



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jill Bourne

**SUBJECT:** SEE BELOW

**DATE:** November 3, 2021

Approved

Date

11/5/2021

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

## **RECOMMENDATION**

Adopt a resolution authorizing the City Manager to negotiate and execute an agreement between the City of San José (City) and the San José Public Library Foundation (SJPLF, Foundation) in the amount not to exceed \$1,848,000 for the fiscal administration of San José Learns (SJ Learns) funds (\$1,500,000), fiscal administration of the San José Aspires (SJ Aspires) funds (\$298,000), and for fundraising activities to support Library programs (\$50,000).

## **OUTCOME**

Approval of the recommendation will allow the San José Public Library Foundation to seek donations and pledges to maintain and enhance Library collections, programs, and services, and to serve as the fiscal agent for the SJ Learns and SJ Aspires funds.

## **BACKGROUND**

The San Jose Public Library (SJPL) and the Foundation enter into an agreement on an annual basis by which the Foundation leverages City funding (\$50,000 per year) 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 and has the professional expertise and skill in administering fundraising activities and works in alignment with enhancing SJPL's core values towards lifelong learning and access to information, library materials, and digital resources.

In 2015, the SJ Learns Initiative was launched by Mayor Sam Liccardo in partnership with school districts in San José to bolster academic achievement through after-school programs for

San José students in kindergarten through third grade. The Mayor's March Budget Message for Fiscal Year (FY) 2015-16, as approved by the City Council, allocated one-time funding of \$2,000,000 for SJ Learns from the General Fund. In FY 2017-18, funding of \$1,000,000 was allocated to continue and expand after-school programming. In the first two years, SJ Learns funding supported five school districts in the provision of after-school programs.

On April 24, 2018, Council approved a Memorandum of Understanding with the Foundation to serve as the fiscal agent in disbursing FY 2017-18 SJ Learns funds to school districts and to provide evaluation of program effectiveness; Council also approved the inclusion of summer programs for SJ Learns grant eligibility. The FY 2018-19 Adopted Operating Budget allocated one-time funding of \$1,250,000 to continue and expand after-school programming (\$1,000,000 allocated to continue services and \$250,000 allocated to expand the SJ Learns' partnership with schools to include summer learning programs). The FY 2019-20 Adopted Operating Budget reflected a one-time increase of \$500,000 for summer programming, bringing the total funding available for SJ Learns grants to \$1,500,000 for FY 2019-20. The FY 2020-21 Adopted Operating Budget included funding of \$1,000,000 to continue SJ Learns program activities.

In FY 2021-22, the Foundation will continue to leverage City funding (\$50,000) to secure additional funding, at a minimum of \$250,000, to support Library programming, serve as the fiscal agent in disbursing the FY 2021-22 SJ Learns funds to school districts, and provide program evaluation. In addition, the Foundation will continue to serve as the fiscal agent in disbursing FY 2021-22 SJ Aspires scholarship recipients.

## **ANALYSIS**

### **SJ Learns Funding**

SJ Learns was established in 2015 and since then 21 schools in San José have been able to provide enhanced after-school services to support more than 3,176 K-3rd grade students who were at-risk of not learning at grade level. In early 2018 the Foundation, with leadership from SJPL, conducted a Request for Proposal for select school districts to provide expanded learning or out-of-school time programs beginning Summer 2018 through Summer 2019. Expanded learning or out of school time programs are comprised of learning opportunities structured outside of the school day, including before and after-school time, summer, and extended-day programs. This was the first time that a multi-year award was possible; all applicants requested multi-year funding, indicating the need and their desire for consistent funding.

Because of the COVID-19 pandemic, in-person programming has not been feasible; therefore, in May 2020 the SJ Learns Advisory Committee requested that grantees provide updated proposals for Summer 2020 programs, shifting from providing in-person programs to providing high-quality virtual summer programming. Proposals were accepted based on the State School Superintendent guidelines for reopening schools. In FY 2020-21, seven local education agencies received SJ Learns Grant awards to support expanded learning programs across 21 schools, serving 1035 students during the academic year and 210 students in summer programs. In

addition, a special funding opportunity (\$500,000) will expand services and enhance programs to support 150 new students this academic year in an effort to accelerate learning for some of the City's most at-risk students

The SJ Learns Advisory Committee, which is responsible for vetting proposals and proposing awards, is composed of regional expanded learning experts and professionals, members of local nonprofit organizations supporting expanded learning, and the Santa Clara County Office of Education.

