


**Submitted For: County Library/Administration**

Approved By:  (Jon Van Arnam) 5-1-15  
Assistant County Administrator Date

## II. FISCAL IMPACT ANALYSIS

### A. Five Year Summary of Fiscal Impact:


Fiscal Years	2015	2016	2017	2018	2019
Capital Expenditures	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Operating Costs	<u>0</u>	<u>10,900</u>	<u>0</u>	<u>0</u>	<u>0</u>
External Revenues	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Program Income (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
In-Kind Match (County)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>NET FISCAL IMPACT</b>	<u>0</u>	<u>10,900</u>	<u>0</u>	<u>    </u>	<u>    </u>
# ADDITIONAL FTE POSITIONS (Cumulative)	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Is Item Included in Current Budget?			Yes <u>X</u>	No	
Budget Account No.:	Fund <u>1180</u>	Dept <u>320</u>	Unit <u>3200</u>	Object <u>3401 - \$6000</u>	Object <u>4007 - \$4900</u>

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

Source: Ad Valorem Tax

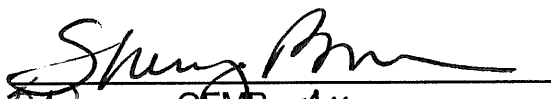
Impact: Minimal fiscal impact. No transfer of funds required.

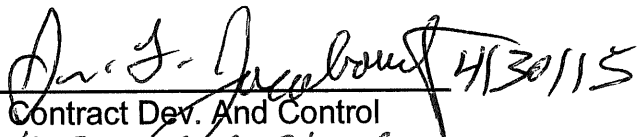
### C. Departmental Fiscal Review:

  
(Director, Library Finance and Facilities)

## III. REVIEW COMMENTS:

### A. OFMB Fiscal and/or Contract Dev. And Control Comments:

  
OEMB AK  
4/24/15

  
Contract Dev. And Control  
4-30-15 BCD wheels

### B. Legal Sufficiency:

  
Assistant County Attorney 5-1-15

### C. Other Department Review:

N/A  
Department Director

This summary is not to be used as a basis for payment.

**2015-2016  
Literacy AmeriCorps Palm Beach County  
Site Application**



**Getting Things Done**

**Strengthening Communities**

**Encouraging Responsibility**

**Expanding Opportunity**

**An AmeriCorps Project  
Of the  
Literacy Coalition of Palm Beach County  
3651 Quantum Blvd.  
Boynton Beach, Florida 33426  
561-279-9103**

## ORGANIZATION

Organization Name

**Palm Beach County Library System – Adult Literacy Project**

Mailing Address

**14350 Hagen Ranch Road      Delray Beach      FL      33446**

City

State

Zip

**561-894-7552**

**561-495-5451**

Telephone

Fax

[murphyk@pbclibrary.org](mailto:murphyk@pbclibrary.org)

[www.pbclibrary.org](http://www.pbclibrary.org)

E-Mail Address

Organization Website

**Douglas Crane**

**Kathleen Murphy**

Organization/Agency Director

Project Supervisor (person who will supervise member)

## TYPE OF APPLICANT

### Check All that Apply:

☒ Government

☐ Educational Institution

☐ private

☐ state/district funded

☐ higher education

☐ 501 (c) 3 Non-Profit Identification Number \_\_\_\_\_

☐ Other: (specify) \_\_\_\_\_

### Number of AmeriCorps Members Requested

Part-time \_\_\_\_\_

Full-time 1

## Eligibility Requirements Information

☒ Yes ☐ No Can Your organization provide a \$6,000 program service fee for each full-time AmeriCorps member placed with your organization? (\$3,000 for part-time)

☒ Yes ☐ No Is your facility accessible to people with disabilities?

☒ Yes ☐ No Will you accept members with disabilities for placement with your site?

☐ Yes ☒ No Is the position that is being applied for, a position previously filled with an employee?

☒ Yes ☐ No Will the position directly support the AmeriCorps Objectives?



### PREVIOUS SPONSORSHIP

Was your organization previously a Literacy AmeriCorps site?    ☒ Yes    ☐ No  
If yes, what year? 2014-2015

### PROPOSED PROJECT PLAN

**Instructions: Please respond briefly to the following items:**

1. What is the purpose and mission of your organization?

The Adult Literacy Project offers individualized, learner-centered instruction to English-speaking adults functioning below 5<sup>th</sup> grade level. One-to-one tutoring is provided free of charge by Library-trained volunteers at seventeen sites throughout the County. Our goal is to equip students with the necessary skills to transition to an Adult Basic Education class continuing their pursuit of a high school diploma.

