



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jill Bourne

**SUBJECT:** SEE BELOW

**DATE:** May 28, 2024

Approved

Date

6/7/24

**SUBJECT: ACTIONS RELATED TO THE GRANT AGREEMENT BETWEEN THE  
CITY OF SAN JOSÉ AND THE SAN JOSÉ PUBLIC LIBRARY  
FOUNDATION**

## **RECOMMENDATION**

Adopt a resolution authorizing the City Manager or her designee to negotiate and execute an agreement between the City of San José and the San José Public Library Foundation in the amount not to exceed \$1,615,500 for the fiscal administration of the San José Learns funds (\$1,000,000), administration of the San José Learns Tutoring Expansion, fiscal administration of the Equity, Diversity, and Inclusion programs and workshops in the amount not to exceed \$55,500, fiscal administration of the Digital Inclusion Grant Program (\$460,000), and for fundraising activities to support Library programs (\$100,000).

## **SUMMARY AND OUTCOME**

Approval of the recommendation will allow the San José Public Library Foundation (Foundation) to seek donations and pledges to maintain and enhance Library collections, programs, and services; continue to serve as the fiscal agent for the San José Learns (SJ Learns); SJ Learns Tutoring Matters Expansion; Digital Inclusion Grant Program; and enhance the Library's ability to provide cultural enrichment programming from small-scale local vendors.

## **BACKGROUND**

The San José Public Library (SJPL) and the Foundation enter into an agreement on an annual basis by which the Foundation leverages City funding (\$100,000 in fiscal year (FY) 2024-2025) to garner additional funding, at a minimum of \$250,000 per year, to support Library programming and initiatives. The Foundation was established as a grantmaking entity with the professional expertise and skill in administering fundraising activities, enhancing SJPL's core

values towards lifelong learning and access to information, library materials, and digital resources.

Since 2018, the City Council has continuously taken annual budget actions of various amounts to fund the SJ Learns, SJ Learns Tutoring Matters Expansion, and the Digital Inclusion Grant Program, which have been managed by the Foundation as the fiscal agent. Information about these important educational programs is provided to the City Council through the annual Education and Digital Literacy report.

In FY 2023-2024, the Foundation:

- Leveraged \$50,000 in Library Parcel Tax funding to secure more than \$250,000 to support Library programming;
- Served as the fiscal agent in disbursing the FY 2023-2024 SJ Learns funds to local education agencies;
- Served as the fiscal agent in disbursing the FY 2023-2024 and SJ Learns Tutoring Expansion funds; and,
- Served as fiscal agent overseeing the management of the San José Digital Inclusion Grant Program.

## **ANALYSIS**

### **SJ Learns Funding (\$1.0 million)**

SJ Learns was established in 2015. In early 2018, the Foundation became the fiscal agent for SJ Learns and began overseeing the annual grant program in partnership with SJPL. The SJ Learns grant opportunity provides funding to local education agencies for expanded learning or out-of-school-time programs. Expanded learning or out-of-school-time programs are comprised of learning opportunities structured outside of the school day, including before and after school, summer, and extended-day programs. The SJ Learns Advisory Committee, which is responsible for vetting proposals and proposing awards, is comprised of regional expanded learning experts and professionals, members of local nonprofit organizations supporting expanded learning, and the Santa Clara County Office of Education.

Since the creation of SJ Learns, funding has been granted to 49 schools to provide enhanced after-school services to support more than 5,320 TK-3rd grade students who were at-risk of not learning at grade level. In FY 2023-2024, four local education agencies received SJ Learns Grant awards to support expanded learning programs across 15 schools, serving 778 students.

Through this agreement, the Foundation will continue to serve as the fiscal agent for SJ Learns funds. In this capacity, the Foundation will continue to manage the disbursement of funds, accounting, record keeping, tracking outcomes, and the grantmaking process for annual grants, and it will hire an outside party to conduct a program evaluation regularly. The actual cost of services and program administration expenditures will occur at an administrative rate not to

exceed 15% of the total amount available for program expenditure, based on a total fund of \$1,000,000. SJPL will provide subject matter expertise, direction on the focus of annual grantmaking, and reporting back to the Library and Education Commission, City Council committees, and City Council, as appropriate. SJPL staff will continue to participate in the SJ Learns Advisory Committee and will provide oversight to the grantmaking process.

