



City of Arts & Innovation

# City Council Memorandum

**TO: HONORABLE MAYOR AND CITY COUNCIL**                      **DATE: MAY 21, 2024**  
**FROM: LIBRARY DEPARTMENT**                                      **WARDS: ALL**  
**SUBJECT: AUTHORIZATION FOR A GRANT APPLICATION, AND RECEIPT OF LUNCH AT THE LIBRARY GRANT AWARD, FROM THE CALIFORNIA STATE LIBRARY IN THE AMOUNT OF \$50,448 - SUPPLEMENTAL APPROPRIATION**

**ISSUES:**

Authorization of a grant application, and receipt of a Lunch at the Library grant award from the California State Library in the amount of \$50,448 and approve a supplemental appropriation in the actual amount of the grant award.

**RECOMMENDATIONS:**

That the City Council:

1. Authorize a grant application for the Lunch at the Library in the amount of \$50,448, or the actual grant award, by the California State Library;
2. With at least five affirmative votes, and upon receipt of the award, authorize the Chief Financial Officer, or his designee, to record an increase in revenue and an appropriation in the amount of \$50,448, or the actual grant award, in the Grants and Restricted Programs Fund, Lunch at the Library FY 2024/25 revenue and expenditure accounts, and
3. Authorize the City Manager, or his designee, to execute grant documents with the California State Library, including making minor and non-substantive changes to documents associated with the grant as necessary.

**BACKGROUND:**

The Riverside Public Library actively pursues grant funding as an alternative funding source and/or to supplement City funds to enable unique program opportunities for the community. Grants offer valuable, unique opportunities for local jurisdictions to compete for funding sources available through, State, Federal, or other agencies to assist in covering the costs of selected projects.

Lunch at the Library is a project of the California State Library, supported with funds from the State of California. Lunch at the Library was developed by the California Library Association and the California Summer Meal Coalition, with support from the David and Lucile Packard

Foundation. The California Summer Meal Coalition (CSMC) and California Library Association (CLA) are working with libraries and meal providers across California to offer summer lunch programs that are designed to provide nourishment and summer enrichment for children and teens. All library meal sites provide free summer lunches and engage families with library programs and services. Some libraries are extending the impact of their lunch programs by providing arts, literacy, and Science, Technology, Engineering and Math programming for participating children and teens.

**DISCUSSION:**

On March 14, 2024, the Riverside Public Library received notification from the California State Library of the grant award for the Lunch at the Library Program Fiscal Year 2024/25 for the total amount of \$50,448 (Attachment 1). The Riverside Public Library will receive \$22,702 of the award upon execution and approval of the grant agreement, certification and claim forms (Attachment 2). The remaining funding will be made available according to the payment schedule and upon the completion of the grant agreement requirements.

This funding will support the Riverside Public Library Lunch at the Library Program for Summer 2024 and engage families with library programs and services. Funds will support programming of the STREAM Mobile to four (4) community centers that will be hosting the lunch program. At these four (4) locations the Riverside Public Library will offer a storytime, an activity, and a STREAM project for ten (10) weeks. This will provide the community and children the ability to register for a library card, check out books and return books, and register for the Summer Reading Program. Funds will be used to purchase supplies needed to create weekly activity or Science, Technology, Engineering and Math program project bags that can be distributed at pop up sites. These bags will be used to entertain and express creativity. Funds will also be used to purchase books in both Spanish and English for distribution to the youth participating in the summer lunch program.

The budget for the Lunch at the Library Program is in the following table:

<b>Budget Description</b>	<b>Amount</b>
Salaries/Wages/Benefits <sup>1</sup>	\$12,212
Travel	\$269
Supplies and Materials	\$29,267
Services (Contracted)	\$8,700
Project Total	\$50,448
<b>Total Award Amount</b>	<b>\$50,448</b>

<sup>1</sup>Four part time Library Assistants at \$18 per hour for 169 hours each to assist onsite at Pop-Up Library locations.

Children will be able to visit the Riverside Main Library and SPC. Jesus S. Duran Eastside Library locations and receive a meal from Riverside Unified School District for nine (9) weeks. An activity or a book that will encourage the use of the library, provide entertainment, or express creativity will be provided at these locations. Paid performers will host programs during lunchtime to provide enrichment opportunities for the children participating at the meal sites. American Sign Language interpreters will also be at each of these performances.

The grant term is February 1, 2024 through January 31, 2025, and all funds should be spent by January 31, 2025.

**STRATEGIC PLAN ALIGNMENT:**

This item contributes to **Strategic Priority No. 1 Arts, Culture & Recreation** and **Goal 1.1 - Strengthen Riverside’s portfolio of arts, culture, recreation, senior and lifelong learning programs and amenities through expanded community partnerships, shared use opportunities and fund development.**

The item aligns with each of the five Cross-Cutting Threads as follows:

1. **Community Trust** - This item aligns with Community Trust by This item aligns with Community Trust by minimizing the expenditure of City funds through community partnership and involving the community to encourage or enhance communication.
2. **Equity** - This item aligns with Equity by facilitating equitable distribution of services to every member of the community.
3. **Fiscal Responsibility** - This item aligns with Fiscal Responsibility as the community would benefit by accepting this award with no financial implications to the City other than in-kind contributions of staff time.
4. **Innovation** - This item aligns with Innovation by continuing partnership with the California State Library.
5. **Sustainability & Resiliency** - This item aligns with Sustainability & Resiliency by potentially providing fund development opportunity.

**FISCAL IMPACT:**

The total fiscal impact of this action is \$50,448, or the amount of the grant award. Upon City Council approval and grant award receipt, an increase in revenue and an appropriation in the amount of \$50,448, or the amount of the grant award, will be recorded in the Grants and Restricted Programs Fund, Lunch at the Library Program FY24/25, revenue and expenditure accounts as listed in the table below. No matching City funds are required.

<b>Fund</b>	<b>Program</b>	<b>Account</b>	<b>Amount</b>
Grants & Restricted Programs	<i>Revenue</i>		
	Lunch at the Library FY 2024/25	9351300-334100	\$50,448
	<i>Expenditures</i>		
	Lunch at the Library FY 2024/25 - Salaries	9351300-440210	\$12,212
	Lunch at the Library FY 2024/25 - Materials	9351300-426800	\$38,236
	<b>Total Expenditures</b>		

Prepared by: Angela Henson, Senior Management Analyst  
Approved by: Erin Christmas, Library Director  
Certified as to  
availability of funds: Kristie Thomas, Finance Director/Assistant Chief Financial Officer  
Approved by: Kris Martinez, Assistant City Manager  
Approved as to form: Phaedra Norton, City Attorney

Attachments:

1. Award Notice
2. Agreement