



# Memorandum

**TO:** HONORABLE MAYOR  
AND CITY COUNCIL

**FROM:** Jill Bourne

**SUBJECT:** See Below

**DATE:** June 10, 2026

Approved

Date:

6/11/26

**COUNCIL DISTRICT:** Citywide

**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 or her designee to:

- (a) Negotiate and execute a grant agreement between the City of San José and the San José Public Library Foundation in the total amount not to exceed \$1,100,000 for the fiscal administration of the San José Learns funds (\$1,000,000), fiscal administration of the Equity, Diversity, and Inclusion programs and workshops (\$30,000), fiscal administration of the SJ Access Grant Program (\$20,000), and fiscal administration of the Ignite Program (\$50,000) in Fiscal Year 2026-2027; and
- (b) Negotiate and execute amendments to the agreement for the reallocation of funds between programs and the addition of substantially similar City Council-approved programs and initiatives, subject to the appropriation of funds.

## **SUMMARY AND OUTCOME**

Approval of the recommendation will allow the San José Public Library Foundation (Foundation) to seek donations and pledges to maintain and enhance Library collections, programs, and services; continue to serve as the fiscal agent for San José Learns (SJ Learns) and the SJ Access Grant Program, and other substantially similar City Council-approved programs and initiatives; and enhance the Library's ability to provide cultural enrichment programming from small-scale local vendors.

## **BACKGROUND**

The San José Public Library (SJPL) and the Foundation enter into an agreement on an annual basis by which the Foundation leverages City in-kind support (office space, technical support, mail services) in Fiscal Year 2026-2027 to garner additional funding, at minimum of \$500,000 per year, to support Library programming and initiatives. The Foundation was established as a grantmaking entity with 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.

Since 2018, the City Council has taken annual budget actions of various amounts to fund SJ Learns, Equity, Diversity and Inclusion programs, and workshops, and the SJ Access Grant Program, and other similar initiatives, which have been managed by the Foundation as the fiscal agent.

## **ANALYSIS**

The Library and Education Commission receive reports on the fundraising efforts and activities of the Foundation on an annual basis. The Foundation's 2025 report and action was provided to the Commission at the April 15, 2026, meeting.

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

The proposed agreement authority also provides administrative flexibility to amend the agreement during the fiscal year to accommodate reallocation of funding between programs and additional substantially similar City Council-approved programs and initiatives funded through subsequent budget actions.

## **EVALUATION AND FOLLOW-UP**

No additional follow-up action with the City Council is expected at this time.

## **FISCAL IMPACTS**

The agreement between the City of San José and the Foundation in the amount not to exceed \$1,050,000 will be funded with \$1,050,000 from the General Fund (Fund 001). Any future amendments adding funding or programs will be subject to City Council-approved appropriations.

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### **COORDINATION**

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

### **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. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment.

### **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 Fiahna Cabana, Administrative Officer, Library Department, at [Fiahna.Cabana@sjlibrary.org](mailto:Fiahna.Cabana@sjlibrary.org) or (408) 808-2192.