



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jill Bourne

SUBJECT: SEE BELOW

DATE: June 16, 2022

Approved

Date

06/16/22

**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 (City) and the San José Public Library Foundation in the amount not to exceed \$2,550,000 for the fiscal administration of San José Learns (SJ Learns) funds (\$1,500,000), fiscal administration of the SJ Learns Tutoring Expansion funds (\$1,000,000), 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 Learns Tutoring Expansion 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 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.

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. The FY 2021-22 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 2021-22.

In FY 2022-23, 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 2022-23 SJ Learns funds to school districts, and serve as the fiscal agent in disbursing the FY 2022-23 and San José Learns (SJ Learns) Tutoring Expansion funds to local education agencies - including public school districts, charter schools, and charter networks/management organizations - as well as tutoring agencies serving San José students. In addition, the Foundation will continue to serve as the fiscal agent in disbursing FY 2022-23 SJ Aspires scholarship recipients.

ANALYSIS

SJ Learns Funding

SJ Learns was established in 2015. 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 Proposals 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, 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.

The COVID-19 pandemic temporarily made in-person programming infeasible; 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 2021-22, seven local education agencies and the County Office of Education received SJ Learns Grant awards to support expanded learning programs across 21 schools, serving 1,035 students during the academic year and 210 students in summer programs. In addition, a special funding opportunity (\$500,000) expanded services and enhanced programs to support 150 new students this academic year in an effort to accelerate learning for some of the 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 continue to manage the disbursement of funds, accounting, record keeping, the 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 participate in the SJ Learns Advisory Committee and will provide oversight to the grantmaking process.

SJ Learns Tutoring Expansion Program

The disruption of school learning, resulting from the COVID-19 pandemic, has had lasting impacts on San José students and their families. While all children faced challenges related to academic growth during this time, many students were disproportionately impacted by the pandemic, particularly children in neighborhoods that are traditionally lower-resourced, English learners, homeless or foster youth, and youth of racial or ethnic communities experiencing generational socio-economic, health, and criminal justice disparities. Many families are unable to afford or access tutoring services for their students to ensure they are academically successful and remain engaged in school. Thus, too often students with limited resources lack the support to progress academically, resulting in frustration and detachment from school.

To offset the impact of pandemic-related learning loss and uplift children to higher levels of academic success and achievement and school engagement, the SJ Learns program will implement a two-year expansion, providing high-need K-12 students in San José with an opportunity to access high-quality tutoring services and accelerate growth towards academic goals.

Through this agreement, the Foundation will serve as the fiscal agent for the SJ Learns Tutoring Expansion program. 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 \$1,000,000. SJPL will manage the planning and implementation process for the funding opportunity on behalf of the City. SJPLF will serve as the grant administrator and provide technical assistance through an existing online grant management system, which is currently utilized for SJ Learns and Resilience Corps Initiatives. Working with the SJ Learns Committee, Innovate Public Schools will collaborate to help identify qualified applicants, promote the program to families, and provide recommendations in the planning process based on conversations with parents regarding the most in-demand service delivery models (e.g., summer-intensive versus subject-specific services over an extended period).

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 2022-23. In FY 2021-22, the Foundation exceeded the fundraising requirement, and excluding the SJ Learns and SJ Aspires City funded programs, the Foundation disbursed \$1,945,571 in support of Library programs and services. Of this amount, the Library received a direct disbursement of \$402,941 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, SJ Aspires, and Tutoring programs in FY 2022-23.

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 June 28, 2022, 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 Foundation's 2021 report and action was provided to the Commission at the April 20, 2022, meeting.

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 \$2,550,000 with \$1,000,000 funded from the General Fund, \$1,500,000 funded from the American Rescue Plan Fund (402), and \$50,000 funded from the Library Parcel Tax Fund (418).

BUDGET REFERENCE

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

June 16, 2022

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

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| Fund # | Appn. # | Appn. Name | Total Appn. | Amount for Contract | 2022-2023 Proposed* Operating Budget Page | Last Budget Action (Date, Ord. No.)* |
|--------|---------|---|-------------|---------------------|---|--------------------------------------|
| 001 | 2704 | San José Learns | \$1,000,000 | \$1,000,000 | 798 | N/A |
| 402 | 221F | Child and Youth Services – San José Learns | \$500,000 | \$500,000 | 839 | N/A |
| 402 | NEW | Child and Youth Services – Library (Tutoring, Literacy, Enrichment) | \$2,409,000 | \$1,000,000 | N/A** | N/A |
| 418 | 0722 | Library Non-Personal/Equipment | \$2,116,348 | \$50,000 | 895 | N/A |

* The 2021-2022 Proposed Operating Budget is scheduled to be adopted by City Council on June 21, 2022.

** The Child and Youth Services – Library (Tutoring, Literacy, Enrichment) appropriation is established in the amount of \$2,409,000 per Manager's Budget Addendum #42, Recommended Amendments to the 2022-2023 Proposed Operating and Capital Budgets (MBA 42). MBA 42 has been included in the Mayor's June Budget for Fiscal Year 2022-2023 and is scheduled to be adopted by City Council on June 21, 2022.

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.