

CITY OF OAKLAND
AGENDA REPORT

FILED
OFFICE OF THE CITY CLERK
OAKLAND

2007 SEP 13 PM 3:52

TO: Office of the City Administrator
ATTN: Deborah Edgerly
FROM: Library Department
DATE: September 25, 2007
RE: **Resolution Authorizing the City Administrator To Apply For, Accept, and Appropriate a Grant In the Amount of \$72,000 From the California State Library California Library Literacy Service To Support the Oakland Public Library Second Start Adult Literacy Program For Fiscal Year 2007-2008**

SUMMARY

Staff recommends that the City Council approve a resolution authorizing the City Administrator to apply for, accept, and appropriate grant funds in the amount of \$72,000 for fiscal year 2007-2008 and to appropriate any additional funds from the California State Library Literacy Service to support the Second Start Adult Literacy Program without returning to Council. The actual award amount will be determined by the State Library no sooner than October 15, 2007, based on 2006-2007 fiscal year expenditures by the Oakland Public Library.

The grant is funded by the California State Library's California Library Literacy Service (CLLS) for the seventeenth year, and will allow for the continuation of supplemental funding to enhance the basic literacy services of Oakland Public Library's Second Start Adult Literacy Program. In previous years, CLLS funds have set up the literacy program's computer learning center, provided money for student workbooks and other literacy materials, supported staff development activities and workshops for students and tutors, and provided a part time staff person for the Families for Literacy Program.

FISCAL IMPACT

The California Library Services Board provides approximately \$1.00 in state matching funds for every \$6.00 the City appropriates for the Second Start Adult Literacy Program. Funds received will be deposited in Fund 2148, Organization 61213, in a project to be assigned and used for the following personnel and indirect charges allowed per the grant (up to 10% of the grant amount):

0.50 FTE Literacy Assistant, PT:	\$26,784
0.96 FTE Library Aide, PT:	\$34,824
0.08 FTE Office Assistant I (pro-rated FT) -	\$3,847
10% Overhead Allowance -	<u>\$6,545</u>
Total -	\$72,000

Item: _____
Life Enrichment Cte.
September 25, 2007

The grantor will only allow up to ten percent of direct costs for overhead, we are therefore requesting, as part of the acceptance of this grant, a waiver of the remaining Central Services Overhead in the amount of approximately \$9,400.

BACKGROUND

This is the seventeenth year that the Oakland Public Library's Second Start Adult Literacy Program has been eligible to receive matching funds from the State for its adult literacy program. With these funds, administered by the California State Library within the California Library Literacy Service (CLLS), the Library will target English-speaking adults over the age of 16 who live in Oakland and read below the fourth grade level. It is estimated that between 60,000 and 70,000 adults in Oakland are functionally illiterate and are eligible for Second Start's services. The National Institute for Literacy's 1998 report, *The State of Literacy in America: Estimates at the Local, State, and National Levels* lists Oakland as having a 38 percent illiteracy rate. In 2006, the California State Library announced that, according to the U.S. Department of Education's 2003 National Assessment of Adult Literacy report, approximately 3.4 million adult Californians are at "below basic" literacy levels affirming the continued need for literacy programs.

Each year eligible public libraries apply for funding and provide the State Library with a plan of service, which reflects the most current needs of the program and its clients. This year the funding will be spent on staff to coordinate the families for literacy program, support the computer learning center, increase the number of training sessions provided to volunteer tutors, improve the basic literacy curriculum, expand the provision of small group literacy instruction, and provide workshops for tutors and students. The grant funds will enable the Second Start Program to continue to provide effective and efficient literacy services to its clients.

KEY ISSUES AND IMPACTS

The literacy problem in Oakland and elsewhere in the United States, as evidenced by the National Adult Literacy Survey (NALS) conducted in 1993, the National Institute for Literacy report, "The State of Literacy in America," published in 1998, and the U.S. Department of Education's 2003 National Assessment of Adult Literacy report, is huge and growing. However, gains are being made on the local level by volunteer-based programs in public libraries, churches, and community-based organizations.

The CLLS Act recognizes the importance of the public library as a provider of literacy services to adults out of school, and provides money to support library literacy programs that are tailored to the specific needs of the local community. The City of Oakland provides basic funding for Second Start. This is supplemented by grant funds from other public and private sources in order that staff may provide literacy clients with many different modes of instruction and the reinforcement of practicing basic skills on the computer. Since the introduction of small group instruction and the computer learning center to supplement the basic program of volunteer tutors and one-on-one tutoring, learners have acquired more literacy skills faster and the retention rate at Second Start over the past year reached 78 percent.

PROGRAM DESCRIPTION

The Second Start Adult Literacy Program of the Oakland Public Library began providing free, confidential literacy services to the Oakland community in 1984, as part of the California Literacy Campaign, funded by the California State Library. Now Second Start is funded primarily by the City of Oakland through the Oakland Public Library budget, with additional funding from family foundations and private donors.

Second Start serves adults over the age of 16 who read below the fourth grade level and speak enough English to be able to communicate with a volunteer tutor or staff person. Adult students improve their reading and writing by attending classes, meeting with individual tutors, and practicing basic skills using the educational software in the computer learning center. Second Start also serves the preschool children of adult literacy students with its ground-breaking Families for Literacy (FFL) Program. The FFL program works with parents at improving their reading skills, getting their children ready for school, helping their children with homework, and reading to their children to develop in them a lifelong love of reading.

