3-02  
2:40  
COUNTY ADMIN.  
FORWARDED TO: *BH*  
10/3/02

CO. ATTY.  
10/3/02  
2:40 PM  
CO. ATTY.  
10/3/02  
38  
pm

## RESOLUTION #

Amending the Budget of the Library Fund #14805, Roads to English Grant to incorporate the unanticipated receipts into Estimated Revenues and Appropriations for the fiscal year 2002-2003.

**WHEREAS**, in compliance with the Florida Statutes 129.06(2), it is the desire of the Board of County Commissioners of Lee County, Florida, to establish the Roads to English Grant, Library Fund #14805 budget for \$24,978 of the unanticipated revenue from grant proceeds and an appropriation of a like amount for grant related salaries and;

**WHEREAS**, the Roads to English Grant, Library Fund #14805 budget shall be established to include the following amounts which were previously not included.

<b>ESTIMATED REVENUES</b>		
Prior Total:		\$0
Additions		
12070414805.331710.9002	Roads to English	\$24,978
Amended Total Estimated Revenues		\$24,978

<b>APPROPRIATIONS</b>		
Prior Total:		\$0
Additions		
12070414805.501210	Salaries	\$24,978
Amended Total Appropriations		\$24,978

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lee County, Florida, that the Roads to English Grant, Library Fund #14805 budget is hereby amended to show the above additions to its Estimated Revenue and Appropriation accounts.

Duly voted upon and adopted in Chambers at a regular Public Hearing by the Board of County Commissioners on this \_\_\_\_ day of \_\_\_\_\_, 2002.

ATTEST:  
CHARLIE GREEN, EX-OFFICIO CLERK

BOARD OF COUNTY COMMISSIONERS  
LEE COUNTY, FLORIDA

BY: \_\_\_\_\_  
DEPUTY CLERK

\_\_\_\_\_  
CHAIRMAN

APPROVED AS TO FORM

\_\_\_\_\_  
OFFICE OF COUNTY ATTORNEY

DOC TYPE YA  
LEDGER TYPE BA

Office of the Secretary  
Office of International Relations  
Division of Elections  
Division of Corporations  
Division of Cultural Affairs  
Division of Historical Resources  
Division of Library and Information Services  
Division of Licensing  
Division of Administrative Services



State Board of Education  
Trustees of the Internal Improvement Trust Fund  
Administration Commission  
Florida Land and Water Adjudicatory Commission  
Siting Board  
Division of Bond Finance  
Department of Revenue  
Department of Law Enforcement  
Department of Highway Safety and Motor Vehicles  
Department of Veterans' Affairs

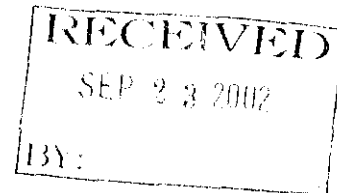
FLORIDA DEPARTMENT OF STATE

**Jim Smith**

Secretary of State

DIVISION OF LIBRARY AND INFORMATION SERVICES

September 18, 2002



Cynthia N. Cobb, Director  
Lee County Library System  
2345 Union St.  
Fort Myers, FL 33901

Subject: FY2003 Florida Library Literacy Grants Grant Awards

Project: Roads to English

Dear Ms. Cobb:

The Florida Library Literacy Advisory Council has submitted recommendations to Secretary of State Jim Smith for his approval. The response to this grant program has been overwhelming. I am pleased to advise you that the project identified above was recommended for funding.

The Grant Information sheet contains important information that you need to know about your grant. Also, check for any grant requirements that may be included under "Terms and Conditions" on the Notification of Grant Award.

If you have any questions, please contact Amy L. Johnson in the State and Federal Grants Office, or your liaison consultant, for assistance.

Sincerely,

Barratt Wilkins  
State Librarian

BW/alj  
Enclosures

STATE LIBRARY OF FLORIDA

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**FLORIDA LIBRARY LITERACY GRANTS  
NOTIFICATION OF GRANT AWARD  
Fiscal Year 2002-2003**

**Recipient:**  
Lee County Library System  
2345 Union St.  
Fort Myers, FL 33901  
Cynthia N. Cobb, Director

**Project Start Date:** Upon execution of grant agreement  
**Project End Date:** September 30, 2003

<u>PROJECT</u>	<u>PROJECT #</u>	<u>CSFA #</u>	<u>AWARD</u>
Roads to English	03-FLL-05	45.025	\$24,978

**TERMS AND CONDITIONS:**

Complete and submit a project revision if:

- Any changes are needed for successful implementation of the project.

  
\_\_\_\_\_  
Barratt Wilkins  
State Librarian

9-18-02  
\_\_\_\_\_  
Date

# Florida Library Literacy Grants APPLICATION

Application Due: August 1, 2002

**LIBRARY / ORGANIZATION NAME** LEE COUNTY LIBRARY SYSTEM

**MAILING ADDRESS** 2345 Union St., Fort Myers, Florida 33901

**PHONE #** 239/461-2900 **FAX #** 239/461-2919

**CONTACT PERSON** Kathy Mayo **E-MAIL ADDRESS** kmayo@leegov.com

**FEID #** 59-6000702

**CONTRACTING AGENCY NAME** Lee County Board of County Commissioners

**PROJECT NAME** ROADS TO ENGLISH

**GRANT FUNDS REQUESTED** \$ 24,978

**LIBRARY SERVICE AREA POPULATION** 454,918

**NUMBER PERSONS TO BE SERVED BY THE PROJECT** 350

**PROJECT SUMMARY:** (Do not exceed the space provided)

Adults needing English as a second language (ESL) instruction will receive assistance from the Lee County Library System through the Roads to English project. Project staff will offer classes for speakers of other languages - who are advanced beginners or beyond - to help them to improve their understanding, speaking, reading, and writing skills. Classes will use the *Crossroads Café* curriculum with its video and print materials. Staff will train volunteers as conversation partners to work with individual students and to assist with classes. Learners, their families, and new immigrants will participate in library programs that will introduce them to the public library and its resources.

Establishing the Roads to English project will involve many steps and individuals. The library will use project funds to hire a part-time ESL Instructor who will prepare and present the ongoing series of classes. Many staff will have a role in the project: the Literacy Coordinator, Multicultural Coordinator, Manager of Community Access Services, Fiscal Manager, and the library's Literacy Liaisons. Community partners will make referrals, serve on a project advisory group, participate in Roads to English activities, and promote the project.

Cynthia N. Cobb



August 1, 2002

**Typed Name and Signature of Library / Organization Director**

**Date**

# LITERACY OUTCOMES PLAN

Project Name Roads to English Library Lee County Library System

**Project Summary / Program Purpose:** Roads to English will enable adults needing English as a second language (ESL) instruction to receive assistance from the Lee County Library System. Project staff will offer classes for speakers of other languages (who are advanced beginners) using *Crossroads Café* materials to improve their understanding, speaking, reading, and writing skills. Staff will train volunteers as conversation partners to work with individual students and assist with classes. Activities will introduce learners and their families to the public library and encourage its use.