### SJ Learns Tutoring Expansion Program

To offset the impact of COVID-19 pandemic-related learning loss and uplift children to higher levels of academic success, achievement, and school engagement, the SJ Learns program implemented a two-year expanded scope to provide high-need K-12 students in San José with an opportunity to access high-quality tutoring services and accelerate growth towards academic goals. SJ Learns Tutoring grants were awarded to Alpha Public Schools, Reading Partners, Campbell-Union/Study Smart, and Santa Clara County Office of Education-Bay Area Tutoring Association to complete from January 2024 to December 2024

Table 1. SJ Learns Tutoring Grants

<b>Time Period</b>	<b>Local Education Agency Grantee</b>	<b>Funds Distributed</b>
Jan 2024 - Dec 2024	Alpha Public Schools	\$360,000.00
	Reading Partners	\$50,000.00
	Campbell-Union/Study Smart	\$200,000.00
	Santa Clara County Office of Education – Bay Area Tutoring Association	\$100,126.00
Jul 2024 - Jun 2025 Additional Funds	Reading Partners	\$200,000.00
	Santa Clara County Office of Education – Bay Area Tutoring Association	\$90,000.00
	Alpha Public Schools	\$200,000.00
	Franklin- McKinley School District - Teach for America	\$80,000.00

Through this agreement, the Foundation will continue to serve as the fiscal agent for the SJ Learns Tutoring Expansion program which include the grants previously mentioned as well as grants for Reading Partners, Santa Clara County Office of Education in partnership with Bay Area Tutoring Association, Alpha Public Schools, and Franklin-McKinley School District - Teach for America which run from July 2024 to June 2025. SJPL will manage the planning and implementation process for the funding opportunity on behalf of the City. The Foundation will continue to serve as the grant administrator and provide technical assistance through an existing online grant management system, which is currently utilized for the SJ Learns and Digital Inclusion Grants.

Equity, Diversity, and Inclusion Programs (\$55,500)

In FY 2023-2024, the Library expanded its Education and Digital Literacy program focus to highlight cultural enrichment opportunities, featuring guest presenters, performers, and activities that celebrate diverse communities of San José. During the past year, Library staff have researched and identified vendors that represent a broad range of voices and experiences in an effort to meet Equity, Diversity, and Inclusion program benchmarks. A significant number of these, however, are small-scale performers who frequently face financial barriers in securing the year-round insurance plans that enable them to be added as a vetted vendor for the Library. By providing fiscal oversight, the Foundation will pilot managing selected smaller-scale vendors as sub-contractors and extending its insurance coverage for the Library's Equity, Diversity, and Inclusion programs and workshops.

Through this agreement, the Foundation will serve as fiscal agent for the selected Library's Equity, Diversity, and Inclusion program vendors, managing the disbursement of funds, accounting, record keeping, and quarterly expense reporting to SJPL. SJPL will manage the planning and selection process for the vendors, providing a quarterly list to the Foundation of the selected vendors. The actual cost of services and program administration will be limited to 15% of the total amount available for program expenditure, based on a maximum total fund of \$55,500.

San José Digital Inclusion Grant Program (\$460,000)

On April 4, 2023, the City Council approved the transfer of fiscal management of the San José Digital Inclusion Fund Grant Program from the California Emerging Technology Fund to the Foundation. Through this agreement, the Foundation will continue to serve as the fiscal agent for the Digital Inclusion Grant and administer Round 5 of the grant in 2024-2025. The total amount of City funds transferred from the Digital Inclusion Fund to the Foundation will be \$460,000; \$400,000 to issue grants, and \$60,000 for administration. The administrative rate amounts to 15% of the total amount of City funding allocated for grant awards, City funds will be supplemented by external funding from Zoom Cares received directly by the Foundation in the amount of \$100,000. Of this total, \$85,000 will be allocated to the grant program and \$15,000 will be allocated to grant administration. The total amount of funding available for the Round 5 grant program will be \$485,000. SJPL will continue to leverage expertise in digital literacy and empowerment to support grantees and maximize the City's integrated efforts in digital equity, workforce and economic development, and the Children and Youth Master Planning. The Foundation will serve as the grant administrator and provide technical assistance through an existing online grant management system, which is currently utilized for SJ Learns, SJ Learns Tutoring Expansion, and Digital Inclusion grants.

