



## Agenda Report

19-1044

Agenda Date: 10/29/2019

### REPORT TO COUNCIL

#### SUBJECT

Action on California Library Literacy Services Grant Awards 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. In addition, CLLS provides a second family literacy award, intended to support services to low-literate adults and their families. The Library Department qualifies for both grants through its adult and family literacy program, titled "Read Santa Clara."

#### DISCUSSION

For fiscal year 2019/20, the Library Department has qualified for \$43,000 in grant funds:

##### California Library Literacy Services grant award, first installment of \$18,000:

The grant is 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 (first installment) amount of \$18,000, plus a future 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'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, dated August 16, 2019, is attached to this report (Attachment 1).

##### California Library Literacy Services - Family Literacy grant award, \$25,000:

The grant will be used for services to families provided by Read Santa Clara's family literacy program. These services would include family literacy events for low-literate families and supporting low-literate parents/caregivers with the tools needed to help their children succeed in school. A copy of the Family Literacy award letter is attached to this report (Attachment 2).

At the October 7, 2019 Board of Library Trustees meeting, the Board approved the Staff recommendation (Attachment 3) to accept the CLLS grant award of \$18,000 and the CLLS - Family Literacy grant award of \$25,000, to Read Santa Clara's Family Literacy program.

The CLLS grants require that the grant awards are deposited in the City's accounting system by June 30, 2020 and expended by December 31, 2020. 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 \$43,000 grant awards and approval of the appropriation of grant funds will help cover adult and family literacy programming for the Read Santa Clara program. There are no matching fund requirements. FY 2019/20 Adopted Operating Budget includes \$40,000 in estimated revenue of California Library Literacy Services Grant and appropriations of \$20,000 for the Adult Literacy Program in the Library Operating Grant Fund. Staff recommends an increase in estimated revenue to \$43,000 and appropriation of the full grant award of \$43,000.

**Budget Amendment  
FY 2019/20**

	<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	\$40,000	\$3,000	\$43,000
<u>Expenditures</u>			
Adult Literacy Program	\$20,000	\$23,000	\$43,000
<u>Fund Balance</u>			
Unrestricted Reserve	\$20,000	(\$20,000)	\$0

**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 grant award of \$18,000 and 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. (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 August 16, 2019
2. CLLS - Family Literacy award letter
3. Report to the Board of Library Trustees for Meeting of October 7, 2019