				<u>EVALUATION</u>	
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	INDICATORS	SOURCES/METHODS
<b>Library Staff (not limited to):</b> - Literacy Coordinator - Manager of Community Access Services - Multicultural Coordinator - Fiscal Manager  <b>Literacy Advisory Group</b>  <b>Library Literacy and ESL Materials Collection</b>  <b>Library Facilities and Equipment</b>	<b>1. Prepare and Present Instructional Programs for ESL Learners</b>	1a. 100 enrolled 1b. 4 ongoing series of classes meeting 2 hours per week, 40 weeks of the year	<b>1. Adult learners improve their literacy (ESL) skills</b>	<b>A. 70% of 75 adult ESL learners who attend at least 10 classes demonstrate an improvement in their English skills</b>	<b>A. - Attendance logs - Unit tests - Quarterly questionnaire - Student Portfolios</b>
	<b>2. Prepare and Present Introduction to the Library Activities for ESL Learners and New Immigrants</b>	<b>2. 10, 30-60 minute programs for an average of 15 people</b>	<b>2. Adults learners and new immigrants learn what resources and services the library offers</b>	<b>B1. 100 adult learners and new immigrants receive library cards B2. 50 adult learners with new library cards check out 5 items from the library</b>	<b>B. - Library statistics reports - Staff records</b>
	<b>3. Prepare and Present Volunteer Training Classes</b>	<b>3. 5 volunteer training classes averaging 5 people each</b>			
	<b>4. Issue Library Cards to New Library Users through Classes and Programs</b>	<b>4. 100 library cards issued to adult learners and new immigrants</b>			

EVALUATION					
INPUTS	ACTIVITIES	OUTPUTS	OUTCOMES	INDICATORS	SOURCES/METHODS
<b>Partner Facilities and Equipment</b> - Literacy Council of Bonita Springs - Lee Memorial Health System - Lehigh Acres Literacy Council - Literacy Volunteers of America, Lee Co.  <b>Library Financial Support</b>					

## INTRODUCTION

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The Lee County Library System, located in Southwest Florida, serves the 454,918 residents of the cities of Bonita Springs, Cape Coral, Ft. Myers, Ft. Myers Beach, and Sanibel – as well as those living in unincorporated Lee County. While the state is experiencing a slowdown in population growth, it is not evident in Southwest Florida where the building boom continues, the influx of new residents persists, businesses grow, and tourism remains strong. Lee's May 2002 unemployment rate of 3.7% is still one of the lowest in the country. The county population increased by 31.6% between the US Census of 1990 and 2000.

The library system operates seven branches and four regional libraries. This includes a 20,000 sq. ft. addition to the renovated Cape Coral-Lee County Public Library that opens on August 10. A fifth regional, a 40,000 sq. ft. library to serve residents living in the central part of the county, is now being planned and will open in 2004. In addition, the library system is considering sites for the Northwest Regional Library that will be located in the north end of Cape Coral. The system has a separate Library Processing Center and a well-established Community Access Services (CAS) unit that includes Bookmobile, Books-by-Mail, Talking Books, Literacy/ESL, Multicultural, and Assistive Technology programs.

This statistical snapshot of the library system tells more about its operation:

- In the 00/01 fiscal year, the system circulated 2,814,023 items, answered 658,276 reference questions, and had 1,534,244 visitors. Staff presented 829 adult and 2,355 youth services programs to an audience of 86,063. The collection included 984,390 print and AV items.
- The FY 2001/02 operating budget totals \$19,309,334, with an additional \$7,544,867 for capital improvements and \$1,302,730 from State Aid, bequests, and grants. The library system's operating expenses are funded from a dedicated property tax that is now set at .9630 mils.
- The system has 234 budgeted positions including 65 professional librarians. This represents 191 full-time and 43 part-time positions. In addition, there are 2.5 grant-funded, 18 on-call, and 14 student intern positions.
- By the end of this fiscal year, the system will have 191,670 sq. ft. of space in 13 buildings and will be adding an additional 33,000 sq. ft. by 2004.

The library system has a proven track record of successfully administering grant-funded projects. It has received over \$2 million in federal library grant funds since 1967. Those funds were used for a variety of projects, including converting the collection's records to MARC format; developing an assistive technology program of circulating devices; and establishing special collections on drug and



alcohol abuse, parenting information, hearing loss, and science and inventions resources for youth. The majority of projects were pilots for services that were later funded by the county and incorporated into its ongoing service delivery. In fact, the majority of the library's CAS programs were initiated or expanded with grant funds and most were later funded by the county. In 2001/02, the system is administering the fourth year of a *Born to Read* project and the third year of a Literacy project addressing English as a Second Language - both funded with federal Library Services and Technology Act (LSTA) monies.

The library system's Long Range Plan for FY 2000-2002 recognizes three service responses: Current Topics and Titles, General Information, and Learning Services. These objectives relate to Literacy:

Community members and their children will find a learning environment and specialized materials to help them reach their personal literacy goals

- To successfully implement the Crossroads Literacy (ELS) grant project.
- To maintain a current adult literacy READY collection.

These are the current vision and focus statements for the library system:

**Vision:** Accessible library services to meet community needs in an evolving world

**Focus:** to provide all community members quality access to materials, services, and facilities that support a diverse, progressive community

Lee County Library System (LCLS) has been recognized at local, state, and national levels for its outstanding services. The system was the first recipient of FLA's Intellectual Freedom Award in 1993 and retired director Dorothy Schirtzinger was *Library Journal's* Librarian of the Year in 1996. Special Services (now Community Access Services) was honored in 1995 as the Outstanding Human Service Organization for Education by Lee County's Community Coordinating Council. It received the 1997 ASCLA/National Organization on Disability Award for its services for seniors and persons with disabilities. The Manager of Community Access Services was recognized as the 1996 Citizen of the Year by the regional unit of the National Association of Social Workers. The Crossroads Literacy Project was selected by the State Library of Florida as one of six *Florida Public Libraries 2000 Exemplary Projects*. Most recently, the Multicultural Coordinator was honored as the 2002 Member of the Year by the SW Florida Hispanic Chamber of Commerce.

Over the years, LCLS has developed strong partnerships with local agencies and organizations and the media. The Community Access Services unit works closely

with agencies providing literacy programs in the county, especially the five county literacy coalition - READ Southwest Florida, Literacy Volunteers of America, and literacy councils in Lehigh Acres and Bonita Springs. In addition, the library system has strong ties with the local school system, especially its Adult Education, Literacy, Exceptional Student Education and Early Intervention programs. Other key partners in the area of community outreach include Hispanic Services of Catholic Charities, African Caribbean American Mission, Boys and Girls Club, Lee Memorial Health System, and Childcare of SW Florida.

## **NEED**

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Information from the 2000 US Census confirmed what staff were observing: Lee County is developing a diverse population from many nations. Of its 440,888 residents in 2000, 9.5% (42,042) were persons of Hispanic origin. The largest group of Hispanic residents is from Mexico, followed by Puerto Rico, Cuba, and the nations of Central and South America. Speakers of Haitian Creole are currently the second largest foreign language group in the county seeking English language instruction. Literacy providers are also seeing many new students from eastern Europe and the former Soviet Union, Brazil, and southeast Asia.

### **Persons of Hispanic origin**

While census data is not yet available on the specific language backgrounds and countries of origin of county residents, there is information on persons of Hispanic origin, the largest identified group. Census reports show that persons of Hispanic origin live in each of the county's 117 census tracts but most are concentrated in several communities: in the Tice and East Ft. Myers areas between I75 and downtown Ft. Myers, in central and southern Bonita Springs, and in Ft. Myers south of Colonial Blvd. between Summerlin Road and US 41. The 2002 *Hispanic Yellow Pages* includes 252 pages of ads in English and Spanish for businesses and organizations that want to reach this important market.