2. Briefly describe your organization's program activities.

Primary activities are as follows: recruit and train prospective volunteers; recruit and place new students; monitor student progress; develop supplemental lesson plans to meet individual needs; conduct tutor in-service workshops; and present adult learner programs. *English Exchange* programs offer patrons the opportunity to practice conversational English skills improving their ability to address everyday concerns within our community.

3. What are your program days and hours of operation?

Monday through Friday from 9:00-5:00 pm.

The AmeriCorps member will lead English Exchange sessions on Monday, Tuesday and Wednesday evenings.

4. Provide a concise description of the proposed project and what you foresee an AmeriCorps Member doing at your organization. **Include how you will utilize a Member during the summer.**

**Please attach, as a separate document, a detailed Service Position Description for an AmeriCorps Member. Include roles and responsibilities, desired personal and professional qualifications of the member(s), and reporting relationships.**

See Attachment A – Service Position Description

5. **How would the service performed by an AmeriCorps Member be substantially different than the work being performed by any employees of the organization?**

We do not have staff to facilitate *English Exchange* programs, teach adult new learners waiting for placement, or present student workshops.

6. AmeriCorps Member supervision:

- a. Who will be the onsite supervisor for the AmeriCorps Member(s)?

Please provide supervisor's email and phone contact information.

Kathleen Murphy

561-894-7552

[murphyk@pbclibrary.org](mailto:murphyk@pbclibrary.org)

- b. How many hours per week will direct supervision of Corps Member(s) be provided?

Four hours

- c. Describe the orientation and training you will provide for the Member.

The site supervisor will provide hands-on training, materials, and ongoing support to meet grant and AmeriCorps member goals.

7. Training or Corps wide service projects may require the AmeriCorps Member to be away from their service placement 8-16 hours each month (at times for up to 4 days). Will this be a problem? No

8. What resources will be made available to the Corps Member in order to ensure success in the project? **Circle all that apply:** office/desk fax  
computer postage transportation \* mileage reimbursement phone  
copier access to e-mail adequate space to tutor or mentor  
\*mileage reimbursement must be provided if member duties require travel

9. List any other resources that will be made available to the Corps Member (training material, curriculum, etc.)

Training and instructional materials, new reader collection, laptop, projector, and digital camera

**CHECKLIST: PLEASE PROVIDE THE FOLLOWING INFORMATION WITH THIS APPLICATION**

- The names of any potential or returning Member that you would like to have serve at your agency.
- √ Completed AmeriCorps Service Plan and Member Position Description
- √ Copies of your organization's brochures and other literature
- √ Directions to your site, from I-95



**PLEASE READ BEFORE SIGNING**

Submission of this application does not guarantee that Literacy AmeriCorps will provide an AmeriCorps Member to your organization, nor does it compel your organization to accept any such AmeriCorps Member. Through pre-placement interviews, we will make every effort to provide a compatible match between your agency and a potential AmeriCorps Member prior to their placement.

If an AmeriCorps Member is placed with your agency, your agency will be responsible for the on-site supervision of the Member, the development and implementation of your described projects, and the effective evaluation of those projects. AmeriCorps Members will need to report on how AmeriCorps objectives are being met through their service and the project at your site. Your help in facilitating this evaluation and providing the AmeriCorps Member with the information and access to evaluative data will be important. If an AmeriCorps Member placed in your organization withdraws or is released from service, Literacy AmeriCorps does not guarantee a replacement, but will provide a prorated reimbursement if the position remains unfilled.

If your organization is accepted as a site, your organization agrees to provide orientation and training that the AmeriCorps Member may require in order to fulfill their role at your site. Literacy AmeriCorps will provide pre-service and ongoing training for AmeriCorps Members covering a variety of topics including literacy, disaster preparedness, CPR, safety, tutoring strategies, community service, professionalism, personal development, and others.

If accepted as a site, your organization agrees to participate in a pre-service orientation for site supervisors.

