



Agenda Report

19-1626

Agenda Date: 2/19/2019

REPORT TO COUNCIL

SUBJECT

Action on California Library Literacy Services Grant and Related Budget Amendment

BACKGROUND

The California State Library, California Library Literacy Services (CLLS) provides an annually funded grant for ongoing operations of public library adult and family literacy programs. The Library Department qualifies for this grant through its adult literacy program, titled "*Read Santa Clara*."

DISCUSSION

For fiscal year 2018-19, the Library Department has qualified for \$48,072 in grant funds which will be used to help cover the operating expenses for the Library Department's Adult Literacy and Families for Literacy programs. The grant award is comprised of a baseline amount of \$18,000, plus a \$30,072 allocation established by the previous fiscal year's 1) per capita amount per adult learner served and 2) a match on local funds raised and expended for adult literacy services. Local funding for Read Santa Clara is a combination of 1) donations and grants raised by the Santa Clara City Library Foundation and Friends, and 2) staff salary and expenditures for books and materials covered by the City's General Fund. A copy of the California State Library award letter, dated January 10, 2019, is attached to this report (Attachment 1).

At the February 4, 2019 Board of Library Trustees meeting, the Board unanimously approved the Staff recommendation (Attachment 2) to accept the CLLS grant in the amount of \$48,072 and approve a budget amendment in the corresponding amount of \$48,072 to the Adult Literacy program.

The CLLS grant requires that the grant award must be expended or encumbered by June 30, 2019. At the end of the fiscal year, staff evaluates any remaining unexpended funds against budget and expenses, and will carryover and/or encumber as necessary.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

Acceptance of the \$48,072 grant award and approval of the appropriation of grant funds will help cover operating expenses and sustain programming for the Read Santa Clara program. There are no matching fund requirements.

**Budget Amendment
FY 2018/19**

	Current	Increase/ (Decrease)	Revised
Fund 112 - Library Operating Grant Fund			
<u>Revenues</u>			
California Library Literacy Services Grant	\$0	\$48,072	\$48,072
<u>Expenditures</u>			
Adult Literacy Program	\$26,676	\$48,072	\$74,748

COORDINATION

This report has been coordinated with the Finance Department.

PUBLIC CONTACT

Public contact was made by posting the Board agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Accept the California Library Literacy Services grant award of \$48,072 into the Library Adult Literacy Grant Fund and approve the related budget amendment to appropriate the funds to Adult Literacy accounts for As-Needed Salary, Salary Overtime, Contractual Services and Operating Supplies. (Requires five affirmative votes by the City Council)

Reviewed by: Hilary Keith, City Librarian

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Award letter, dated January 10, 2019
2. Report to Board of Library Trustees for Meeting of February 4, 2019



January 10, 2019

Hilary Keith, City Librarian
Santa Clara City Library
2635 Homestead Road
Santa Clara, CA 95051-5322

hkeith@santaclaraca.gov

Dear Ms. Keith:

I'm pleased to enclose a claim form for the remainder of your California Library Literacy Services funding for the 2018-2019 fiscal year.

This **final, second payment** of your total allocation for the fiscal year that began July, 2018 is based on:

- A *per capita* amount per adult learner served at your library during the previous fiscal year.
- A *match* on local funds raised and expended for adult literacy services at your library during the fiscal year that ended June 30, 2018.

Earlier this year you received a baseline for your literacy program. The baseline reflects the importance of each library having enough funds to provide local literacy staffing and service.

Below is a re-cap of your total California Library Literacy Services funding for the current program year:

Baseline Adult Literacy Services:	\$18,000 (amount previously claimed)
<u>Final Payment (Per Capita & Match):</u>	<u>\$30,072 (amount to be claimed now)</u>
GRAND TOTAL FOR 2018/19:	\$48,072

Changes in your funding from last year are based on an increase or decrease in the number of adult learners you served, and/or an increase or decrease in the amount of local funds expended on adult literacy last year.

We'll initiate the payment process upon receipt of your signed claim form, which is attached. This final payment will be processed after all reporting requirements from the prior fiscal year have been received, all adjustments made and unexpended monies returned.

The following specific issues or observations are being made about your final report:

None

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

The attached forms require your signature and serve two purposes:

1. Requests to claim the funds and have a check sent to you
2. Certifies that your library will use the funds for the purpose intended; and

In January, you'll be asked to revise your literacy budget for the 2018-2019 fiscal year utilizing the actual total allotment from the State Library shown in this award letter. The budget that you submitted with your application earlier this year was based on projections. Your revised budget should reflect updated information and more accurate figures than you had at the time of application.

You'll be asked to report electronically after the close of the fiscal year. Library literacy services staff will provide more details on this process. If you need a copy of your most recent final report and/or application, please contact Andrea Freeland at andrea.freeland@library.ca.gov.

PLEASE REMEMBER THAT

**ALL STATE FUNDS MUST BE EXPENDED OR ENCUMBERED BY JUNE 30, 2019
OR RETURNED TO THE STATE.**

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

Natalie Cole (916) 651-0985 or natalie.cole@library.ca.gov
Andrea Freeland (916) 651-3191 or andrea.freeland@library.ca.gov

Thanks again for your commitment to literacy. It's one of the most transformative and successful things libraries do.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Shanti Bhaskaran, Literacy Coordinator (via email: sbhaskaran@santaclaraca.gov)
Hilary Keith, City Librarian (via email: hkeith@santaclaraca.gov)

Enc.: Claim Form
Certification Form

PLEASE COMPLETE AND RETURN THIS PAGE**Claim Form****State of California
California Library Literacy and English Acquisition Services (CLLS)****California Education Code; Section 18880-18883
Budget Citation Chapter 29 - Budget Item 6120-213-0001**

Fiscal Year: 2018-2019		
Reporting Structure: 61202000	COA: 5432000;	Approp. Ref: 213
Purchasing Authority Number: CSL-6120	Category: 84121600	Program #: 5312

FOR PAYMENT OF CALIFORNIA LIBRARY LITERACY SERVICES GRANTAmount Claimed – Final Installment - **\$30,072****Santa Clara City Library**

claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

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

***Santa Clara Public Library, 2635 Homestead Rd, Santa Clara, CA 95051-5322**

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

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their CLLS application and in Sections 18880-18883 of the California Education Code.

Official Representative or Fiscal Agent (Signature Required)_____
TitleMAIL ONE ORIGINAL SIGNATURE TO:**California State Library
Fiscal Office – CLLS
P. O. Box 942837
Sacramento, CA 94237-0001**

State Library Local Assistance Office Use Only

STATE OF CALIFORNIA, State Library Fiscal Office

By _____
State Library Representative*Approval by State:*

CLLS \$ _____

Date: _____

PLEASE COMPLETE AND RETURN THIS PAGE

CERTIFICATION

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

The claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

Santa Clara City Library

SIGNED

DATE

Signature - Authorized representative

Typed/Printed Name and Title of Authorized Representative

Email address of authorized representative

MAIL ONE ORIGINAL SIGNATURE TO:
California State Library
Fiscal Office – CLLS
P. O. Box 942837
Sacramento, CA 94237-0001