



City of Arts & Innovation

City Council Memorandum

TO: HONORABLE MAYOR AND CITY COUNCIL DATE: NOVEMBER 2, 2021

FROM: RIVERSIDE PUBLIC LIBRARY WARDS: ALL

SUBJECT: GRANT FUNDS IN THE AMOUNT OF \$56,824 FROM CALIFORNIA STATE LIBRARY FOR ADULT AND FAMILY LITERACY PROGRAMS THROUGH RIVERSIDE PUBLIC LIBRARY – SUPPLEMENTAL APPROPRIATION

ISSUES:

Approve the acceptance of a grant funds from the California State Library for adult and family literacy programs for Fiscal Year 2021/22 in the amount of \$56,824, plus a final installment amount to be determined 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.

RECOMMENDATIONS:

That the City Council:

1. Approve the acceptance of grant funds from the California State Library for adult and family literacy programs for FY 2021/2022 in the amount of \$56,824, plus a final installment amount to be determined 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;
2. With five affirmative votes, upon receipt of the grant award, authorize an increase in revenue and appropriation of expenditures in the amount of \$56,824, plus a final installment amount to be determined, in the Grants and Restricted Programs Fund – California State Library Literacy 2021/22 Program and Family Literacy 2021/22 Program; and
3. Authorize, the City Manager, or designee, to execute all grant documents including making minor and non-substantive changes.

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 peoples' lives through enhancement of skills that lead to self-sufficiency.

The state budget continues funding at \$4.82 million for adult literacy services and \$2.5 million for family literacy services.

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, not the general adult or youth services populations.

DISCUSSION:

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

On August 5, 2021, the California State Library approved the Library's grant application and awarded first installment of \$56,824 (Adult Literacy Services for \$28,824 and Family Literacy Services for \$28,000). The final payment installment 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.

The Riverside Public Library will have an 18-month timeline to spend the awarded funds, from the start of Fiscal Year 2021/22 until December 31, 2022. The total allocation is identified in the following table.

	Adult Literacy Services	Family Literacy Services	Total Allocation
Initial Award Payment	\$25,942	\$28,000	\$53,942
Estimated Final Award Payment	*\$2,882	-	*\$2,882
Total	\$28,824	\$28,000	\$56,824

*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 2021/22. 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 and programs 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 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 fiscal impact of this action is \$56,824. All required matching funds for FY 2021/22 are provided through in-kind contributions of staff time and are included in the Library's operating budget as part of its regular programming.

Upon Council approval and grant award, record an increase in revenue and appropriate expenditures in the amount of \$56,824, plus a final installment amount to be determined, in the Grants and Restricted Programs Fund, California State Library Literacy & Family Literacy program accounts listed below:

Name	Revenue Account	Expenditure Account	Amount
California State Library Literacy 2021/22	9344600-334100	9344600-440210	\$10,700
		9344600-426800	\$18,124
Family Literacy 2021/22	9344500-334100	9344500-440210	\$28,000
Total:			\$56,824

Prepared by: Erin Christmas, Library Director
 Certified as to availability of funds: Edward Enriquez, Chief Financial Officer / City Treasurer
 Approved by: Rafael Guzman, Assistant City Manager

Approved as to form: Phaedra A. Norton, City Attorney
Attachment:

1. Award Letter
2. Claim Form
3. Certification Form