



## Agenda Report

21-1421

Agenda Date: 10/4/2021

### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Action to accept appropriation of the FY 2021/22 California Library Literacy Services (CLLS) Grant Award for Read Santa Clara, the library's adult and family literacy program

#### **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 2021-22, Read Santa Clara qualified for a total award of \$91,026, with \$55,026 for adult literacy and \$36,000 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 \$49,523 for adult literacy and \$36,000 for family literacy. The remaining 10% will be awarded after completion of a mid-year. The grant has a three-part funding formula: 1. A baseline amount for each approved literacy program; 2. A per capita amount for each adult learner served based on the Grant Report for the previous year; 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 5, 2021 is attached to this report (Attachment 1)

Staff recommends acceptance of the total CLLS grant award of \$91,026 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, two Technology Assistants, a Tutor Trainer (on contract) for training adult literacy tutors and instructional resources, including books, workbooks and supplies for the adult and family literacy programs. Adult and family literacy services will continue to 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 awards are deposited in the City's accounting system and expended by December 31, 2022. 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 \$91,026 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. Staff recommends acceptance of \$91,026 grant award and appropriation of these funds to the Read Santa Clara Adult Literacy Program.

**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 accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara and approve a FY 2021/22 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$91,026 and increase the FY 2021/22 Read Santa Clara appropriation by \$91,026.

Reviewed by: Justin Wasterlain, Management Analyst

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

**ATTACHMENTS**

1. California State Library's grant award letter dated August 5, 2021