



## Agenda Report

20-710

Agenda Date: 9/1/2020

### REPORT TO COUNCIL

#### SUBJECT

Action on the California Library Literacy Services Grant Awards Second Installment for the Adult Literacy Program and Related Budget Amendment [Council Pillar: Deliver and Enhance High Quality Efficient Services and Infrastructure]

#### BACKGROUND

Each year, the State of California awards funding to libraries to support adult and family literacy programs through its California Library Literacy Services (CLLS) grant programs. For 2019/20, the Santa Clara Library's Read Santa Clara program received two grant awards: an Adult Literacy grant award in the amount of \$48,072 and a Family Literacy grant award in the amount of \$25,000 for a combined total of \$73,072. The Family Literacy grant is distributed in a lump sum payment with the Adult Literacy grant distributed in two installments - a baseline allocation and a second installment that is a factor of the per capita amount spent per student and the local match an agency raises during the prior year. The baseline allocation was accepted by the City Council in December 2019.

The purpose of this report is to accept the second installment of the Adult Literacy Services grant in the amount of \$30,072.

#### DISCUSSION

The State Library issued an award letter for the lump sum Family Literacy grant and the first installment of the Adult Literacy grant in August, 2019 (Attachment 1). The award letter for the second installment of the Adult Literacy Program in the amount of \$30,072 was issued on December 23, 2019. (Attachment 2)

The Family Literacy grant funds are to be used to provide programming for English-speaking adults with low-literacy skills as they learn how to support their children's education and development.

The Adult Literacy Services grant funds are to be used for programs that match English-speaking adults with low literacy skills to 1-1 and group tutorial support. Eligible expenses include costs associated with as-needed salaries, contractual services and operational supplies. The deadline to expend CLLS Grant funds is December 31, 2020, as clarified in the email dated 6-2-2020 from Natalie Cole, California Library Literacy Services (Attachment 2)

Staff recommends that the City Council accept the second installment of the CLLS grant in the amount of \$30,072 to support the Read Santa Clara Adult Literacy program. The Board of Library Trustees approved the staff recommendation at its February 3, 2020. (Attachment 3) Please note: as the grant funds were not included in the FY2020/21 Adopted Budget, acceptance of these funds will require an affirmative vote of five members of the City Council in accordance with the City Charter Section 1305 - Budget Appropriations.

**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 second installment of \$30,072 grant awards and approval of the appropriation of grant funds will help cover adult literacy programming for the Read Santa Clara program. There are no matching fund requirements. The FY 2020/21 Adopted Operating Budget includes \$41,500 of California Library Literacy Services Grant revenue and appropriations of \$41,500 in the Library Operating Grant Fund. Staff recommends an increase of \$30,072 in grant revenue and appropriation of the full grant award for the FY 2020/21 Operating Budget in the Library Operating Grant Fund for the Read Santa Clara Adult Literacy Program.

**Budget Amendment  
FY 2020/21**

	<b>Current</b>	<b>Increase/ (Decrease)</b>	<b>Revised</b>
<b>Fund 112 - Library Operating Grant Fund</b>			
<u>Revenues</u>			
California Library Literacy Services Grant	\$41,500	\$30,072	\$71,572
<u>Expenditures</u>			
Read Santa Clara Adult Literacy Program	\$41,500	\$30,072	\$71,572

**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**

1. Accept the California Library Literacy Services grant award of \$30,072; and
2. Approve the FY 2020/21 Operating Budget amendment in the Library Operating Grant Fund to recognize the grant funding of \$30,072 and appropriate the funds to the Read Santa Clara Adult Literacy Program.

Reviewed by: Hilary Keith, City Librarian  
Approved by: Deanna J. Santana, City Manager

**ATTACHMENTS**

1. Award letter dated 12- 23- 2019
2. Clarification email dated 6-3-2020 from Natalie Cole, California Library Literacy Services
3. Report of Board of Library Trustees dated 2-3-2020