In a comprehensive study by population experts at the University of Miami and University of Florida, *Facts about Immigration and asking "Six Big Questions" for Florida and Miami Dade County*, researchers concluded that new immigrants are following the traditional pattern of foreign-born residents from earlier generations. They are opening small businesses; learning English; paying their fair share of U.S., state, and local taxes; intermarrying with U.S. natives; and are catching up to average American income levels within 15 years of arriving. This is the picture that community leaders are seeing in Lee County where Hispanics are represented at every income and employment level. While many recent immigrants are finding steady work in service, landscaping, and retail industries, others have moved into professional and middle-income positions.

The school system and other literacy providers have confirmed the library's experience that many of the recent Hispanic and Haitian immigrants have limited literacy in their native languages. Unlike most immigrants and part-time residents from European and Asian nations, often these adults experience a more difficult time in acquiring a new language.

### **Multicultural Program**

The library expanded its outreach to speakers of other languages through the hiring of its first Multicultural Program Coordinator, a county-funded position, in January 2002. Staff planned a number of activities with local organizations and agencies such as the SW Florida Hispanic Chamber of Commerce, Hispanic Services of Catholic Charities, Haitian American Orientation Center, the Multicultural Center, and El Amigos Center to increase library exposure in both the Hispanic and Haitian communities. Two series of consumer and health programs in Spanish and Haitian Creole began in the spring and will continue into the fall. Staff are working to reach more people through contacts with local businesses and faith-based groups serving families from different nationalities and cultures. Through these contacts, staff are hearing the message that people want more opportunities to learn and improve their English.

### **ESL Instruction**

To meet the requests for English instruction, ESL classes are now being offered through many organizations. The most comprehensive classes are those offered through the School District of Lee County. During this 2001/02 school year, the school system reached approximately 3,000 adults who were enrolled in their English for speakers of other languages (ESOL) classes. Their classes include full-time programs as well as less intensive programs; they are offered at nine locations. ESL tutoring is also provided by Literacy Volunteers of America (LVA) and the Literacy Councils of Lehigh Acres and Bonita Springs. In addition to established literacy providers, many churches and social organizations are also providing ESL instruction. The library's Literacy program has been working to identify and assist these smaller programs.

In speaking with local Literacy/ESL providers, it is clear that there is more demand for ESL instruction than the current programs can meet. Many have waiting lists of students and a shortage of volunteer tutors.

- The Literacy Council of Bonita Springs maintains an ESL student waiting list that averages 60 at any time. In 2001, with no advertising, their tutors worked with 510 students, many in workplace settings.
- Literacy Volunteers of America served 250 students in 2001 and maintained an average waiting list of 40 students. Their 123 tutors work one-on-one and with groups of two or three.

- Lee Memorial Health System has a growing need for ESL instruction for the many foreign born staff for whom English is a new language.

For the last three years, the library system has offered English as a Second Language (ESL) instruction for persons who wish to improve their English reading, writing, and speaking skills. Funded through federal Library Services and Technology Act (LSTA) money, the Crossroads Literacy Project offered instruction based on the popular *Crossroads Café* video and print materials. (Multiple copies of the 26 episodes of *Crossroads Café* along with the student and teacher materials are available for check out in every branch and the Bookmobile.) LSTA funding is not available for a fourth year, so the library is looking to continue providing ESL instruction using both local and grant monies.

The library's current Literacy program fills an important niche in local ESL instruction. It offers an alternative to the intensive programs that many individuals are not able to attend because of transportation, child care, and job constraints. Interested learners can attend a weekly *Crossroads* class and/or work at home using the *Crossroads Café* materials. Some learners use these classes to augment their attendance at other ESL training programs. These options give many ESL learners the flexibility that they need in their busy lives.

While the library's current offerings have been popular with many ESL learners, there are some additional elements that they would like to see: more tutors for one-on-one and small group work, opportunities for practicing their language skills with English speakers, and computer-based language software that they can use on their own. This proposal addresses those program components.

### **The Library: a logical ESL provider**

There are a number of reasons why the library system is a logical agency to meet some of these needs:

- The library has an established track record as a literacy provider since 1989 and ESL provider since 1999.
- The library has a large collection of materials for Literacy and ESL learners and tutors in each library and the Bookmobile. Called the READY collection, these print and audiovisual materials are selected with input from learners and literacy providers. READY materials are promoted for use by all local Literacy/ESL programs. The library already owns multiple copies of *Crossroads Café* materials for both classroom use and circulation.
- The library's Literacy Liaisons, staff members from each of the 11 branches and the Bookmobile, are responsible for literacy/ESL materials at their site. They assist patrons to find materials and keep branch staff

updated on new acquisitions.

- The library system has a county-wide service area with 11 libraries and the Bookmobile, is available weekdays and Saturdays with daytime and evening hours, and has study rooms at many locations.
- The library has established good relationships with many Lee County literacy/ESL providers and works to support the efforts of all local programs.
- Its Multicultural Program has helped to make important connections with communities representing many nationalities, languages, and cultures. Through this outreach effort the library is learning the most effective ways to reach families who desire to improve their English.
- Through the local government cable channel, the library will soon be broadcasting the *Crossroads Café* series several times a week at different hours.
- Recently, the library purchased on-line access to Rosetta Stone, foreign language instructional software for persons learning English and other languages

## **PARTNERSHIPS**

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The library's Literacy program has worked with these partners for many years on projects of mutual benefit. Each of them will participate on a Roads to English advisory group, make referrals for potential students, help promote project activities, and invite library participation in their tutor training efforts. The library will support their efforts by making student and tutor referrals to their programs, list their programs in library handouts, promote their programs during Literacy Week, and use their recommendations in purchasing materials for the READY collection.

- **Literacy Council of Lehigh Acres.** The Literacy Council, using the Laubach method, trains and places volunteer tutors to work one-on-one with ESL students. In addition to referring potential students to classes, the Literacy Council will provide a meeting place for a weekly class at its office location.
- **Lee Memorial Health System.** LMHS is the county's largest health provider with three hospitals, a network of health clinics, and numerous related services. In a cooperative agreement with Lee Memorial Health System, they will provide meeting space for two classes, one at Lee Memorial Hospital in downtown Fort Myers and the other at Cape Coral Hospital in Cape Coral. Many of the students in both classes will be Lee Memorial employees and referrals.
- **Literacy Council of Bonita Springs.** The Literacy Council, recently

awarded a grant from the Governor's Family Literacy Initiative, trains volunteers for one-on-one and small group tutoring, supports workplace literacy efforts in residential developments, and is starting a Family Literacy program with a local school. The Literacy Council will bring students and family members to the Bonita Springs Library for library programs and help promote Crossroads Café with their students.

• **Literacy Volunteers of America, Lee County.** LVA serves adults learners throughout the county, offering both Literacy and ESL tutoring in one-on-one and small group settings. LVA will keep its tutors up-to-date on library resources through its newsletter and training programs and encourage students to get library cards.

Community Supporters. In addition to project partners, the literacy program has the support of the following local organizations with whom the library will cooperate in a variety of ways: student referrals to appropriate programs, use of Crossroads Café materials in their programs, participation in project activities, and promotion of classes and training.

