



Agenda Report

21-1317

Agenda Date: 1/26/2021

REPORT TO COUNCIL

SUBJECT

Action on the FY 2020/21 California Library Literacy Services Grant Award and Related Budget Amendment

COUNCIL PILLAR

Enhance Community Engagement and Transparency

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
 - a. Donations and grants raised by the Santa Clara City Library Foundation and Friends, and
 - b. 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 the City Council accept the total CLLS grant award of \$78,924 to support Read Santa Clara's Adult and Family Literacy programs. The Board of Library Trustees approved the staff recommendation at its December 7, 2020 meeting (Attachment 2).

The grant funds will be used to fund as-needed positions of Family Literacy Coordinator, Adult

Literacy Technology Assistant, Family Literacy Technology Assistant, 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 grant requires that the grant funds are deposited in the City's accounting system by June 30, 2021 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

	Current	Increase/ (Decrease)	Revised
Fund 112 - Library Operating Grant Trust Fund			
<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>>.

RECOMMENDATION

1. Accept the California Library Literacy Services grant award of \$78,924 for Read Santa Clara; and
2. Approve the related 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 (**five affirmative Council votes required for revenue actions only Pursuant to Santa Clara Charter Section 1305 Budget - Appropriations**)

Reviewed by: Cynthia Bojorquez, Acting City Librarian

Reviewed by: Kenn Lee, Finance Director

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. California State Library's grant award letter dated August 26, 2020
2. Report to Board of Library Trustees dated December 7, 2020