



## Legislation Details (With Text)

**File #:** 23-585      **Version:** 1      **Name:** CLLS FY24 Grant  
**Type:** Staff Report      **Status:** Filed  
**In control:** City Council  
**On agenda:** 12/18/2023      **Final action:** 12/18/2023  
**Enactment date:**      **Enactment #:** Reso 2023-178

**Title:** Adopt a Resolution to Approve the California State Library’s Fiscal Year 2024 California Library Literacy Services (CLLS) Grant in the amount of \$86,818 and to Authorize the City Manager to Execute All Documents Related to the Grant and Appropriate Grant Funds for the Continuation of the Project Literacy Adult and Family Literacy Services

**Sponsors:** Brian Simons

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Resolution Project Literacy Adult and Family, 2. Exhibit A1 - California Library Literacy and English Acquisition Service Program, 3. B - California Library Literacy Services Funding Formula, 4. C - CLLS FY 2024 San Leandro Public Library Literacy Grant Award Packet, 5. D - CLLS Allowable and Unallowable Expenses (August 2023)

Date	Ver.	Action By	Action	Result
12/18/2023	1	City Council	Received and Filed	Pass

Adopt a Resolution to Approve the California State Library’s Fiscal Year 2024 California Library Literacy Services (CLLS) Grant in the amount of \$86,818 and to Authorize the City Manager to Execute All Documents Related to the Grant and Appropriate Grant Funds for the Continuation of the Project Literacy Adult and Family Literacy Services

### COUNCIL PRIORITY

- Community Engagement and Outreach
- Race and Equity Initiatives
- Community & Business Development

### SUMMARY

The California State Library’s California Library Literacy Services (CLLS) Grant has annually funded the San Leandro Public Library’s Project Literacy since 1989. It has allowed the Library to advance adult and family literacy through tutoring, community outreach, volunteerism, and collaborative partnerships. Project Literacy provides free literacy support services that enable individuals in the community to acquire the knowledge and skills necessary to achieve economic independence and full participation within their community. Project Literacy takes a learner-centered and goal-directed approach to tutoring, thus empowering learners to shape their learning. Learners define their goals within four areas of life: life-long learning (personal & educational goals), job and career, family, and community. Many learners have goals to increase involvement in their family’s literacy activities, such as reading together, helping with their homework, or communicating with their teachers. Our Family Literacy Program supports learners who are raising children ages 0-14. Literacy provides onramps to equity and inclusion for not just the adult learner, but for an entire family. The program helps between

20-40 literacy learners annually by pairing them with trained community volunteer tutors.

## **RECOMMENDATIONS**

Staff recommends the City Council adopt a resolution to accept the grant award for FY 2024 totaling \$86,818 from CLLS and to authorize the City Manager to execute all documents and appropriate the funds.

## **BACKGROUND**

The California State Library's CLLS Grant has annually funded the San Leandro Public Library's Project Literacy since 1989. It is awarded based on a funding formula (Attachment B).

### **Analysis**

For FY24, the award packet (Attachment C) provides \$86,818, split into two categories, \$33,966 for Adult Literacy Services and \$52,852 for Family Literacy Services (for adults who are raising children ages 0-14). The award will be in two stages:

Stage 1:

- 90% of the Adult Literacy Award: \$30,569
- 100% of the Family Literacy Award: \$52,852
- Total Initial Award Amount: \$83,421

Stage 2:

- 10% of the Adult Literacy Award: \$3,397 will be paid only upon approval of all final reports and receipt of claim form to the state.

Expenditures must comply with the California Library Literacy Services allowable and unallowable cost guide (Attachment D). Explicitly, "a local library shall ensure that funds received pursuant to this chapter are exclusively used for expenses resulting from providing English language and literacy services and shall ensure that at least 90% of the funds received for the program are expended on direct services and related materials."

All expenditures are tracked by the Project Literacy Coordinator, who reports expenditures to the California State Library in the mid-year report and the annual, end-of-year report.

### **Applicable General Plan Policies**

- GOAL CSF-3 Sustain and expand a public library system that provides a destination for exploration and discovery, knowledge and information, leisure and cultural enrichment, and life-long learning opportunities for persons of all ages.
  - Policy CSF-3.5 Resources for Self-Improvement. Ensure that San Leandro's libraries and other community institutions provide a setting for the open exchange of ideas and information and provide an opportunity for residents of all backgrounds to improve their skills and knowledge.
- GOAL CSF-4 Maximize access to information and communication services for San Leandro residents and businesses.

- Policy CSF-4.3 Computer Training and Digital Literacy. Support continuing education and computer training programs to increase computer literacy and skill levels among San Leandro residents.
- GOAL CSF-5 Provide recreation and human service programs and activities commensurate with identified community needs.
  - Policy CSF-5.2 Child and Family Services. Support the development of child and family services and programs that encourage safe and healthy environments for children and families.

### **Summary of Public Outreach Efforts**

By the nature of this program, the Library conduct outreach to the community to find adult literacy learners and volunteer tutors. This program has been setting up community members for success since 1989 and is positively received.

### **Legal Analysis**

The City Attorney reviewed these documents and agreements and approved them as to form.

### **Financial Impacts**

Acceptance of this grant does not impact the Fiscal Year 2024 General Fund budget. State grant funding will be awarded upfront and deposited into the 150-3607 Revenue Account and expended as follows:

- Project Literacy Grant Fund, Account 150-68-019:      **\$86,818**
- **Total**      **\$86,818**

This Council action will not impact fund balance because the grant funds will be awarded up front and expended in the same fiscal year. This is not a reimbursement style grant.

### **ATTACHMENTS**

***Attachment A: Draft Resolution Continuation of the Project Literacy Adult and Family Literacy Services***

- *Ex A1: California Library Literacy and English Acquisition Service Program (California Education Code Title 1, Division 1, Part 11, Chapter 4.6, Section 18880-18883)*

***Attachment B: CLLS Funding Formula***

***Attachment C: CLLS FY 2024 San Leandro Public Library Literacy Grant Award Packet***

***Attachment D: CLLS Allowable and Unallowable Expenses - August 2023***

Please note: a fully executed agreement will be attached to this legislative file following approval of this action.

**PREPARED BY:** Armando Rivera, Senior Librarian, Library Services Department; Brian Simons, Library Director, Library Services Department