



Agenda Report

File #: 19-0078

AGENDA REPORT REQUEST FOR CITY COUNCIL ACTION

DATE: 2/6/2019

TO: Honorable Mayor and City Council Members

FROM: Library and Recreation Services Department

SUBJECT:

City Council consideration of accepting and appropriating \$11,351 additional grant funds from the California State Library for the Adult Literacy program 2018/2019.

RECOMMENDED ACTION:

That the City Council:

1. Accept and appropriate additional grant funding from the California State Library for the continuation of the Adult Literacy Program.
2. Appropriate \$11,351 to the Library and Recreation Services' operating budget and increase the same amount in the Library Adult and Family Literacy Grant Fund.

ANALYSIS:

The Corona Public Library continues to receive funds for the Adult Literacy program. This grant provides for one-on-one literacy tutoring for adults.

The Adult Literacy program has been in existence for over 20 years. It is funded almost exclusively through grants from the California State Library, for which we must apply annually. This funding supports the purchase of supplies for our volunteer tutors and their adult learners. It also supports ongoing training for library staff and for tutor/adult learner pairs.

This funding is vital and must be reallocated annually by the California State Legislature. The funds offer a baseline with which staff provide basic literacy services and are augmented, (wherever opportunities arise) with grants, donations, and the general fund. Currently, 31 tutor/learner pairs work together to achieve specific literacy goals established in accordance with each learners' needs and abilities.

The additional funding of \$11,351 is based on:

- A per capita amount per adult learner served at the Corona Public Library in 2017/2018 that reflects the fact that Adult Literacy Services are integral to all other literacy services.
- A match on local funds raised and expended for adult literacy services at the Corona Public Library in 2017/2018 - reflecting a commitment to our State/Local partnership and to providing an incentive for increased local support for adult literacy.

COMMITTEE ACTION:

Not Applicable.

STRATEGIC PLAN:

This item supports the City's Strategic Plan Goal 4: "Actively engaging in public and private partnerships to provide services and amenities." The Library and Recreation Services Department is partnering with the California State Library to provide adult literacy services.

FISCAL IMPACT:

In Fiscal Year 2018/2019, the City will receive and budget an additional \$11,351 from the California State Library, which will bring our grant total for the Adult Literacy Program 2018/2019 to \$29,351 to fund literacy-related materials as well as partial funding for a part-time position salary. The grant funds do not have a matching requirement. The Adult Literacy Program grant is budgeted in the Adult and Family Literacy Grant Fund. Grant funds must be expended or encumbered by June 30, 2019.

Fund	07/01/18 Est. Fund Balance	Budgeted Revenues/ Sources	Budgeted Expenditures/ Uses	Fund Balance Impacts	06/30/19 Est. Fund Balance
Adult and Family Literacy Grant Fund 442	\$31,582	\$36,985	(\$18,000)	\$11,351 Revenue (\$11,351) Appropriation	\$50,567

ENVIRONMENTAL ANALYSIS:

No environmental review is required because the proposed action is not a project governed by the California Environmental Quality Act.

PREPARED BY: KATHERINE BACKUS, MANAGEMENT ANALYST

REVIEWED BY: DAVID MONTGOMERY-SCOTT, LIBRARY AND RECREATION SERVICES
DIRECTOR

REVIEWED BY: KERRY D. EDEN, ASSISTANT CITY MANAGER/ADMINISTRATIVE SERVICES
DIRECTOR

REVIEWED BY: MICHELE NISSEN, ASSISTANT CITY MANAGER

SUBMITTED BY: DARRELL TALBERT, CITY MANAGER



January 10, 2019

David Montgomery-Scott, Director, Library and Recreation Services david.montgomery-scott@coronaca.gov
Corona Public Library
650 South Main
Corona, CA 92882-3417

Dear Mr. Montgomery-Scott:

I'm pleased to enclose a claim form for the remainder of your California Library Literacy Services funding for the 2018-2019 fiscal year.

This **final, second payment** of your total allocation for the fiscal year that began July, 2018 is based on:

- A *per capita* amount per adult learner served at your library during the previous fiscal year.
- A *match* on local funds raised and expended for adult literacy services at your library during the fiscal year that ended June 30, 2018.

Earlier this year you received a baseline for your literacy program. The baseline reflects the importance of each library having enough funds to provide local literacy staffing and service.

Below is a re-cap of your total California Library Literacy Services funding for the current program year:

Baseline Adult Literacy Services:	\$18,000 (amount previously claimed)
Final Payment (Per Capita & Match):	\$11,351 (amount to be claimed now)
GRAND TOTAL FOR 2018/19:	\$29,351

Changes in your funding from last year are based on an increase or decrease in the number of adult learners you served, and/or an increase or decrease in the amount of local funds expended on adult literacy last year.

We'll initiate the payment process upon receipt of your signed claim form, which is attached. This final payment will be processed after all reporting requirements from the prior fiscal year have been received, all adjustments made and unexpended monies returned.

The following specific issues or observations are being made about your final report:

None

Please mail the signed claim form to: **California State Library
Fiscal/Local Assistance
P.O. Box 942837
Sacramento, CA 94237-0001**

The attached forms require your signature and serve two purposes:

1. Requests to claim the funds and have a check sent to you
2. Certifies that your library will use the funds for the purpose intended; and

In January, you'll be asked to revise your literacy budget for the 2018-2019 fiscal year utilizing the actual total allotment from the State Library shown in this award letter. The budget that you submitted with your application earlier this year was based on projections. Your revised budget should reflect updated information and more accurate figures than you had at the time of application.

You'll be asked to report electronically after the close of the fiscal year. Library literacy services staff will provide more details on this process. If you need a copy of your most recent final report and/or application, please contact Andrea Freeland at andrea.freeland@library.ca.gov.

PLEASE REMEMBER THAT

**ALL STATE FUNDS MUST BE EXPENDED OR ENCUMBERED BY JUNE 30, 2019
OR RETURNED TO THE STATE.**

Should you have additional questions regarding the new funding and/or reporting process, please contact:

Natalie Cole (916) 651-0985 or natalie.cole@library.ca.gov
Andrea Freeland (916) 651-3191 or andrea.freeland@library.ca.gov

Thanks again for your commitment to literacy. It's one of the most transformative and successful things libraries do.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Ashley Mendoza, Literacy Coordinator (via email: ashley.mendoza@coronaca.gov)
David Montgomery-Scott, Director, Library and Recreation Services (via email: david.montgomery-scott@coronaca.gov)

Enc.: Claim Form
Certification Form