1. Dunbar Community School, located next to the library's literacy office and home to the county's largest ESL program
2. Hispanic Services of Catholic Charities, a vital agency for new immigrant families with sites in Ft. Myers and Bonita Springs
3. Haitian American Orientation Center, a key organization with ties to the local Haitian population in downtown Ft. Myers
4. Edisto Lake Apartment, a large housing project with a deposit collection of ESL materials and a tutoring site for adult learners
5. READ Southwest Florida, the regional literacy coalition where the library is an active partner

## **ACTION PLAN**

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### **1. Recruit, Hire, and Orient ESL Instructor**

Responsible persons: Literacy Coordinator & Manager of Community Access Services

Estimated date of completion: early November 2002

The Manager of Community Access Services and the Literacy Coordinator will be responsible for recruiting and hiring a part-time Library Associate who will be the project's ESL Instructor. The position will be advertised as soon as the project contract is signed and activated, probably in early October. Applicants will be interviewed and a candidate chosen by early November 2002.

The ESL Instructor position will be classified as a part-time Library Associate, a position that requires graduation from a four-year college or university with a major in library science, education, communication, or a related field and six months to one year experience in a library or related field. The position will provide English instruction to ESL learners using the *Crossroads Café* curriculum. It will require the ability to speak Spanish. The library system will prefer a candidate with good interpersonal experience, the ability to communicate well both orally and in writing, ability to work independently, good computer and organizational skills, and experience teaching English to non-native speakers.

Once hired, the person will be oriented to LCLS (with special emphasis upon Literacy, the READY collection, and *Crossroads Café* curriculum), computer/communications within the system, and the Roads to English project. As part of the orientation process, the Literacy Coordinator will take the ESL Instructor around to partners' offices and to meet others working in literacy/outreach agencies. Since this position will also work closely with the LCLS Multicultural Program Coordinator, activities to develop a working relationship will form part of the orientation process. To learn more about current ESL practices, the ESL Instructor and Literacy Coordinator will attend the annual Florida Literacy Coalition Conference in spring 2003.

## **2. Prepare and Present Instructional programs for ESL students**

Responsible person: ESL Instructor

Timeline: starting in Nov. or Dec. (depending on hiring date)

### **Classes**

The ESL Instructor will prepare and present at least 4 ongoing series of weekly ESL conversation classes (each consisting of 20 quarterly hours of instruction) in various locations around the county. Each class will last two hours. Based on current experience, staff project that the typical class will have a rolling enrollment of 14 - 17 and an average attendance of 10 - 12 students. Due to factors such as lack of transportation and child care, student attendance may vary.

The Roads to English project will use the *Crossroads Café* curriculum with its video and print materials to assist language learners in improving their English skills. The flexible, multi-level texts encourage students of varying levels to participate in these sessions.

Roads to English classes will be offered at libraries and community sites

using library materials and equipment. Settings will vary from the classroom environment at the Literacy Council of Lehigh Acres and library meeting rooms to the medical libraries of the two hospitals.

Six volunteer tutors will work with the ESL Instructor assisting at one or more classes, providing help and additional practice between classes, and filling in when the instructor must be away from class.

### **Curriculum**

The *Crossroads Café* curriculum helps non-native speakers improve their English utilizing video and print materials to make learning relevant and interesting. This 26-episode, PBS-quality "dramedy" – a blend of drama and comedy – centers on six likable characters and *Crossroads Café*, a neighborhood restaurant. In addition to a continuing engaging story, each half-hour episode features two video sidebars: *Culture Clips*, a documentary style segment focusing on issue-oriented cultural themes portrayed in the story (such as the changing roles of marriage partners); and *Word Play*, an animated segment focusing on language functions (such as comparing things).

The print materials of *Crossroads Café* are multi-level, designed with graduated levels of challenge. Learners "grow" with *Crossroads Café* using the same *Worktext*, *Photo Stories* and videos over and over as they work through the levels and gradually gain more proficiency. The project will use the materials to meet the needs of students from advanced beginning through intermediate ESL levels. One of the print resources, *Partner Guide*, to be used by an English-proficient friend, family member, or volunteer tutor, guides that person to effectively help the student gain strength in English by conversation practice related to the program. The *Teachers Resource Guides* were written with a classroom instructor in mind. *Learning English with Crossroads Café* and *Teaching English with Crossroads Café* videos are also available. The library has multiple copies of these publications available for public check-out.

A typical program starts with a warm welcome by the ESL Instructor and an ice-breaking introduction "game." Goals for the session are discussed. The group reviews the story line, with individuals responding with descriptions of the main characters of this ESL "dramedy." As applicable, a few words or key phrases are written out for all to see on the wall chart. The scene is set for the video to begin and the group watches the film. At several points, the ESL Instructor stops the video and initiates discussion of plot, character development, or points of English grammar. Depending



upon the video segment, the whole episode may be shown, or the group may spend so much time in discussion or "re-viewing" that half of it will be saved for the next meeting. Reading and writing activities are done with partners or in small groups (many activities are taken from the *Teachers Resource Books*). This work is followed by immediate feedback and corrections. A review concludes the program, seeing if the session goals were met and providing repetition for key language concepts.

The ESL Instructor will encourage learners to check out *Crossroads Café* materials and other library literacy materials and continue working independently at home and with conversation tutors.

### **3. Prepare and Present Activities to Introduce Learners to the Library**

Responsible Persons: Multicultural Coordinator and Literacy Coordinator

Timeline: On-going

The Literacy Coordinator and the Multicultural Coordinator will organize "introduction to the library" activities. They will publicize the activities with ESL students, faith-based organizations, social service agencies, literacy providers, public school ESOL classes, and other multicultural groups. They will hold at least 10 programs, 30 - 60 minutes in length, to inform limited English speakers and new immigrant families about library services. When appropriate, they will present the activities in another language. These programs will be held at libraries and community sites.

The programs will strive to make individuals and families feel comfortable entering the library and introduce them to the resources the library has for each age group. Staff will see that patrons have library cards and know how to contact library staff for assistance, find materials on the shelf, and enroll their children and themselves in library programs as appropriate. They will introduce attendees to the library's catalog.

### **4. Implement Volunteer Training Classes**

Responsible Person: Literacy Coordinator

Timeline: On-going

The Literacy Coordinator will hold a minimum of five volunteer training workshops using the *Crossroads Café Partner Guide* or *The Teacher's Resource Book*. This will teach English-proficient friends, family members, business associates, teachers or literacy volunteers how to help students gain strength in English by conversational practice related to the program. The conversation partner training session is three to four hours in

length and staff will offer it at the Bonita Springs, Cape Coral, East, or South County libraries as well as in community sites. Staff will offer the training throughout the length of the project.

These volunteer training sessions will teach members of the community how to use the *Crossroads Café* materials with students wishing to learn English. In addition, it will cover effective practices for facilitating conversations and techniques for encouraging individual participation. There will be a pre- and post-test to assess effectiveness of the training. Participants will also give feedback on each session with an evaluation.

Following completion of the volunteer training, the Literacy Coordinator will recruit persons to be class assistants or conversation partners with individual students. The Literacy Coordinator will be responsible for maintaining records of each person's volunteer hours, providing on-going training and support, and handling program evaluations from volunteers.

#### **5. Select and purchase ESL materials**

Responsible person: Literacy Coordinator

Timeline: completed by January 2003

Because the library has many of the materials needed to implement Roads to English, staff will purchase only supplemental materials to add to the library's READY collection. The Literacy Coordinator will solicit advice on purchases from ESL learners, the ESL Instructor, Literacy Liaisons, and local literacy providers. The Coordinator will evaluate products, initiate purchase order requests, and work with acquisitions and processing staff to facilitate the process. Based on current use and comments by ESL learners, the materials will probably include print, video, and audio formats aimed at the beginning and intermediate level student.

