



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jill Bourne

SUBJECT: See Below

DATE: June 1, 2026

Approved

Date:

6/11/26

COUNCIL DISTRICT: Citywide

SUBJECT: Approval of Free Use of the Janet Gray Hayes Rotunda for the 2026 Career Online High School Graduation Event

RECOMMENDATION

Adopt a resolution authorizing “Free Use” of the Janet Gray Hayes Rotunda for the private, invitation-only 2026 Career Online High School Graduation Ceremony and Reception to be held in the Janet Gray Hayes Rotunda on Thursday, August 27, 2026, co-hosted by the Library Department and the San José Public Library Foundation.

SUMMARY AND OUTCOME

The Library Department will be granted free use of the City Hall facilities (Janet Gray Hayes Rotunda, City Hall garage, and Fourth Street garage) for the Career Online High School program’s private, invitation-only event.

BACKGROUND

In June 2019, the City adopted the Schedule of Fees and Charges, [Resolution No. 79138](#), Section 13.080 for free use of City Hall facilities and plaza. Presently, the resolution allows City Council and City Departments to have free use of facilities for events that: 1) qualify as official City business; 2) are free and open to the public; 3) occur on a Sunday through Friday; and 4) are booked 30 days in advance. Resolution No. 79138 does not apply to free use requests for private events that are not free and open to the public, and as such, City Council approval is required to authorize free use for the Career Online High School Graduation Event held at the City Hall Janet Gray Hayes Rotunda in August 2026.

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Approval of this event's free use designation is required because this will be a free private event. The invitation-only event will only be open to Career Online High School Graduates and family members, Council members from the Graduate's respective district, San José Public Library Foundation (Foundation) members, and Career Online High School donors. This event honors and shows the achievements, hard work, and dedication of graduates and their supporters who have played a pivotal role in the graduates' journey. The program will feature reflections on the graduates' impact on the community and their personal growth and development.

ANALYSIS

The College and Career Pathways Unit within the Library Department will assume the lead role of planning and promoting the event. The Library team will set the agenda, design invitations, prepare a presentation, select decorations and entertainment, and have input on food selections. The Foundation will help execute the event and support logistical planning with the caterer.

This graduation ceremony event is an opportunity for graduates to celebrate their accomplishments and hard work over the past 18 months. Being a student, especially with children and working (98% of students in the program are parents), can be challenging and time-consuming. This event is to recognize and celebrate the hard work and provide a chance for graduates to have fun and bond with one another in a setting with appropriate pomp and circumstance.

Finally, this graduation ceremony event can serve as an opportunity for the graduates to reflect on their experiences and plans for the future. By taking time to look back on the successes and challenges of the past year, graduates will identify areas for growth and set goals for the upcoming year. This reflection can help prepare them for the next steps on their pathways to college and/or career opportunities that will pay a living wage. The event will honor accomplishments, build community, and promote reflection and goal setting among graduates.

Free use is being requested because of the public benefit to investing in and strengthening learning opportunities and experiences for graduates.

The Foundation is a 501(c)(3) non-profit organization that supports educational programs and resources through the public library, schools, and community-based organizations to create an education, equitable, empowered, and engaged community.

EVALUATION AND FOLLOW-UP

Career Online High School is a program facilitated by the San José Public Library that provides scholarships to eligible adults to obtain a fully accredited online high school diploma and career certificate. The primary metrics for this event are the continued growth and advancement of graduates to continue learning in post-secondary education and to apply for higher-paying jobs in San José.

FISCAL IMPACTS

The Library Department will provide onsite staff to facilitate and oversee this event in partnership with the Public Works Department, Event Services Division. The total costs associated with the event include, but are not limited to, staffing, security, audio/visual personnel, cleaning fee, pre-planning, and post-event, etc., is \$7,438. After accounting for City Council approval for "Free Use", only \$2,045 will be necessary for staff, security, and the application fee, which will be paid from the Library Department's Non-Personal/Equipment appropriation in the General Fund.

COORDINATION

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

PUBLIC OUTREACH

This memorandum will be posted on the City Council Agenda website for the June 23, 2026 City Council meeting.

BOARD, COMMISSION, COMMITTEE RECOMMENDATION AND INPUT

No board, commission, or committee recommendation or input is associated with this action.

CEQA

Not a Project, File No. PP17-011, Temporary Special Events resulting in no changes to physical environment.

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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
City Librarian

For questions, please contact Vidya Kilambi, Division Manager, Library Department, at vidya.kilambi@sjlibrary.org.