



## Agenda Report

19-194

Agenda Date: 4/23/2019

### REPORT TO COUNCIL

#### SUBJECT

Action on California Library Literacy Services Family Literacy 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. Council accepted and approved this year's \$48,072 grant award and corresponding budget amendment on February 19, 2019 (Attachment 1). This year, CLLS provided an additional family literacy award, intended to support services to low-literate adults and their families. The Library Department qualifies for this grant through its adult and family literacy program, titled "*Read Santa Clara*."

#### DISCUSSION

For fiscal year 2018/19, the Library Department has qualified for an additional \$25,000 in grant funds from CLLS which will be used to expand the services to families provided by Read Santa Clara's family literacy program. These services would include STEM-related programs for low-literate families and supporting low-literate parents/caregivers with the tools needed to help their children succeed in school. Local funding for Read Santa Clara's family literacy program 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 is attached to this report (Attachment 2).

At the April 1, 2019 Board of Library Trustees meeting, the Board unanimously approved the Staff recommendation (Attachment 3) to accept the CLLS Family Literacy Award in the amount of \$25,000 and approve a budget amendment in the corresponding amount of \$25,000 to Read Santa Clara's Family 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 \$25,000 grant award and approval of the appropriation of grant funds will help cover enhanced family literacy programming for the Read Santa Clara program. There are no matching fund requirements.

**Budget Amendment  
FY 2018/19**

	<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	\$48,072	\$25,000	\$73,072
<u>Expenditures</u>			
Adult Literacy Program	\$74,748	\$25,000	\$99,748

**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) <<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 Family Literacy grant award of \$25,000 into the Library Adult and Family Literacy Grant Fund and approve the related budget amendment to appropriate the funds to Adult and Family Literacy accounts for As-Needed Salary, 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. Report to Council for Meeting of February 19, 2019
2. Award letter
3. Report to Board of Library Trustees for Meeting of April 1, 2019