#### **6. Establish and maintain working relationships with project partners**

Responsible person: Literacy Coordinator

Timeline: on-going

During the project year, the Literacy Coordinator and ESL Instructor will meet with representatives of all partner agencies individually at their sites. The Literacy Coordinator is responsible for communicating in writing and in person with partners.

The Literacy Coordinator will hold two meetings of the Project Advisory Group. All staff involved with the project (ESL Instructor, Literacy Coordinator,

Multicultural Coordinator, and Manager of Community Access Services) will meet with members of the advisory group. It is composed of people from the community, educators, key library staff, and representatives of the partner organizations. The advisory group will assist with planning, implementation, and evaluation activities. In addition to these meetings, the Literacy Coordinator will organize a luncheon meeting for all local literacy providers and community partners. This will be an opportunity to share information about the project and provide a forum for networking.

## **PUBLICITY PLAN**

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### **Library Staff Activities**

#### **Project Staff**

- develop and submit information to Community Relations for preparing information releases, printed materials, and web site updates.
- prepare articles about the project for the library's staff newsletter, the Communiqué, as well as the library's bi-monthly patron newsletter
- plan and organize library participation in community outreach activities
- keep staff updated on project activities through presentations at the all-staff in-service day and at new employee orientation sessions

#### **Community Relations Staff**

The library's Public Information and Graphic Specialists will be instrumental in promoting the project.

- distributing information releases to area press and media (min. of 5)
- producing flyers, bookmarks, and posters highlighting classes, local ESL opportunities, library resources, and programs (min. of 6)
- update information on the LCLS web page as necessary. Project staff will submit up-to-date information at a lower-reading level, in Spanish as well as English.

#### **Literacy Liaisons (12)**

- displaying flyers, answering questions about ESL classes, and implementing Literacy Week activities.

### **Partners and Community Supporters**

Partners and community supporters distribute flyers about project classes and volunteer training; make students, employees, and volunteers aware of the classes; participate in selected community outreach activities; and feature the project in their newsletters.

### **Community Outreach**

- Community Events Staff will actively seek opportunities to present information about the project at community events such as multicultural

festivals and the Lee County Reading Festival. They will have display tables as well as participation by the Bookmobile and other units, as appropriate (min. of five)

- Speaking Engagements Staff will speak to groups such as churches, social and services clubs, and classes representing new immigrant families and the general public. (min. of four)
- Presentations Staff will make presentations at tutor training classes for local literacy providers to make their tutors aware of library resources, including ESL and Literacy materials available for them to use. (min. of four)
- Writings Staff will submit Letters and/or articles to local newspapers and newsletters about the project as part of the library's International Literacy Day activities in September and at other times of the year as appropriate. (min. of four)
- Interviews Staff will give interviews on radio (especially to Spanish and Haitian language stations) and television. (min. of two)
- Community Gathering Spots Staff and volunteers will publicize the library's many outreach programs, including Roads to English, at several flea markets, cafes, and grocery stores that primarily serve Latino families.
- Hispanic Yellow Pages of Southwest Florida The library system will have listings and ads in both the Spanish and English sections of the *Hispanic Yellow Pages* to promote its libraries, ESL project, and multicultural resources
- International Literacy Day/Literacy Week For International Literacy Day/Literacy Week in September, the project will be featured in displays and activities at the eleven branches. Staff will distribute information releases to the media and press.

## **EVALUATION**

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### **Outcome #1: Adult learners will improve their literacy (ESL) skills**

During the year, the library expects to serve at least 100 students in its classes. Due to barriers such as lack of child care and transportation, many of them will have irregular attendance. The library will ask each student to attend at least six classes (12 class hours) every quarter and expect that 75% will do so. Staff expect that 70% of 75 students who attend at least 10 classes will demonstrate an improvement in their English skills. The ESL Instructor is responsible for these measures:

- Staff will keep an attendance log for each class. This will help them to determine the number of persons at each program and the number of different classes that each person attends.

- Each student will complete a simple questionnaire at the end of each quarter. This self reporting measure will provide on-going feedback on the program experience as well as an indication of how the program content is being used.
- Students will take a unit assessment after completing each unit. This assessment reflects the different components of the video program and Worktext assignments. There are three different assessment tool for each unit based on the levels of the learners. Students will be given the assessment that most closely fits their level of comprehension.
- The ESL Instructor will maintain "portfolios" on each student in the program. A student portfolio will contain the following:
  - student registration
  - student assessment checklists - completed by students and instructor
  - unit evaluations - completed at the end of each unit
  - copies of student work and writing

The Instructor will use the portfolios to make informal assessments of progress.

**Outcome #2: Adult learners and new immigrants learn what resources and services the library offers**

During the year, the library expects to reach 200 persons through its activities to introduce people to the library. The target audience is ESL learners (from Roads to English and other programs), their families, and new immigrants. The library expects that at least 100 people will sign up for library cards and 50 of those will check out at least 5 items. The Literacy Coordinator is responsible for tracking these measures

ESL learners who attend classes and introduction to the library activities will be encouraged to sign up for library cards for themselves and their family members. Staff will code the patron records and track card usage on the library's automation system. This will provide an indication of the number of times the cards are used and how many items are checked out. The data collected will be used in the mid-year and annual grant reports.

Library Name Lee County Library System  
 Project Name Roads to English

**BUDGET**

(Round all amounts to nearest dollar. Add additional lines if needed to include all information in a section.)

	<u>F.T.E.</u>	<u>LITERACY GRANT</u>	<u>LOCAL MATCH</u>
<b>SALARIES &amp; BENEFITS</b> (Position Title)			
(List all positions paid from grant or matching funds)			
ESL Instructor (Library Associate)	.70	\$ 24,978	\$
Literacy Coordinator (Librarian)	.10		5,254
<b>TOTAL SALARIES</b> .....		\$ 24,978	\$ 5,254
<b>CONTRACTUAL SERVICES</b> (List each vendor)			
		\$	\$
<b>TOTAL CONTRACTUAL SERVICES</b> .....		\$	
<b>LIBRARY MATERIALS</b> (Include type and numbers of materials to be purchased)			
ESL materials		\$	2,500
<b>TOTAL LIBRARY MATERIALS</b> .....		\$	\$
<b>SUPPLIES</b> (List supplies needed)			
		\$	\$
<b>TOTAL SUPPLIES</b> .....		\$	\$
<b>TRAVEL</b> <i>Local</i>		\$	435.
<b>EQUIPMENT</b> (Equipment and furniture with a useful life of at least one year and a unit cost of \$1,000 or more)			
		\$	\$
<b>TOTAL EQUIPMENT</b> .....		\$	\$
<b>OTHER</b> (Specify)			
Printing		\$	800
<b>TOTAL OTHER</b> .....		\$	800
<b>TOTAL</b> .....		\$ 24,978	+ \$ 8,989 = \$ 33,967

## **BUDGET**

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**EXPLANATION AND JUSTIFICATION FOR EXPENDITURES:** The library system will make a financial commitment of matching funds to the project. In addition, it will expend funds which are not calculated in the match, including such items as office space and furniture, use of computers and the library's network, telephone and fax use, office supplies, use of county vehicle, and purchase of additional materials for the READY collection. These staff members will be involved in the project but their salaries will not be included in the local match: Manager of Community Access Services, Fiscal Manager, Multicultural Program Coordinator, the 12 Literacy Liaisons, and the Public Information and Graphics Specialists.