Through this agreement, the Foundation will continue to serve as the fiscal agent for SJ Learns funds. In this capacity, the Foundation will manage the disbursement of funds, accounting, record keeping, and grantmaking process for annual grants, and hire an outside party to conduct a program evaluation on a regular basis. The actual cost of services and program administration expenditures will occur at an administrative rate not to exceed fifteen percent (15%) of the total amount available for program expenditure, based on a total fund of \$1,500,000. SJPL will provide management and monitoring of grant contracts, 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 be involved in the SJ Learns Advisory Committee and will provide oversight to the grantmaking process.

#### SJ Aspires Funding

In early 2018, the SJ Aspires Program was established with a long-term goal to create a clear pathway to college and career success regardless of a learner's age or educational background. The SJ Aspires scholarship program is for high-school aged students, the Library promotes post-secondary readiness by creating and managing a scholarship program.

The third year of the program concluded in FY 2020-21 with over 685 registered users and over \$170,000 claimed in financial awards. To date, SJ Aspires has distributed over \$224,000 in financial awards to students in the program. Demographically, SJ Aspires students, primarily from Overfelt High School and San José High School, split about evenly between those who identified as male or female (54% and 46% respectively); students predominately identified as Hispanic, Latinx, or Spanish Origin (68%), or Asian or Southeast Asian (15%); and 51% of students came from 95122, 19% came from 95116, and 17% came from 95112. Of the SJ Aspires graduates from the pilot cohort, 30 students have reported attending a four-year college or university, and 31 have reported attending a community college. All gender, race and ethnicity, as well as postsecondary plans were self-reported by students; not all students answered each question, and students could enter multiple races or ethnicities. Currently, in FY 2020-21, 1167 students are enrolled in SJ Aspires from local schools and nonprofit partners

Through this agreement, the Foundation will continue to serve as the fiscal agent for the SJ Aspires funds. In that capacity, the Foundation will manage the disbursement of scholarships, accounting, and record keeping. The actual cost of services and program administration expenditures will occur at an administrative rate not to exceed \$105,000, based on a total fund of \$298,000. SJPL will provide management and monitoring of scholarship database, contracts, and

reporting back to the Library and Education Commission, City Council Committees, and City Council as appropriate. SJPL staff will continue to be involved in the SJ Aspires Program oversight to the scholarship making process.

#### San José Public Library Foundation Fundraising

The Foundation will leverage the proposed \$50,000 grant to fundraise a minimum of \$250,000 in donations and pledges during FY 2021-22. In FY 2020-21, the Foundation exceeded the fundraising requirement, and excluding the SJ Learns City funded program, the Foundation disbursed \$1,814,565 in support of Library programs and services. Of this amount, the Library received a direct disbursement of \$680,274 in support of Library programs and services.

#### **CONCLUSION**

Approval of this resolution will continue the San José Public Library Foundation's fundraising efforts that support a variety of San Jose Public Library programs as well as continue the San José Public Library Foundation's successful fiscal administration of the SJ Learns and SJ Aspires programs in FY 2021-22.

#### **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.

#### **CLIMATE SMART SAN JOSE**

The recommendation in this memo has no effect on Climate Smart San José energy, water, or mobility goals.

#### **PUBLIC OUTREACH**

This memorandum will be posted on the City's website for the November 17, 2021, City Council meeting.

#### **COORDINATION**

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

**COMMISSION RECOMMENDATION/INPUT**

The Library and Education Commission receives reports on the fundraising efforts and activities of the San José Public Library Foundation on an annual basis. The action is scheduled to be provided to the Commission at the April 20, 2022.

**FISCAL/POLICY ALIGNMENT**

This action is consistent with the FY 2021-22 Adopted Operating Budget, Council-approved San José Learns Initiative, and the City’s Education and Digital Literacy Strategy.

**COST SUMMARY/IMPLICATIONS**

The agreement between the City of San José and the San José Public Library Foundation in the amount not to exceed \$1,848,000 with \$1,000,000 funded from the General Fund, \$50,000 funded from the Library Parcel Tax Fund (418), and \$798,000 funded from the American Rescue Plan Fund (402).

**BUDGET REFERENCE**

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

Fund #	Appn. #	Appn. Name	2021-2022 Adopted Budget Total Appn.	Amount Recommended	2021-2022 Adopted Budget Page	Last Budget Action (Date, Ord. No.)
001	2704	San José Learns	\$1,000,000	\$1,000,000	884	6/22/2021
402	217Z	Child Care and Education – Child Care Learning Pods	\$1,300,000	\$500,000	931	6/22/2021
402	217V	San José Aspires Administrative Support	\$538,000	\$298,000	931	6/22/2021
418	0722	Library Dept Non-Personal/Equipment	\$2,097,318	\$50,000	982	6/22/2021

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**CEQA**

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

/s/  
JILL BOURNE  
Library Director

For questions, please contact Andrea Maestre, Administrative Officer (408) 808-2192.