San José Aspires

Since 2018, the San José Aspires Program has successfully piloted pathways to college and career success regardless of a learner's age or educational background. In 2022, the Library and

the Foundation sought a qualified partner agency to assume long-term oversight and operations for San José Aspires, including program expansion and financial sustainability. In 2023, the Boys and Girls Clubs of Silicon Valley (BGCSV) was selected as the managing partner through a Request for Proposal as the organization with the strongest capacity and potential to continue advancing the impact of San José Aspires.

The Library and the Foundation are working closely with BGCSV through this transition to ensure that the San José Aspires program continues to grow and maximize each student's potential, regardless of their economic status or geographic location. To that end, BGCSV shall submit to the Foundation a narrative year-end report regarding the program for each calendar year from 2024 to 2028. The report shall include quality standards assessment artifacts, specifically, the City's Quality Standards Assessment Workbook and Quality Improvement Plan for the programming area that best aligns with the program's goals. BGCSV shall communicate with the College and Career Pathways Coordinator in the Library Department to confirm the appropriate quality standards set and obtain up-to-date versions of the assessment tools. The Foundation may share such reports with the City. The report for each calendar year shall be due by June 30 of the following year starting June 30, 2025 through June 30, 2029. If BGCSV ceases to operate the program or fails to operate the program in a manner that furthers charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, BGCSV is required to return the remainder of funds for the Library and Foundation to support college pathways efforts.

#### Foundation Fundraising (\$100,000)

The Foundation will leverage the proposed \$100,000 grant to fundraise a minimum of \$250,000 in donations and pledges for the Library Department during FY 2024-2025, as well as \$100,000 to support the development of a community engagement and facilities planning process for the Library Department, for a total of \$350,000 raised to benefit the Library. In 2023, the Foundation raised \$4,395,514 in revenue for the Library, as reported at the April 2024 Library and Education Commission meeting.

#### EVALUATION AND FOLLOW-UP

SJPL will report on the ongoing program administration and outcomes of funded programs to the Library and Education Commission, Neighborhood Services and Education Council Committee, and City Council.

### **COST SUMMARY/IMPLICATIONS**

The agreement between the City of San José and the Foundation in the amount not to exceed \$1,615,500 will be funded with \$1,515,500 from the General Fund (Fund 001) and \$100,000 from the Library Parcel Tax Fund (Fund 418).

### **BUDGET REFERENCE**

The table below identifies the funds and appropriations proposed to fund the grant agreement recommended as part of this memorandum.

<b>Fund #</b>	<b>Appn #</b>	<b>Appn Name</b>	<b>Total Appn</b>	<b>Amount for Contract</b>	<b>2024-2025 Proposed* Operating Budget Page</b>	<b>Last Budget Action (Date, Ord. No.)*</b>
001	2704	San José Learns	\$1,107,600	\$1,000,000	782	N/A
001	0722	Library Non-Personal/Equipment	\$7,373,903	\$55,500	577	N/A
001	204M	Digital Inclusion Program	\$730,000	\$460,000	788	N/A
418	0722	Library Non-Personal/Equipment	\$2,278,112	\$100,000	870	N/A

\* The 2024-2025 Proposed Operating Budget is scheduled to be adopted by City Council on June 18, 2024.

### **COORDINATION**

This memorandum has been coordinated with the City Attorney's Office and the City Manager's Budget Office.

### **PUBLIC OUTREACH**

This memorandum will be posted on the City's Council Agenda website for the June 18, 2024 City Council meeting.

### **COMMISSION RECOMMENDATION AND INPUT**

The Library and Education Commission receives reports on the fundraising efforts and activities of the Foundation on an annual basis. The Foundation's 2023 report and action was provided to the commission at the April 17, 2024 meeting.

HONORABLE MAYOR AND CITY COUNCIL

May 28, 2024

**Subject: Actions Related to the Grant Agreement Between the City of San José and the San José Public Library Foundation**

Page 7

## **CEQA**

Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

## **PUBLIC SUBSIDY REPORTING**

This item does not include a public subsidy as defined in section 53083 or 53083.1 of the California Government Code or the City's Open Government Resolution.

/s/  
JILL BOURNE  
Library Director

For questions, please contact Jenny Choi, Deputy Director of Operations, at [Jenny.Choi@sjlibrary.org](mailto:Jenny.Choi@sjlibrary.org).