Signature of Authorized Representative (**original signature in blue ink required**)

Title

Date

Literacy AmeriCorps Palm Beach County  
Audrey McDonough, Director  
3651 Quantum Blvd.  
Boynton Beach, FL 33426  
561 767-3358

Email: [amcd.lacpbc@gmail.com](mailto:amcd.lacpbc@gmail.com)  
[amcdonough@literacypbc.org](mailto:amcdonough@literacypbc.org)

Literacy Coalition of Palm Beach County  
Kristin Calder, CEO  
3651 Quantum Blvd.  
Boynton Beach, FL 33426  
561 279-9103



Approved as to terms and conditions  
Douglas Crane, Library Director

**PALM BEACH COUNTY, Florida, a**  
Political Subdivision of the State of Florida  
**BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Robert Weisman, County Administrator

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

  
Assistant County Attorney

### AmeriCorps Provisions

AmeriCorps Members are prohibited from a number of activities (from Federal Regulations, 45 C.F.R. 2520.30). A partial list is provided below. In no way should an AmeriCorps Member participate in these activities during service hours or as a part of his/her service, nor should he/she wear AmeriCorps uniforms, identification, buttons, etc. while participating in these activities, or otherwise identify or associate such activities with an AmeriCorps program.

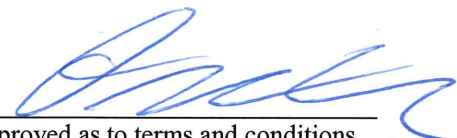
- Efforts to influence legislation
- Organizing protests, petitions, boycotts, or strikes
- Union organizing
- Impairing existing contracts or collective bargaining
- Engaging in partisan or election politics (including campaigns for public office and ballot issue elections)
- Religious activities
- Activities that pose a significant safety risk
- Assignments that displace paid employees
- Voter registration drives
- Fund raising
- Perform service in direct benefit to a for-profit organization
- An AmeriCorps Member is not permitted to fill in for an absent employee or perform services, duties, or activities assigned to a paid employee at the host agency
- An AmeriCorps Member may not do anything at a host agency to displace a paid employee or position or to infringe upon a paid employee's promotional opportunities.
- A Member may not be required to perform duties outside the realm of direct literacy services and activities which directly support such services. A Member cannot perform administrative duties as the primary focus of their service.
- Providing abortion services or referrals

**AmeriCorps Members can and should:** teach, tutor and mentor, perform direct service with students, recruit learners and volunteers, prepare lessons and activities for students, engage in activities that will deepen their understanding of literacy development, participate in service projects, submit timely and accurate reports, engage in projects that are relevant to the AmeriCorps program.

I have read and understand the above statements on AmeriCorps Member Provisions. If chosen as a Literacy AmeriCorps site, we will support our AmeriCorps Member(s) in abiding by these Provisions.

Name of Organization: **Palm Beach County Board of County Commissioners  
for Palm Beach County Library Adult Literacy Project**

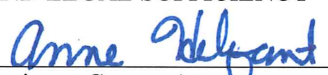
Signature of Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

  
Approved as to terms and conditions  
Douglas Crane, Library Director

**PALM BEACH COUNTY, Florida, a  
Political Subdivision of the State of Florida  
BOARD OF COUNTY COMMISSIONERS**

By: \_\_\_\_\_  
Robert Weisman, County Administrator

APPROVED AS TO FORM  
AND LEGAL SUFFICIENCY

  
Assistant County Attorney



## **Literacy AmeriCorps Palm Beach County Needs and Services Activities**



AmeriCorps members will assist in capacity building efforts for the community by conducting outreach, and by recruiting, training and supporting 150 volunteers throughout their service year.

AmeriCorps members will provide tutoring and group instruction in literacy for 500 adults during their service year.

AmeriCorps members will serve in schools, community centers, libraries, afterschool programs, and family literacy centers by tutoring and providing literacy enrichment activities for 480 preschool and elementary school children during the service year.

AmeriCorps members will become graduation coaches, mentors, and tutors at high drop-out rate high schools and youth programs for 600 at risk youth and young adults, ages 14-21 during the service year.

## INSTRUCTIONS FOR COMPLETING THE AMERICORPS SERVICE PLAN

Your objectives and activities should be clearly linked to the information provided in your proposed project plan and support the AmeriCorps Performance Measures:

### **Literacy AmeriCorps Performance Measures:**

#### **Adult Literacy Performance Measures**

AmeriCorps members will provide literacy instruction for 500 adult learners in ESOL (English for Speakers of Other Languages) and ABE/GED classes, adult literacy programs vocational schools and programs and family literacy centers.

