



## Agenda Report

20-1177

Agenda Date: 12/7/2020

### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Action to Recommend to Council the FY 2020/21 California Library Literacy Services Grant Award 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's Read Santa Clara program qualifies for this grant.

#### **DISCUSSION**

For fiscal year 2020-2021, Read Santa Clara qualified for a total award of \$78,924, with \$48,924 for adult literacy and \$30,000 for family literacy programs.

The grant is to help cover the operating expenses for the Library Department's Adult Literacy and Family Literacy Programs and will be paid in two installments. The first installment is for 90% of the total award, which includes \$44,032 for adult literacy and \$27,000 for family literacy. The remaining 10% will be awarded after completion of a mid-year or final grant report and expenditure of 75% of grant funds by the end of the fiscal year. The grant has a three-part funding formula: 1. A baseline amount of \$20,000 for each approved literacy program; 2. A per capita amount for each adult learner served based on the most recent Final Grant Report; and 3. Local funding for Read Santa Clara, which 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 August 26, 2020 is attached to this report (Attachment 1)

Staff recommends acceptance of the total CLLS grant award of \$78,924 to support Read Santa Clara's Adult and Family Literacy programs. The grant funds will be used for as-needed positions of Family Literacy Coordinator, an Adult Literacy Technology Assistant, a Family Literacy Technology Assistant, a Tutor Trainer (on contract) for training adult literacy tutors and instructional resources, including books, workbooks and devices, for the adult and family literacy programs. The family literacy services will be offered for adult learners and their families online, during the pandemic and at the library and outreach sites, when it is safe to resume in-person programs.

The CLLS grants require that the grant awards are deposited in the City's accounting system and expended by December 31, 2021. Staff will monitor and evaluate any unexpended funds against budget and expenses to ensure requirements are met.

#### **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 \$78,924 total CLLS grant award and appropriation of these grant funds will help with operational costs of the adult and family literacy programming for the Read Santa Clara program. There are no matching fund requirements. The FY 2020/21 Adopted Operating Budget includes \$40,000 in estimated revenue of California Library Literacy Services Grant for the Adult and Family Literacy Program in the Library Operating Grant Fund. Staff recommends an increase in the estimated revenue by \$38,924 (from \$40,000 to \$78,924) and appropriation of these funds to the Adult Literacy Program.

Following is the budget amendment that is recommended to be brought forward for City Council approval.

#### **Budget Amendment FY 2020/21**

	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>Fund 112 - Library Operating Grant Trust Fund</b>			
<u>Revenues</u>			
California Library Literacy Services Grant	\$40,000	\$38,924	\$78,924
<u>Expenditures</u>			
FY 2020/21 Adult Literacy Program	\$40,000	\$38,924	\$78,924

### **COORDINATION**

This report has been coordinated with the Finance Department.

### **PUBLIC CONTACT**

Public contact was made by posting the Council 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) <<mailto:clerk@santaclaraca.gov>>.

### **RECOMMENDATION**

Recommend to City Council to accept the total California Library Literacy Services grant award of \$78,924 for Read Santa Clara and approve a FY 2020/21 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$38,924 and increase the FY 2020/21 Adult Literacy Program appropriation by \$38,924.

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting City Librarian

**ATTACHMENTS**

1. California State Library's grant award letter dated August 26, 2020