The adult literacy program serves over 200 students per year, with 109 trained volunteer tutors. The demographics of the adults served by this program are: African American/Black: 83%; Latino: 8%; Asian: 4% and 5%: White or Other; 55% are female and 45% are male. Many learners are living in poverty and outside of the economic mainstream. Graduates of the Second Start Program have gone on to further study at community colleges, have obtained employment or earned promotions at work, and have started their own businesses. Second Start students who are involved in the Families for Literacy Program report that their children are doing better in school and love reading.

Second Start is a nationally recognized adult literacy program and has made major contributions to the literacy field in the areas of curriculum, programming and student leadership. In 1998 the Public Library Association presented Second Start with its annual Literacy Leadership Award.

SUSTAINABLE OPPORTUNITIES

Economic: The students receiving literacy instruction at Second Start will be improving their reading, writing, and math skills and will be able to get better jobs as a result. Students will also learn how to handle money, open a bank account, manage a credit card, and otherwise operate more wisely and economically in the financial world.

Environment: Second Start is helping to create a more literate population in Oakland. A more literate population is more likely to vote, and to be able to educate themselves about issues of sustainability. Several of the basic texts that are used with the adult literacy students use stories and activities that promote sustainable daily living strategies, such as recycling and buying in bulk.

Equity: Obtaining better skills and worldly knowledge will allow literacy students to achieve equity in employment, housing and further education for themselves and their children.

DISABILITY AND SENIOR CITIZEN ACCESS

The Second Start Adult Literacy Program accepts all eligible adults regardless of age or disability. The Second Start offices, classrooms, and computer learning center are all ADA compliant.

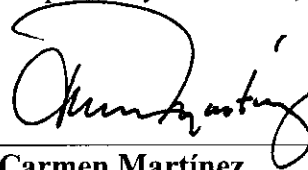
RECOMMENDATIONS AND RATIONALE

In light of recent statistics showing that Oakland has a significant adult illiteracy problem, staff recommends that the City Council support the Library's Second Start Adult Literacy Program in its efforts to teach basic skills, expand its student base, and refine appropriate curriculum and instruction.

ACTION REQUESTED OF THE CITY COUNCIL

Staff recommends that the City Council approve the resolution authorizing the City Administrator to apply for, accept, and appropriate a grant in the amount of \$72,000 from the California State Library, California Library Literacy Service for Fiscal Year 2007-2008 to support the Second Start Adult Literacy Program, approve a partial waiver of the Central Services Overhead in the amount of \$9,400 and appropriate any additional funds without returning to Council.

Respectfully submitted,



Carmen Martínez
Library Director

Prepared by:
Winifred C. Walters
Manager, Grants and Development

APPROVED FOR FORWARDING TO THE
LIFE ENRICHMENT COMMITTEE:

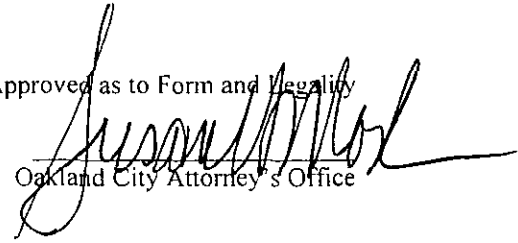

OFFICE OF THE CITY ADMINISTRATOR

OFFICE OF THE CITY CLERK
OAKLAND

2007 SEP 13 PM 3:52

Approved as to Form and Legality

Oakland City Attorney's Office



OAKLAND CITY COUNCIL

RESOLUTION NO. _____ C. M. S.

RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR, ON BEHALF OF THE CITY OF OAKLAND, TO APPLY FOR, ACCEPT, AND APPROPRIATE A GRANT IN THE AMOUNT OF \$72,000 FROM THE CALIFORNIA STATE LIBRARY CALIFORNIA LIBRARY LITERACY SERVICE TO SUPPORT THE OAKLAND PUBLIC LIBRARY SECOND START ADULT LITERACY PROGRAM FOR FISCAL YEAR 2007-2008

WHEREAS, the California State Library has made available California Library Literacy Service (CLLS) program funds in a matching grant program for public library literacy programs in fiscal year 2007-2008; and

WHEREAS, the City of Oakland desires to apply for, accept, and appropriate a grant in the amount of seventy-two thousand dollars (\$72,000) from the California State Library California Library Literacy Service to support the Oakland Public Library's Second Start Adult Literacy Program; and

WHEREAS, the California State Library has set a maximum allowance of 10% of the total grant award for administrative costs, which is less than the City's current Central Services Overhead recovery rate; now, therefore, be it

RESOLVED: That the City Administrator or her designee is hereby authorized and directed to apply for and accept a CLLS grant in the amount of seventy-two thousand dollars (\$72,000) for the purpose described herein and to deposit such funds in Fund 2148, Organization 61213, in a project to be assigned to be used for personnel (0.5 FTE Literacy Assistant, PT, 0.96 FTE Library Aide, PT and 0.08 FTE Office Assistant I) and to authorize a partial waiver of the Central Services Overhead in the amount of \$9,400; and, be it

FURTHER RESOLVED: That the City Council hereby appoints the City Administrator or her designee as agent of the City to conduct all negotiations, applications, agreements, payment requests, and related actions which may be necessary for the completion of the aforementioned project in accordance with its basic purpose; and be it

FURTHER RESOLVED: That should additional funds be received, the City Administrator or her designee is hereby authorized to appropriate same for the purposes described above without returning to Council.

IN COUNCIL, OAKLAND, CALIFORNIA, _____, 20__

PASSED BY THE FOLLOWING VOTE:

AYES -

NOES -

ABSENT -

ASTENTION -

ATTEST: _____
LATONDA SIMMONS
City Clerk and Clerk of the Council
Of the City of Oakland, California