### **Salaries and Benefits**

#### **1. ESL Instructor**

The part-time ESL Instructor (Library Associate) will be responsible for the daily implementation and evaluation of the instructional program. All of the salary for this position (11 months, 28 hours/week) will be paid with grant money. The county pays reduced benefits to staff working less than 30 hours/week.

Salary:	\$30,240	x	70%	=	\$ 21,168
Benefits:	\$ 5,443	x	70%	=	\$ 3,810

#### **2. Literacy Coordinator**

The Literacy Coordinator (Librarian) will facilitate the work of the ESL Instructor, plan and present the volunteer training, coordinate project activities, and prepare project reports. Although approximately fifty percent (50%) of the Literacy Coordinator's time will be spent on the Roads to English Project, the library will match with ten (10%) percent. This position will be fully funded with local funds.

Salary:	\$37,532	x	10%	=	\$ 3,753
Benefits:	\$15,012	x	10%	=	\$ 1,501

**Although the following three positions will be closely involved in carrying out project activities, their salaries will not be used as part of the local match.**

#### **Community Access Services Manager**

The Community Access Services Manager (Library Manager) will assist with strategic planning, report writing, and project promotion. Five percent

(5%) of the CAS Manager's time will be spent on Roads to English. This position will be fully paid for with local funds.

**Multicultural Program Coordinator**

The Multicultural Program Coordinator (Library Associate) will assist with project promotion to ESL families, gather community information, and help with special events. Fifteen percent (15%) of the Multicultural Program Coordinator's time will be spent working with project activities. This position will be fully paid for with local funds.

**Fiscal Manager**

The Fiscal Manager will track expenditures and prepare necessary budget report. One percent (1%) of the Fiscal Officer will spend on record keeping related to Roads to English. This position will be fully paid for with local funds.

**Library Materials**

The library will purchase additional ESL materials for the READY collections in print, video, and audio formats. They will supplement the Crossroads Café curriculum materials. Exact numbers and titles will be determined after getting input from learners and literacy providers.

ESL materials budget = \$2500

**Supplies**

No supplies will be purchased with grant money.

**Travel**

**Local Travel**

The ESL Instructor will travel throughout the county to visit partner agencies and other literacy providers and to teach ESL classes. Whenever available he/she will use a library car. When personal vehicles are used, the county will pay the approved reimbursement of 0.29/mile. All local mileage will be paid for by local funds.

1,500 miles @ .29/mile = \$435

**Equipment**

No equipment will be purchased with grant funds.

**Other**

**Printing Promotional Materials**

The project will produce posters, brochures, flyers, and bookmarks to promote the project and its activities in the community. Some will be



printed in-house and others will be printed by outside printers. These will be provided through expenditure of local funds.

Budgeted for printing

\$ 800



Literacy Volunteers of America  
Lee County, Florida, Inc.

Chapter Founder  
Joycelyn Diehl

July 29, 2002

Kathy Mayo, Manager  
Community Access Services  
Lee County Library System  
2050 Central Avenue  
Fort Myers, FL 33901

Dear Ms. Mayo:

Literacy Volunteers of America, Lee County, Florida, Inc. wholeheartedly supports your grant proposal to continue the highly successful Crossroads Café Program in Lee County.

As you know, as a non-profit organization, we help individuals eighteen and over improve their ability to read and to comprehend English through one-on one tutoring and group tutoring at no cost to the students. Presently, 80% of our students are speakers of other languages. Our tutors are trained to tutor those with limited English skills or those at intermediate stages. They are not equipped, however, to tutor those at a higher level. The Crossroads Café Program serves this valuable need. Thus, working together, we can serve all those who want to seek better employment and to live more fulfilling lives.

The loss of the Crossroads Café Program would create a serious void in the war against illiteracy.

Sincerely,

Donna J. Phillips  
Executive Director

DJP:mSP

# LALC

Lehigh Acres Literacy Council, Inc.  
9 Beth Stacey Blvd, Suite 202  
Lehigh Acres, FL 33936-6043  
Ph. 941-368-1002

July 29, 2002

Barbara Coons  
Literacy Coordinator, Lee County Library System  
3095 Blount St.  
Ft. Myers, Fl. 33916

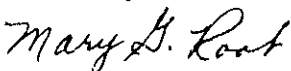
To whom it may concern:

As Director of the Lehigh Acres Literacy Council, Inc., I would like to inform you of the need for the library services, especially in the field of English for Speakers of Other Languages (ESL). The library person who has been conducting classes here is outstanding and necessary to promote literacy in our community.

At present we have 23 tutors and many adult students waiting to be tutored. Our waiting time has been many months for a tutor, as the influx of foreign born students has been tremendous. Twenty four percent of our population is mostly foreign born with a few American born being functionally illiterate.

The current library support program is greatly needed and more funding is definately necessary. We hope you can support this financial cause.

Sincerely,



Mary G. Root

Director

Lehigh Acres Literacy Council, Inc.



# Medical Libraries

LEE MEMORIAL HEALTH SYSTEM

Ms. Kathy Mayo  
Manager of Community Access Services  
Lee County Library System  
3095 Blount St.  
Fort Myers, FL 33916-4100

July 29, 2002

Dear Ms. Mayo,

On behalf of the Lee Memorial Health System, I would like to express our gratitude for the excellent work your instructors do when teaching English to our foreign-born employees. The Crossroads Café program is of great benefit to those of our employees for whom English is a second language. Thanks to these classes, their command of language improves and thus their prospects for career development. Their learning is enhanced by the fact that classes take place in the hospital where they work. Their supervisors encourage and enable them to attend Crossroads Café meetings; therefore the attendance is very high.

Many of the foreign-born workers have knowledge and skills, which we could use in health care, but the difficulties they face with speaking and reading English prevent them from working to their potential.

The health care industry is facing an enormous challenge of securing an adequate staff of nurses and other clinicians to care for our aging population. Therefore, it is depending more and more on immigrants from all over the world, who are able and capable of learning health care professions, to join the ranks of American-born professionals. For these immigrants, learning English is the first and the most important step on the road to these professions.

The assistance ESL instructors provide to our health system is invaluable, and I can not imagine how we could manage without them.

I hope that you will continue providing this program to our employees for years to come. We need you.

Sincerely,

Narges Ahmadi, Medical Librarian  
Lee Memorial Health System



## Literacy Council of Bonita Springs



26 July 2002

Ms. Barb Coons  
Dunbar Jupiter Harmon Public Library  
3095 Blount Street  
Fort Myers, FL 33916-4100

Dear Barb:

The Literacy Council would be pleased to continue its collaboration with the Lee County Library system.

The need in Bonita Springs for ESL classes is inadequately met. The Council typically has 50 to 70 on its waiting list for services. We don't advertise in the community. Once we set out a sandwich board on the street saying "Apprende Ingles Gratis". We had to pull it in after three days as we were inundated with 60 requests for English classes during that short period.

Ten to twenty-five volunteer tutors sign up for each of the tutor-training workshops that we offer eight or nine times a year. Volunteer tutors, who work with one to three students, form the base of our teaching staff for the community. This month for the first time the Council has hired an ESOL teacher for a class of 26 students. Fifty-three adults still remain on the waiting list and the August workshop has ten registrants.

This huge need can not be a surprise when one considers that the Hispanic population of Lee County has increased enormously in the last ten years, by 179% (Bonita *Daily News*, March 28, 2001). Few of the newcomers speak English. The two Bonita elementary schools have limited-English students that make up 25 and 30% of their populations. It's their parents who are looking for English classes.