50% of adult learners instructed by AmeriCorps members will be pre and post tested.

70% of the post tested learners will increase scores on standardized and other assessments:

TABE	5 point gain
LCP Assessment	1 level
Service Site Employability Assessments	

#### **Children's Literacy Performance Measures**

AmeriCorps members will provide tutoring and literacy enrichment activities for 480 preschool and elementary school children.

75% of children tutored for at least 30 hours will score 20 points higher on selected assessments (LEARNs Literacy Assessment Profile/Early Literacy Skills Assessment) or increase 1 level on School District reading assessment.

#### **Youth Literacy/Graduation Coaches**

AmeriCorps members will coach, tutor and mentor 600 "at-risk" youth, ages 14-21 years old. By the end of the service year 70% of the students who participate will remain in school or meet their graduation requirements.

#### **Strengthening Communities**

AmeriCorps members will recruit, support or train 150 new community volunteers by the end of the service year.

#### **Member Development**

AmeriCorps members will participate in preservice orientation and training. They will continue to meet every Friday throughout the service year for ongoing training, professional development and team building. Training will be provided by Literacy Coalition staff, community partners and community educators.



- **Please attach a detailed service plan outlining the expected AmeriCorps member's responsibilities, timelines for assuming those responsibilities, and measurements. The service plan should reflect the Performance Measure Duties, other Literacy-Related Duties, and Member Development.**
  - **Performance Measure Activities (at least 50% of time)**
    - recruiting and managing volunteers
    - teaching, tutoring, mentoring adults, children or youth and providing literacy enrichment for children
    - lesson planning and measuring student progress
  - **Other Literacy-Related Activities (up to 50% of time)**
    - teaching computer literacy or workplace literacy, mentoring students, distributing books, performing community outreach activities on behalf of the service site, etc.
  - **Member Development**
    - Any literacy or professional development training that prepares the AmeriCorps member for service or contributes to lifelong learning.

**A sample plan follows the application**

**Please email the Site Application, Service Plan, Driving Directions and Member Position Description as attachments by May 8, 2015 to Audrey McDonough at [amcd.lacpbc@gmail.com](mailto:amcd.lacpbc@gmail.com)**

**Mail original signed application to  
Palm Beach County Literacy Coalition  
3651 Quantum Blvd.  
Boynton Beach, FL 33426**

**Selection Criteria:**

Proposals will be reviewed and evaluated on the basis of the following criteria:

- Position description of the members and service plan;
- Ability to adequately support member placement and activities;
- Program supports the Literacy AmeriCorps Performance Measures;
- Demonstrated need for a member;
- History and track record of supporting the Literacy AmeriCorps performance measures if a returning program

**\*\*Completeness of the Site Application**

## **Attachment A – Service Position Description**

### **Adult Literacy Project Literacy AmeriCorps Member**

**Summary:** The primary components of this position include facilitating *English Exchange* programs at various library locations, assessing new students, and publishing two student newsletters.

#### **Duties:**

1. Identifies curriculum, develops lessons plans, and presents *English Exchange* programs.
2. Conducts outreach by promoting *English Exchange* programs within our community.
3. Recruits and registers volunteers to attend tutor training workshops.
4. Conducts student interviews and determines placement level.
4. Develops and presents two student workshops.
5. Prepares monthly reports which includes number of students, instructional hours, and programs offered.
6. Produces two student-focused newsletters.

#### **Skills and Abilities:**

- Communicates clearly and enthusiastically.
- Displays the ability to empathize and encourage adult new readers.
- Displays the ability to prioritize and organize workflow.
- Displays the ability to work independently and as part of a team.
- Represents the program in a positive and professional manner.

**Reporting Relationships:** Reports directly to the Adult Literacy Coordinator. Maintains a good working relationship with staff at branch locations and members of Library Literacy Friends, Inc.

**Requirements:** Must use own vehicle; possess a valid driver's license; and provide proof of insurance.

## Attachment B - Service Site Plan

Please use the following example to create your own chart. You may list as many or as few activities as the position needs.

