



# City Council Memorandum

City of Arts & Innovation

**TO: HONORABLE MAYOR AND CITY COUNCIL      DATE: DECEMBER 3, 2024**

**FROM: RIVERSIDE PUBLIC LIBRARY      WARDS: ALL**

**SUBJECT: ACCEPTANCE OF BLOCK GRANT FUNDS IN THE AMOUNT OF APPROXIMATELY \$48,829 FROM CALIFORNIA STATE LIBRARY FOR ADULT AND FAMILY LITERACY PROGRAMS OFFERED THROUGH RIVERSIDE PUBLIC LIBRARY – SUPPLEMENTAL APPROPRIATION**

**ISSUES:**

Approve the acceptance of block grant funds from the California State Library for adult and family literacy programs for Fiscal Year 2024/2025 in the amount of \$43,946 plus a final estimated installment amount of approximately \$4,883 based on a per capita of literacy program learners served combined with a match of local funds raised and expended on the program during the previous year, for a total acceptance amount of approximately \$48,829. The actual award may vary based on the final estimated installment amount as determined by the grantor.

**RECOMMENDATIONS:**

That the City Council:

1. Approve the acceptance of block grant funds from the California State Library for adult and family literacy programs for FY 2024/2025 in the amount of \$43,946, plus an estimated final installment amount of \$4,883, based on the per capita of literacy program learners served combined with a match of local funds raised and expended on the Adult and Family Literacy Program during the previous year, for a total of \$48,829, or in the amount of the actual award;
2. With five affirmative votes, and upon receipt of the grant award, authorize an increase in revenue and appropriation of expenditures in the amount of \$48,829, or in the amount of the grant award, in the Grants and Restricted Programs Fund – California State Library Literacy 2024/2025 Program and Family Literacy 2024/2025 Program; and
3. Authorize, the City Manager, or designee, to execute all grant documents including making minor and non-substantive changes as needed.

**BACKGROUND:**

Riverside Public Library’s Adult Literacy Program trains volunteers to provide independent learning opportunities to adults in the Riverside community who want to improve their reading,

writing and technology skills through one-on-one and group tutoring. The literacy program changes lives through enhancement of skills that lead to self-sufficiency.

The State budget contains funding at \$4.82 million for adult literacy services and \$2.5 million for family literacy services administered by the California State Library.

The California State Library for Family Literacy Program funds support adult learner-centered strengths-based family literacy services that are grounded in California Library Literacy Services values and supported by strong coordination between the California Library Literacy Services program, library administration, and other library staff, as well as external partnerships with other organizations serving families and children.

The funds are intended to support family literacy services for English-speaking adults with low literacy skills and their families.

**DISCUSSION:**

The Riverside Public Library submitted a grant application to the California State Library for a California Library Literacy Services grant for the Adult and Family Literacy Programs.

On August 22, 2024, the California State Library approved the Library’s grant application and awarded a first installment of \$43,946. The final estimated payment installment of \$4,883 is based on a per capita amount of literacy learners served during the prior year, combined with a match of the amount of local funds raised and expended on the literacy program in the prior year by the library jurisdiction.

Funds must be encumbered by June 30, 2025, and fully expended by September 30, 2025. Encumbered funds are those that have been deposited in the designated account and for which a budget has been provided to and approved by the State Library. The award will be claimed in two stages. The claim form included in the award packet will allow the Library to request the first 90% or \$43,946 of the award total (\$48,829). The final 10% payment of the total award is \$4,883.

The total allocation is identified in the following table.

<b>Total Award</b>	
Initial Award Claim Payment	\$43,946
Estimated Final Award Payment	*\$4,883
<b>Total (Estimated)</b>	<b>\$48,829</b>

\*Estimated based on a per capita amount of literacy learners served during the prior year combined with a match of the amount of local funds raised and expended on the literacy program in the prior year by the library jurisdiction.

The California State Library and California Library Literacy Services have not yet determined what the full amount of the final installment will be for fiscal year 2024/2025. Once the attached claim form is signed and reports are submitted to the State Library, final payment will be made to the Riverside Public Library. Grant funds will be used for materials in support of tutors and learners in the program.

In accordance with the City Grant Administration Policy 01.006.00, the Library Department Director evaluated the award to determine the benefit to the customers of the City’s Library, long and short-term financial implications, feasibility and compatibility with existing City priorities/goals

and services and determined the community and City would benefit by accepting this award. The City Council's role and responsibility is to approve acceptance and appropriation of funds for all grant awards.

**STRATEGIC PLAN ALIGNMENT:**

The item presented in this report contribute to the following Strategic Priority No. 1 *Arts, Culture and Recreation* and Goal No. 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** – Grant funding provided by the California State Library Grant builds with community trust by minimizing the expenditure of City funds through community partnership and involving the Board of Library Trustees and members of the community to encourage or enhance communication.
2. **Equity** - This item aligns with equity by facilitating equitable distribution of library services and resources to every member of the community.
3. **Fiscal Responsibility** – The California State Library Grant 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 estimated fiscal impact of this action is increase in revenue and expenditures of approximately \$48,829, or the actual amount of the grant award. All required matching funds for FY 2024/2025 are provided through in-kind contributions of staff time and are included in the Library's operating budget as part of its regular programming. The total grant award may vary based on an estimated final installment amount as determined by the California State Library.

Upon Council approval and grant award, the below amounts will be recorded and appropriated in the Funds & Programs as listed in the following table:

<b>Fund</b>	<b>Program</b>	<b>Account</b>	<b>Amount</b>
<b>Revenue</b>			
Grant & Restricted Programs	CA Library Literacy 24/25	9352400-334100	\$27,829
	Family Literacy 24/25	9352500-334100	\$21,000
<b>Total Revenue:</b>			<b>\$48,829</b>
<b>Expenditures</b>			
Grant & Restricted Programs	CA Library Literacy 24/25	9352400-440210	\$12,000
		9352400-426800	\$15,829
	Family Literacy 24/25	9352500-440210	\$12,000
		9352500-426800	\$9,000
<b>Total Expenditures:</b>			<b>\$48,829</b>

Prepared by: Angela Henson, Principal 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: Jack Liu, Interim City Attorney

Attachment:

1. Award Letter
2. 1<sup>st</sup> Claim Form
3. Certification Form
4. Agreement