The typical student of the Council is an entry-level worker in food service, construction, and landscaping businesses in the area. The levels of education in the home country vary from little or no education to university degrees. These folks want to do well on the job, get better jobs, be able to go to the doctor and explain their symptoms, help their children with their education, and make informed purchases. They know that English is essential in that endeavor.

The following list of achievements describes the efforts of the Council to meet the need. The Library has also helped fill this need, in part, by offering classes for the last two years in the Crossroads Café, by expanding their offerings of Ready Materials, and by helping the students and tutors of the Literacy Council learn about the Library's resources. The loss of any of these services would be a loss for all English learners—and for the community in which they live and work.

Sincerely,

Katie Verna  
Program Director

PO Box 2703  
Bonita Springs, FL 34133

Located at 27308 Old 41 Rd.

#### BOARD OF DIRECTORS

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#### PROGRAM DIRECTOR

Katie Verna

PHONE  
941 495-0999

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941 495-0071

E-MAIL  
[literacycouncil@yahoo.com](mailto:literacycouncil@yahoo.com)

WEBSITE  
[www.geocities.com/literacycouncil](http://www.geocities.com/literacycouncil)



United Way of Lee County  
Partner Agency



# Literacy Council of Bonita Springs



## Achievements of the Literacy Council in 2001-2

1. The Council trained 232 new tutors in 11 workshops in FY2001 as compared to 107 tutors trained in 6 workshops in FY2000. In FY2001, 510 students studied with 304 tutors as compared to 277 students with 146 tutors in FY2000.
2. The Council hosted a "Literacy Celebration" at Barnes & Noble on March 3, 2002. Among other activities, Bonita Springs Mayor Paul Pass and ABC TV News anchor Len Jennings read books to the children and announced the winners of the essay contest made available to local students; a tutor and student read the poetry of Pablo Neruda in English and Spanish. The winning essays were published in the Bonita Banner and are posted at <http://www.bonitanews.com/02/03/bonita/d733075a.htm>  
A report of the event is posted at the Naples Daily News: <http://www.bonitanews.com/02/03/bonita/d716763a.htm>
3. The Council added a classroom to its office when the space next door was vacated during the summer. The room holds six to eight tutor and student sessions each evening.
4. Thanks to the enthusiasm and enterprise of tutors, new resident-organized literacy programs are flourishing at Lighthouse Bay at the Brooks, Pelican's Nest Golf Club, Imperial Golf Course and Collier's Reserve. Residents teach English to employees of the clubs and communities. Bentley Village's program, the grandfather of resident-organized programs, is in its fourth year.
5. Mom's English class, Feb-Apr. 2002, was a collaborative project with Hispanic Services of Catholic Charities. The Council provided the teachers; the HSCC identified students, transported them to St. Leo's and provided childcare during class.
6. Two new tutor trainers completed certification in 2001. A tutor-training team is working toward certification in 2002.
7. Establishment of *Lamplighter Too*, the newsletter for and by students.
8. In February 2002, the Council hired a part-time Office Assistant (12 hr/week). She's a former student, she's bilingual and she's good at data entry, which has become a serious issue as the Council has grown.
9. Thanks to volunteers, the computer lab has been open weekday mornings and evenings and on Saturday mornings and Sunday afternoons.
10. In 2001 a free website was set up for the Council by volunteer Shannon Hoffman, who is a trainer with the Council and is the literacy coordinator for the development company WCI.
11. Pilot Family Literacy Programs were set up, through cooperation of the schools, at Bonita Springs Elementary and at Spring Creek Elementary for a total of 15 families. Twice a week the children received instruction in reading from a paid teacher, and the parents studied English with Council tutors. At the end of the evening, the children rejoined the parents to read a book together. The families were identified because the children were struggling with reading in school. Both the schools and the Council hope to continue the program next year.
12. The Literacy Council was awarded \$50,000 by the Governor's Family Literacy Initiative for 2002-3 for family literacy programs for thirty families at the Bonita Springs and Spring Creek Elementary schools.

**Florida Department of State, Division of Library and Information Services  
FLORIDA LIBRARY LITERACY GRANT AGREEMENT**

AGREEMENT executed and entered into \_\_\_\_\_,

BETWEEN the State of Florida, Department of State, Division of Library and Information Services, hereinafter referred to as the DIVISION, and the

GRANTEE:                   Lee County Board of County Commissioners for and on behalf of Lee County Library System

the PROJECT:             Roads to English

the GRANT AMOUNT:     Twenty-four thousand nine hundred seventy-eight dollars (\$24,978)

released in two equal payments by the DIVISION by June 30, 2003. The project period ends September 30, 2003.

Unless there is a change of address, any notice required by this agreement shall be delivered to the DIVISION, 500 South Bronough Street, Tallahassee, Florida 32399-0250, for the State, and to Lee County Library System, 2345 Union St., Fort Myers, FL, 33901, for the GRANTEE. In the event of a change of address it is the obligation of the moving party to notify the other party in writing of the change of address.

The DIVISION, as administrator of state funds authorized under Section 257.191, *Florida Statutes*, is desirous of providing a grant. The GRANTEE agrees to meet all state requirements.

The parties agree as follows:

- I. The GRANTEE agrees to:
  - a. Administer all funds granted to it by the DIVISION to carry out the project as described in the project proposal and revisions submitted to and approved by the DIVISION. The project proposal and revisions are incorporated by reference.
  - b. Provide the DIVISION with statistical, narrative, financial and other evaluative reports as requested.
  - c. Retain and make available to the DIVISION, upon request, all financial and programmatic records, supporting documents, statistical records, and other records for the project.
  - d. Retain all records for a period of 5 years from the date of submission of the final project report. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the 5 year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular 5 year period, whichever is later.
  - e. Pay out all project funds on or before the project ending date.
  - f. Use and maintain adequate fiscal authority, control, and accounting procedures that will assure proper disbursement of, and accounting for project funds.
  - g. Perform all acts in connection with this agreement in strict conformity with all applicable State laws and regulations.
  - h. Not discriminate against any employee employed in the performance of this agreement, or against any applicant for employment because of race, color, religion, gender, national origin, age, handicap or marital status. The GRANTEE shall insert a similar provision in all subcontracts for services by this agreement.
  - i. Expend all grant funds received under this Agreement solely for the purposes of the project. These funds will not be used for lobbying the legislature, the judicial branch, or any state agency. Repay to the DIVISION any and all funds not thus expended.
  - j. Notify the Florida Department of State's International Office of any international travel for a presentation, performance, or other significant public viewing, including and organization associated with a college or university. The notification shall be made at least 30 days prior to the date the international travel is to commence pursuant to Section 15.182, *Florida Statutes*.

- k. In the event that the GRANTEE expends a total amount of State awards (i.e., State financial assistance provided to the GRANTEE to carry out a State project) equal to or in excess of \$300,000 in any fiscal year of such GRANTEE the GRANTEE must have a State single or project-specific audit for such fiscal year in accordance with Section 215.97, *Florida Statutes*; applicable rules of the Executive Office of the Governor and the Comptroller, and Chapter 10.550, Rules of the Auditor General. In determining the State awards expended in its fiscal year, the GRANTEE shall consider all sources of State awards, including State funds received from the Department of State, except that State awards received by a nonstate entity for Federal program matching requirements shall be excluded from consideration.

In connection with the audit requirements addressed in Part k, paragraph 1, the GRANTEE shall ensure that the audit complies with the requirements of Section 215.97(7), *Florida Statutes*. This includes submission of a reporting package as defined by Section 215.97(2)(d), *Florida Statutes*, and Chapter 10.550, Rules of the Auditor General.

