



COUNCIL AGENDA: 06/25/2019

FILE: 19-546

ITEM: 2.23

Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Jill Bourne

SUBJECT: SEE BELOW

DATE: June 10, 2019

Approved

Date

6-13-19

**SUBJECT: ACTIONS RELATED TO THE GRANT AGREEMENT BETWEEN THE
CITY OF SAN JOSÉ 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 and the San José Public Library Foundation in the amount not to exceed \$1,100,000 for the fiscal administration of San José Learns and Summer Learning (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) Department 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 source of funds for the program are General Fund appropriations, which in 2015-2016 and 2016-2017 totaled \$2,000,000. 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 Operating Budget reflected an increase of \$250,000 for summer programming, bringing the total funding available for SJ Learns to \$1,250,000 for 2018-2019.

For 2019-2020, the Foundation will continue to leverage City funding (\$100,000) to garner additional funding, at a minimum of \$250,000, to support Library programming and will continue to serve as the fiscal agent in disbursing the 2018-2019 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 2018-2019. Fiscal year to date, the Foundation exceeded the fundraising requirement and disbursed \$282,900 for enhanced programs and services.

SJ Learns Funding

In early 2018 the Foundation, with leadership from SJPL, conducted a Request for Proposal to eligible school districts that will provide the out-of-school programs for summer 2018 through spring 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. An Advisory Committee comprised of members of local nonprofits and leaders in the expanded learning field vetted proposals and proposed awards.

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 and record keeping, 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 an anticipated total fund of one million dollars (\$1,000,000.00). SJPL will provide management and monitoring of grant contracts, subject matter expertise and direction on the focus of annual grantmaking, reporting

back to the Library and Early 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.

EVALUATION AND FOLLOW-UP

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

PUBLIC OUTREACH

This memorandum will be posted on the City's website for the June 25, 2019 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 Early Education Commission receives reports on the fundraising efforts and activities of the San José Public Library Foundation on an annual basis. The action will be provided to the Commission on June 19, 2019. Throughout Fiscal Year 2018-2019, the commission received two reports on the administration of the San Jose Learns program.

FISCAL/POLICY ALIGNMENT

This action is consistent with the 2019-2020 Adopted 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.

June 10, 2019

Subject: Grant Agreement with San José Public Library Foundation

Page 4

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	2019-2020 Proposed Budget Total Appn.	Amount Recommended	2019-2020 Proposed Budget Page*	Last Budget Action (Date, Ord. No.)
001	2704	San José Learns	\$1,000,000	\$1,000,000	IX-19	N/A
418	0722	Library Dept Non- Personal/Equipment	\$1,741,830	\$100,000	X-50	N/A

*The 2019-2020 Proposed Operating Budget was approved by the City Council on June 11, 2019 and is scheduled for adoption on June 18, 2019.

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 Jenny Choi, Deputy Director (408) 808-2152.