



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 10/16/2018

Agenda Placement: 6E

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Danis Kreimeier - Director  
Library

**REPORT BY:** Danielle Clayton, Staff Services Analyst II - 253-4819

**SUBJECT:** Acceptance of the FY18/19 California Library Literacy Services (CLLS) baseline funding in the amount of \$18,000 from the California State Library

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### **RECOMMENDATION**

Director of Library Services and Community Outreach requests acceptance of the Fiscal Year 2018/2019 California Library Literacy Services (CLLS) baseline funds in the amount of \$18,000.

### **EXECUTIVE SUMMARY**

The Director of Library Services and Community Outreach is requesting authorization to accept Fiscal Year 2018/2019 CLLS baseline funds in the amount of \$18,000. The funds will be used to purchase services and supplies for the adult literacy program at the Napa County Library.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds for literacy services are budgeted in the Library's FY 2018/2019 operating budget, line item 43790, State-Other Funding.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Approval of the requested action will enable the funds to be expended to support the adult literacy program.
Is the general fund affected?	No

Future fiscal impact: The funds will be deposited in the Library's Operating budget, and will be spent on adult literacy services and supplies.

Consequences if not approved: If the requested action is not approved, the Library will not be able to accept the funds, nor make purchases to support the adult literacy program.

Additional Information:

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

On September 28, 2018, the Library received a check from the California State Library in the amount of \$18,000 for the Fiscal Year 2018/2019 CLLS baseline funding. Per the Napa County Grant Policy, located in Section 8A of the Napa County Policy Manual, upon written notification from the granting agency that the grant has been approved, Board approval is required to accept grant funds. Hence, the Director of Library Services and Community Outreach is requesting authorization to accept these funds. The funds will be used to purchase services and supplies for the adult literacy program at the Napa County Library. Services and supplies purchased may include (but are not limited to) items specific to the literacy program such as: performers, specific office supplies for program use, extra help for front desk coverage, advertising and marketing for literacy programs, staff training, postage for mailing, books, and other State approved services and supplies.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Ben Guerrieri