OBJECTIVE	ACTIVITY	TIMELINE	MEASURE	TRAINING PROVIDED	% OF TIME
Performance Measure Activities	Facilitate six <i>English Exchange</i> programs weekly.	9/15 - 6/16	250 patrons will be served.  70% of patrons will report improved skills based on AmeriCorps ESL Learner Survey.	▫ESL training and curriculum  ▫Ongoing support	60%
	Recruits volunteer reading tutors.	9/15 - 7/16	Member will become more skillful using volunteer recruitment techniques.	▫Challenger Adult Reading Series ▫LWR Diagnostic Reading Inventory ▫Slosson Oral Reading Test ▫New Reader Collection	20%
	Assesses incoming students for placement.	9/15 - 7/16	Member will become more adept performing student assessments.		
	Coaches existing student/tutor teams.	9/15 - 7/16	Member will become better equipped to teach displaying more skills as noted in supervisor's evaluation.		
Other Activities	Conduct outreach by promoting <i>English Exchange</i> programs.	9/15 - 6/16	5% increase in patron attendance will be seen.	N/A	5%
	Publish student newsletter.	12/15 - 6/16	Two newsletters will be published.	Instruction as needed.	5%
	Develop and implement two student workshops.	1/15 - 6/16	20 students will be served.	Training materials will be provided.	5%
Member Development	Receive ongoing training/mentoring from site staff.	Ongoing	Member will become better equipped to tutor and present programs as noted by supervisor in evaluations.	N/A	5%

**TOTAL**

100%

**MEMO**

**TO: Kathleen Murphy**  
**Palm Beach County Library Adult Literacy Project**

**FROM: Audrey McDonough, Director**  
**Literacy AmeriCorps Palm Beach County**

**RE: AmeriCorps Site Application FY 2015-2016**

**DATE: April 1, 2015**

Dear Kathleen:

This is to confirm that the cost of an AmeriCorps member's health insurance, liability, and worker's compensation are covered by the AmeriCorps budget.

The only cost to our partner sites is the reimbursement of AmeriCorps member mileage, the program service fee of \$6,000, and the provision of resources needed by the AmeriCorps member in order to fulfill the service plan of the proposed project.

If you have any further questions please call me at the Literacy Coalition of Palm Beach County at 561-767-3358.



## Hagen Ranch Road Branch Library

14350 Hagen Ranch Road

Delray Beach, FL 33446

561-894-7500



**By Bus/Palm Tran:** Route 81 on Atlantic Avenue stops at the branch six days a week. There is no bus service on Sundays.

**From I-95:** Take I-95 to the Atlantic Avenue West Exit (Exit 52.) Drive west approximately 5 miles. Turn right onto Hagen Ranch Road. Library is approximately 3/10 mile on the east (right side.)

**From Florida's Turnpike:** Take the Florida's Turnpike to the Delray Beach exit (Exit 81). At the end of the exit ramp turn left (eastbound). Drive approximately 1 mile east to Hagen Ranch Road. Turn left on to Hagen Ranch Road. Library is approximately 3/10 mile on the east (right side.)

# Be A Library Literacy Tutor



## Student

- Tutoring is free
- Tutoring is one-on-one
- Students are adult English speakers who read below 5th grade
- Instruction is designed to meet the student's needs
- Students and tutors meet twice a week at a library

## Tutor

- No special skills or degrees are needed . . . just a degree of caring
- Tutor training is offered throughout the year
- Instructional books and manuals are provided
- Scheduling is flexible — meet with your student during library hours
- **Three hours** a week can improve a life forever

*“When you teach  
someone to read,  
you do not  
change their life. . .  
You save their life.”*

*Byron Pitts - National  
News Correspondent*

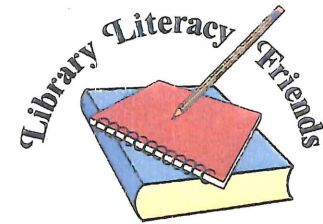
## Mission Statement

The mission of Library Literacy Friends, Inc. is to support, promote, and expand the presence of Palm Beach County Library's Adult Literacy Project.



