



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jill Bourne

SUBJECT: SEE BELOW

DATE: June 15, 2020

Approved

Date

6/19/2020

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 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 \$1,100,000 for the fiscal administration of San José Learns (SJ Learns) funds (\$1,000,000) and for fundraising activities to support Library programs (\$100,000).

OUTCOME

Approval of the recommendation would allow the San José Public Library Foundation (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 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 (\$100,000) to garner additional funding, at a minimum of \$250,000, 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, SJ Learns Initiative was launched by Mayor Sam Liccardo in partnership with the school districts in San José and aimed to bolster academic achievement through after-school programs for San José students in kindergarten through third grade. The Mayor's March Budget Message for 2015-2016, as approved by the City Council, allocated one-time funding of \$2,000,000 for SJ Learns from the General Fund. In 2017-2018, 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, the Council approved a Memorandum of Understanding with the Foundation to serve as the fiscal agent in disbursing the 2017-2018 SJ Learns funds to school districts and provide program evaluation for effectiveness of the program. The Council also approved the 2017-2018 grant focus to expand from after school programming to include funding for summer programs to be eligible for SJ Learns grants. The 2018-2019 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 SJ Learns' partnership with schools to include summer learning programs). The 2019-2020 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 2019-2020.

For 2020-2021, the Foundation will continue to leverage City funding (\$100,000) to garner additional funding, at a minimum of \$250,000, to support Library programming, continue to serve as the fiscal agent in disbursing the 2020-2021 SJ Learns funds to school districts, and provide program evaluation for effectiveness of the program.

ANALYSIS

San José Public Library Foundation Fundraising

The Foundation will leverage the proposed \$100,000 grant to fundraise a minimum of \$250,000 in donations and pledges during fiscal year 2020-2021. Fiscal year to date, the Foundation exceeded the fundraising requirement and disbursed \$385,500 for enhanced programs and services.

SJ Learns Funding

In early 2018 the Foundation, with leadership from SJPL, conducted a Request for Proposal to select school districts that will provide the out-of-school programs for Summer 2018 through Summer 2019. In early 2019, a new grant submission cycle opened to fund out-of-school programs from Summer 2019 to, potentially, Spring 2021. 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. The Advisory Committee vetted proposals and proposed awards. The SJ Learns Advisory Committee 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. Expanded learning is comprised of learning

opportunities structured outside of the school day, including before and after school time, summer and extended day programs.

Through this agreement, the Foundation will continue to serve as the fiscal agent for the SJ Learns funds. In that 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 15 percent of the total amount available for program expenditure, based on a total fund of \$1,000,000. 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 Learns was established in 2015 and over the five years of the SJ Learns Program, 20 schools in San José were able to provide enhanced after-school services to support more than 2,246 K-3rd grade students who were at-risk of not learning at grade level. Traditionally grantees were granted funds to produce in-person summer programming. Because of the COVID-19 pandemic, in-person programming is not 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 will be accepted based on the State School Superintendent guidelines for reopening schools, once those guidelines are released.

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 program into 2020-2021.

EVALUATION AND FOLLOW-UP

SJPL will report on the ongoing program administration and outcomes of funded programs to the Library and Education Commission, the Neighborhood Services and Education Committee, and the 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 June 30, 2020 City Council meeting.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office, Risk Management, 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 was scheduled to be provided to the Commission at the June 17, 2020 meeting however due to the COVID-19 pandemic the report has been postponed to a future date.

FISCAL/POLICY ALIGNMENT

This action is consistent with the 2020-2021 Proposed Operating Budget, Council-approved San José Learns Initiative, and the Library'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 \$1,100,000 with \$1,000,000 funded from the General Fund and \$100,000 funded from the Library Parcel Tax.

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	2020-2021 Proposed Budget Total Appn.	Amount Recommended	2020-2021 Proposed Budget Page*	Last Budget Action (Date, Ord. No.)
001	2704	San José Learns	\$1,000,000	\$1,000,000	VIII-19	N/A
418	0722	Library Dept Non-Personal/Equipment	\$2,026,308	\$100,000	VII-194	N/A

*The 2020-2021 Proposed Budget will be approved by the City Council on June 16, 2020 and is scheduled for adoption on June 23, 2020.

CEQA

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



JILL BOURNE
Library Director

For questions, please contact Jenny Choi, Deputy Director (408) 808-2152.