If the Grantee expends less than \$300,000 in State awards in its fiscal year, an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, is not required. In the event that the GRANTEE expends less than \$300,000 in State awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, *Florida Statutes*, the cost of the audit must be paid from non-State funds (i.e., the cost of such an audit must be paid from GRANTEE funds obtained from other than State entities).

- II. The DIVISION agrees to:
  - a. Provide a grant in accordance with the terms of this agreement in the amount and frequency as stated above in consideration of the GRANTEE's performance hereinunder, and contingent upon funding by the Legislature. The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Legislature. In the event that the state funds on which this agreement is dependent are withdrawn, this agreement is terminated and the state has no further liability to the GRANTEE beyond that already incurred by the termination date. In the event of a state revenue shortfall, the total grant may be reduced accordingly.
  - b. Provide professional advice and assistance to the GRANTEE as needed, in implementing and evaluating the project.
  - c. Review the project during the grant period to assure that adequate progress is being made toward achieving the project outcomes.
- III. The GRANTEE and the DIVISION mutually agree that:
  - a. This instrument embodies the whole agreement of the parties. There are no provisions, terms, conditions, or obligations other than those contained herein; and this agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties. No amendment shall be effective unless reduced in writing and signed by the parties.
  - b. The agreement is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws and rules of the State of Florida. Each party shall perform its obligations hereunder in accordance with the terms and conditions of this agreement.
  - c. If any term or provision of the agreement is found to be illegal and unenforceable, the remainder of the agreement shall remain in full force and effect and such term or provision shall be deemed stricken.
  - d. No delay or omission to exercise any right, power or remedy accruing to either party upon breach or default by either party under this Agreement shall impair any such right, power or remedy of either party; nor shall such delay or omission be construed as a waiver of any such breach or default, or any similar breach or default.
  - e. This agreement shall be terminated by the DIVISION because of failure of the GRANTEE to fulfill its obligations under the agreement in a timely and satisfactory manner unless the GRANTEE demonstrates good cause as to why it cannot fulfill its obligations. Satisfaction of obligations by the GRANTEE shall be determined by the DIVISION based on the terms and conditions imposed on the GRANTEE in this agreement and compliance with the program guidelines. The DIVISION shall provide GRANTEE a written notice of default letter. GRANTEE shall have 15 calendar days to cure the default. If the default is not cured by the GRANTEE within the stated period, the DIVISION shall terminate this agreement, unless the GRANTEE demonstrates good cause as to why it cannot cure the default within the



- prescribed time period. For purposes of this agreement, "good cause" is defined as circumstances beyond the GRANTEE's control. In the event of termination of this agreement, the GRANTEE will be compensated for any work satisfactorily completed prior to the notification of termination.
- f. The DIVISION shall unilaterally cancel this agreement if the GRANTEE refuses to allow public access to all documents or other materials subject to the provisions of Chapter 119, *Florida Statutes*.
  - g. Surplus funds must be temporarily invested and the interest earned on such investments shall be returned to the State quarterly.
  - h. Bills for services or expenses shall be maintained in detail sufficient for proper preaudit and postaudit.
  - i. Any travel expenses must be maintained according to the provisions of Section 112.061, *Florida Statutes*.
  - j. The DIVISION shall not be liable to pay attorney fees, interest, late charges and service fees, or cost of collection related to the grant.
  - k. The DIVISION shall not assume any liability for the acts, omissions to act or negligence of the GRANTEE, its agents, servants or employees; nor shall the GRANTEE exclude liability for its own acts, omissions to act or negligence to the DIVISION. In addition, the GRANTEE hereby agrees to be responsible for any injury or property damage resulting from any activities conducted by the GRANTEE.
  - l. The GRANTEE, other than a GRANTEE which is the State or agency or subdivision of the State, agrees to indemnify and hold the DIVISION harmless from and against any and all claims or demands for damages of any nature, including but not limited to personal injury, death, or damage to property, arising out of any activities performed under this agreement and shall investigate all claims at its own expense.
  - m. The GRANTEE shall be responsible for all work performed and all expenses incurred in connection with the Project. The GRANTEE may subcontract as necessary to perform the services set forth in this agreement, including entering into subcontracts with vendors for services and commodities, PROVIDED THAT such subcontract has been approved by the DIVISION prior to its execution, and PROVIDED THAT it is understood by the GRANTEE that the DIVISION shall not be liable to the Subcontractor for any expenses or liabilities incurred under the subcontract and that the GRANTEE shall be solely liable to the Subcontractor for all expenses and liabilities incurred under the subcontract.
  - n. Neither the State nor any agency or subdivision of the State waives any defense of sovereign immunity, or increases the limits of its liability, upon entering into a contractual relationship.
  - o. The GRANTEE, its officers, agents, and employees, in performance of this agreement, shall act in the capacity of an independent contractor and not as an officer, employee or agent of the DIVISION. Under this agreement, GRANTEE is not entitled to accrue any benefits of state employment, including retirement benefits and any other rights or privileges connected with employment in the State Career Service. GRANTEE agrees to take such steps as may be necessary to ensure that each subcontractor of the GRANTEE will be deemed to be an independent contractor and will not be considered or permitted to be an agent, servant, joint venturer, or partner of the DIVISION.
  - p. The GRANTEE shall not assign, sublicense or otherwise transfer its rights, duties, or obligations under this agreement without prior written consent of the Department, which consent shall not be unreasonably withheld. The agreement transferee must demonstrate compliance with the requirements of the program. If the Department approves a transfer of the GRANTEE's obligations, the GRANTEE remains responsible for all work performed and all expenses incurred in connection with the agreement. In the event the Legislature transfers the rights, duties, and obligations of the Department to another government entity pursuant to Section 20.06, *Florida Statutes*, or otherwise, the rights, duties, and obligations under this agreement shall also be transferred to the successor government entity as if it were an original party to the agreement.
  - q. This agreement shall bind the successors, assigns and legal representatives of the GRANTEE and of any legal entity that succeeds to the obligation of the DIVISION.
  - r. When publications, films or similar materials are developed, directly or indirectly, from a program, project, or activity supported with grant funds, any copyright resulting therefrom shall be held by the Department of State. The author may arrange for copyright of such materials only after approval from the DIVISION. Any copyright arranged for by the author shall include acknowledgment of grant assistance. As a condition of grant assistance, the GRANTEE agrees to, and awards to the Department and to its officers, agents, and employees acting within the scope of their official duties, a royalty-free, nonexclusive, and irrevocable license throughout the world for official purposes, to

publish, translate, reproduce, and use all subject data or copyrightable material based on such data covered by the copyright.

- s. No costs incurred before the date of this Agreement shall be eligible as project expenditures. No costs incurred after the completion date or other termination of the Agreement shall be eligible as project expenditures unless specifically authorized by the DIVISION.
  
- IV. The term of this agreement will commence on the date of execution of the agreement. If the GRANTEE award period is extended beyond the original Agreement period, the final report will cover the entire grant period of project activities and is due within thirty days after the end of the extended grant period.
  
- V. Any modifications or attachments to this Agreement are enumerated below.

THE GRANTEE

THE DIVISION

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Barratt Wilkins, Director  
Division of Library and Information Services  
Department of State, State of Florida

\_\_\_\_\_  
Typed Name and Title of Authorized Official

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Witness

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Witness

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Witness

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Witness

11/30/00