**For More  
Information on  
the Adult Literacy  
Project...**

**ENRICH YOUR LIFE  
BE A VOLUNTEER TUTOR**



Call the Volunteer Desk

561-894-7510

Monday - Friday

9:00 am - 5:00 pm

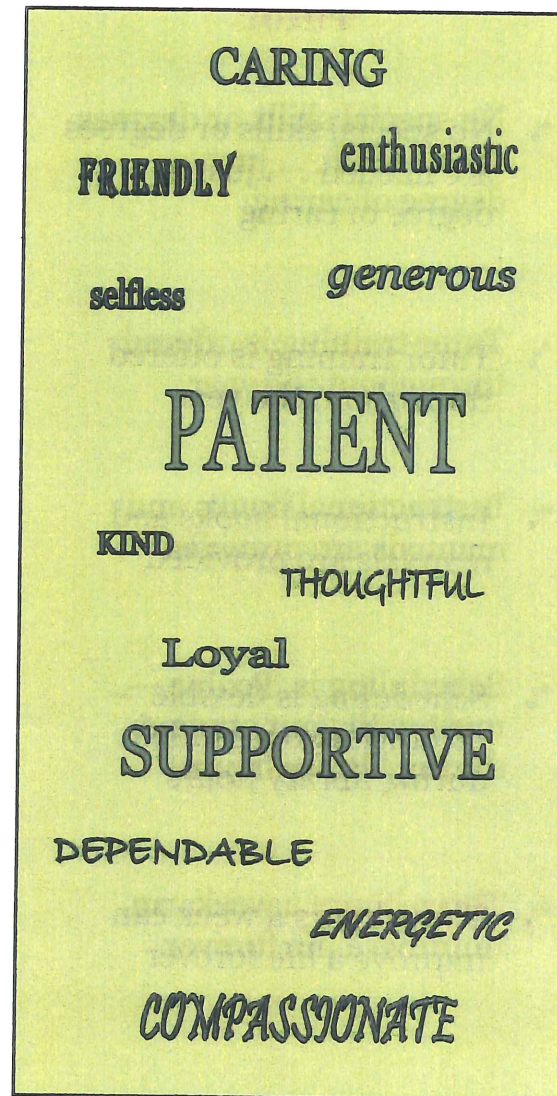
or

email:

[literacy@pbclibrary.org](mailto:literacy@pbclibrary.org)

Library Literacy Friends, Inc.  
Hagen Ranch Road Library  
14350 Hagen Ranch Road  
Delray Beach, FL 33446  
561-894-7510

email: [literacy@pbclibrary.org](mailto:literacy@pbclibrary.org)



▪ *Hopes* ▪

▪ *Dreams* ▪

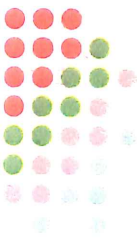
▪ *Goals* ▪

Teach an adult to  
read and change a  
life forever.

