



August 26, 2020

Erin Christmas, Library Director  
Riverside Public Library  
3581 Mission Inn Ave.  
Riverside, CA 92501

echristmas@riversideca.gov

Dear Ms. Christmas:

We're pleased to provide funds to support your California Library Literacy Services program and the important work that you and your staff and volunteers do in your community.

The state budget continues California Library Literacy Services funding at \$4.82 million for adult literacy services and \$2.5 million for family literacy services.

Your total award for the fiscal year that began July 1, 2020, is:

- Adult Literacy Services: \$32,027
- Family Literacy Services: \$30,000
- Total Award: \$62,027

Your award will be claimed in two stages. The attached claim form will allow you to request the first 90% of your Adult Literacy and Family Literacy Award:

- 90% of the Adult Literacy Award - \$28,824
- 90% of the Family Literacy Award - \$27,000
- Total Initial Award Amount - \$55,824

**Note: Information about claiming the remainder of your award is included in the payment schedule at the back of your award packet.**

There are three parts to the funding formula for California Library Literacy Services' adult literacy services program:

- A baseline amount (\$20,000) for each approved library literacy program;
- A per capita amount per adult learner served in your program as reported in the most recent Final Report on file from your library; and
- Additional funding based on local funds raised and expended for adult literacy services—reflecting a commitment to state/local partnerships in support of literacy services.

Your funds must be encumbered by June 30, 2021, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2021. Encumbered funds are those that have been deposited in the awardee's accounting system and for which a budget has been provided to and approved by the State Library.

Please be sure your program expenditures are consistent with the California Library Literacy Services allowable and unallowable costs guide. If you have any questions about expending your funds please reach out to the library.

We strongly encourage your program staff to develop and maintain community partners to strengthen your program as well as attend regular regional library literacy network meetings and participate in library literacy training opportunities offered by the State Library and the regional networks.

The payment process begins when we receive your signed claim and certification forms (attached). Both forms must be completed, signed with original signatures, and mailed to the State Library's Fiscal Office in order to be processed for payment.

Best wishes for a successful year. Our library literacy staff is available to assist you throughout the year.

Your grant monitor is Natalie Cole: [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov) and your literacy grant coordinator is Annly Roman: [annly.roman@library.ca.gov](mailto:annly.roman@library.ca.gov). For application and reporting questions please contact Annly and for programmatic questions please contact Natalie.

Thank you for your willingness to do so much for so many people in need.

Respectfully yours,

A handwritten signature in cursive script that reads "Greg Lucas".

Greg Lucas  
California State Librarian

Cc: Natalie Cole, [natalie.cole@library.ca.gov](mailto:natalie.cole@library.ca.gov)  
Annly Roman, [annly.roman@library.ca.gov](mailto:annly.roman@library.ca.gov)  
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Yesenia Littlefield, [ylittlefield@riversideca.gov](mailto:ylittlefield@riversideca.gov)

Enc: Claim form, certification form, and payment scheduled/reporting information