



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