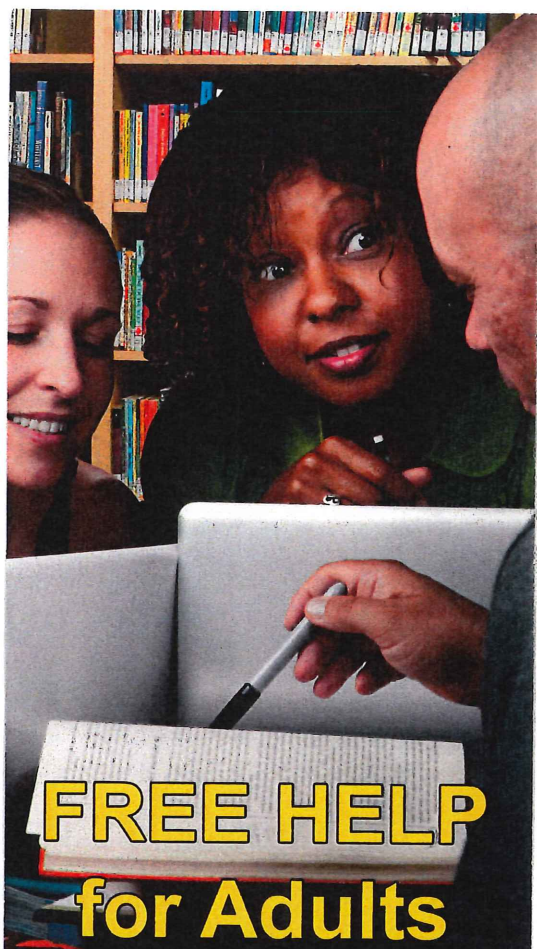


*Today a reader,  
tomorrow a leader.*

W. Fusselman



**VOLUNTEER**

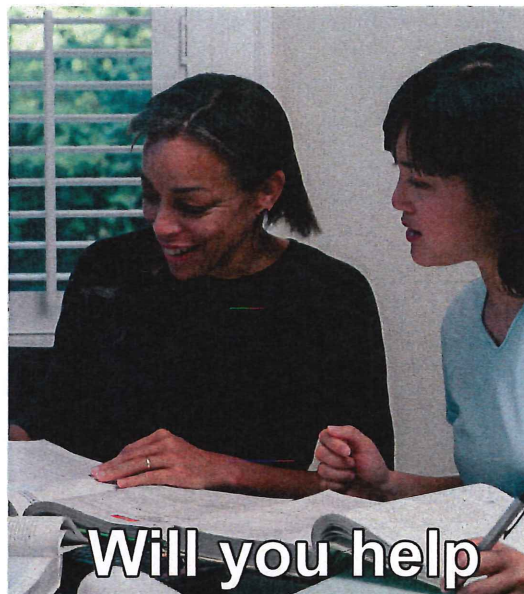


## FREE HELP for Adults

Learn to read or  
join a group to improve your  
English-speaking skills.

**CALL NOW!**  
561-894-7510

Palm Beach County  
**LIBRARY**  
[www.pbclibrary.org](http://www.pbclibrary.org) System  
Adult Literacy Project



**Will you help  
an adult learn  
to read?**

**Tutor and become  
part of the solution.**

If you think you're not  
qualified to teach someone  
to read, think again.  
You just passed the test!

**JOIN US!**  
561-894-7510



Palm Beach County  
Board of County Commissioners

1/14





### **Literacy AmeriCorps Palm Beach County ~ AmeriCorps Program**

Literacy AmeriCorps, a project of the Literacy Coalition of Palm Beach County, and in partnership with Volunteer Florida, The Governor's Commission on Volunteerism and Community Service, announces our seventh year as a state AmeriCorps program, with an anticipated 40 full time, stipended AmeriCorps positions. The program year will begin on **August 10, 2015**, with site interviews and pre-service orientation, training, and teambuilding. Upon completion of site interviews, site assignments and orientation AmeriCorps members will begin service at their designated service sites on **August 24, 2015**. The member term of service will end on July 9, 2016. Following is the application to become a service site. **AmeriCorps members must provide direct service/literacy instruction (teaching/tutoring/mentoring/graduation coaching) to adult, youth, children, or families, and participate in literacy support services such as community outreach, volunteer recruitment, coordination and support.**

AmeriCorps is a national service initiative promoting community service and collaboration. Modeled after the Peace Corps, participants ("members") in AmeriCorps complete 1700 hours of service in one year and earn an education award of \$5,730. Federal and local match grants provide funding for the program and a modest stipend for the AmeriCorps members of \$12,100. Health insurance and a childcare benefit (if member is eligible) are also provided during the member's service year. AmeriCorps values and provides opportunities for leadership, professional development, and literacy training. Members spend up to 20% of their service hours on AmeriCorps team training and community service projects. **Members serve Monday – Thursday at their placement site, attend team training meetings every Friday, and participate in community service projects a minimum of 2 Saturdays per month.**

In exchange for member placement, successful site applicants will provide a **\$6,000** program service fee for each full time member, provide access to the internet, supplies and resources at the site for member use, provide site orientation and training, space and supervision, attend a pre-service training, and complete 2 performance evaluations per year. The Literacy AmeriCorps program conducts extensive recruitment, interviewing and screening of candidates. Literacy AmeriCorps members are required to be college graduates. Through an extensive national recruitment system, college career and volunteer centers, as well as local recruitment efforts, new AmeriCorps members are already making commitments to join our project in August.

Nonprofit agencies, literacy programs, schools and libraries are invited to apply or renew their application for AmeriCorps member site placement if service would benefit your mission to literacy, or perhaps assist you in further developing a special literacy project. **Applications are due by May 8, 2015.**

Please call Audrey McDonough at 561-767-3358 concerning any questions you have about this exciting program, or to schedule a visit to your site. To learn more about AmeriCorps please visit [www.americorps.gov](http://www.americorps.gov), [www.volunteerflorida.org](http://www.volunteerflorida.org) and [www.literacypbc.org](http://www.literacypbc.org)