

File No. 231174

Committee Item No. 2

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee Date January 10, 2024

Board of Supervisors Meeting Date _____

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input type="checkbox"/>	<input type="checkbox"/>	Resolution
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER (Use back side if additional space is needed)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Proposal Narrative
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LIB Statement on Retroactivity 11/8/2023
<input checked="" type="checkbox"/>	<input type="checkbox"/>	LIB Presentation 1/10/2024
<input type="checkbox"/>	<input type="checkbox"/>	_____
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Completed by: Brent Jalipa Date January 4, 2024

Completed by: Brent Jalipa Date _____

1 [Accept and Expend Grant - Retroactive - Andrew W. Mellon Foundation - Jail and Reentry
2 Services Program - Not to Exceed \$375,000]

3 **Resolution retroactively authorizing the San Francisco Public Library to accept and**
4 **expend a grant not to exceed amount of \$375,000 from the Andrew W. Mellon**
5 **Foundation to support the Jail and Reentry Services Program for the performance**
6 **period of October 1, 2023, through December 31, 2024.**

7
8 WHEREAS, San Francisco Public Library (Library), with the American Library
9 Association as a subgrantee, was awarded an initial grant from the Andrew W. Mellon
10 Foundation (Mellon Foundation) in the amount of \$2,000,000 for a term of January 1, 2022,
11 through December 31, 2023; and

12 WHEREAS, The initial grant funding was to support the Library's Jail and Reentry
13 Services program "Expanding Information Access for Incarcerated People" (JARS project);
14 and

15 WHEREAS, The Board of Supervisors passed Ordinance No. 048-22 (File No. 220035)
16 authorizing the Library to accept and expend the initial \$2,000,000 grant from the Mellon
17 Foundation for the period of January 1, 2022, through December 31, 2023; and

18 WHEREAS, The Mellon Foundation extended the grant performance period through
19 December 31, 2024, and awarded the Library with additional grant funding of \$375,000,
20 resulting in a combined grant amount not to exceed \$2,375,000; and

21 WHEREAS, The grant activities are not yet completed; and

22 WHEREAS, The additional grant funds will allow the Library to continue its work on the
23 JARS project, expanding access to library resources and materials for people who are
24 incarcerated, through December 31, 2024; and

1 WHEREAS, The interest earned on the grant funds will be applied to the purposes of
2 the grant; and

3 WHEREAS, The Library proposes to maximize the use of available grant funds on
4 program expenditures by not including indirect costs in the grant budget; now, therefore, be it

5 FURTHER RESOLVED, That the Board of Supervisors authorizes the Library to accept
6 and expend grant funds in the amount of \$375,000 from the Mellon Foundation for the
7 purpose of supporting the JARS project; and, be it

8 FURTHER RESOLVED, That within thirty (30) days of the agreement being fully
9 executed by all parties, the Library shall provide the final grant agreement to the Clerk of the
10 Board for inclusion in the official file.

11
12
13 Recommended:

14 /s/_____

15 City Librarian, San Francisco Public Library

Approved:

/s/_____

Mayor

16
17 Approved:

18 /s/_____

19 Controller
20
21
22
23
24
25

Expanding Information Access for Incarcerated People

Jeanie Austin & Rachel Kinnon, Principal Investigators
Jail & Reentry Services
San Francisco Public Library



Mellon Grants Snapshot

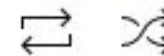
\$2,000,000 for two-year period (January 2022-December 2023)


\$375,000 additional award to continue grant work through December 2024

Sub-grantee:

- American Library Association (ALA)

San Francisco Public Library - 1 / 27





Training: Public Library Services to Incarcerated...
San Francisco Public Library

2




Training: Prison Library Services to Incarcerated...
San Francisco Public Library

3



Training: Reentry Services for People Who Recently...
San Francisco Public Library



Training: Beginning Library Services for Incarcerated...
San Francisco Public Library



Achievements

- Created publicly searchable GIS map of available library services for incarcerated people
- Held convenings of librarians in 2022 (approximately 55) and 2023 (approximately 90)
- Implemented year-long virtual training series on library services and incarceration
- Released white paper on technology, digital literacy, and incarceration
- Promoted grant work through conference presentations and lectures

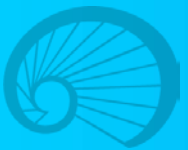
Revised existing ALA Standards for library services to people who are incarcerated (ALA-based)

- Standards will be published and distributed to librarians in 2024 (not updated since 1992)



Continuing Efforts

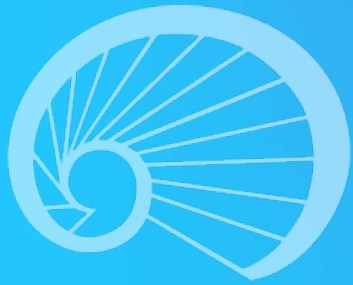
- Coordinating 2024 convening of librarians (estimate attendance: 150)
- Ongoing research on existing library services for people who are incarcerated
- Updating publicly searchable GIS map of available library services for incarcerated people
- Promoting year-long virtual training series on library services and incarceration
- Sustaining advisory committee composed of people impacted by incarceration to identify service needs
- Developing digital library programming focused on reentry (ALA-based)



Impact of Project

- Increase services for local library patrons impacted by incarceration (including after sentencing and in the process of reentry)
- Strengthen connections between local and national grassroots support networks
- Improve library and information access for incarcerated people nationwide
- Provide nationwide support and training for librarians providing or hoping to provide this work
- Create data-driven reports that identify models that work





Thank you!

File Number: 231174

(Provided by Clerk of Board of Supervisors)

Grant Resolution Information Form

(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors resolutions authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: Bridge Grant: The Andrew W. Mellon Foundation - San Francisco Public Library Jail and Reentry Services Program

2. Department: Public Library

3. Contact Person: Mike Fernandez

Telephone: 415-557-4243

4. Grant Approval Status (check one):

☒ Approved by funding agency

☐ Not yet approved

5. Amount of Grant Funding Approved or Applied for: \$375,000

6. a. Matching Funds Required: \$0

b. Source(s) of matching funds (if applicable):

7. a. Grant Source Agency: The Andrew W. Mellon Foundation

b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: The Trustees of The Andrew W. Mellon Foundation granted \$375,000 to the San Francisco Public Library, for use over approximately 15 months, to continue support for a research and training initiative to expand information access for incarcerated people.

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: 10/1/2023

End-Date: 12/31/2024

10. a. Amount budgeted for contractual services: \$15,000

Cost for a half-day convening ALA Annual 2024, including coffee and lunch service and event space rental for a 150-person capacity space.

b. Will contractual services be put out to bid?

No services will be put out to bid, the Mellon Foundation awarded the grant amounts to SFPL and ALA for their specific services.

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? N/A

d. Is this likely to be a one-time or ongoing request for contracting out? One-time

11. a. Does the budget include indirect costs?

☐ Yes ☒ No

b. 1. If yes, how much? \$

b. 2. How was the amount calculated?

c. 1. If no, why are indirect costs not included?

☐ Not allowed by granting agency

☒ To maximize use of grant funds on direct services

☐ Other (please explain):

c. 2. If no indirect costs are included, what would have been the indirect costs?

There is not an indirect cost plan and we do not have an estimate of what these costs would be.

12. Any other significant grant requirements or comments: No.

****Disability Access Checklist** (Department must forward a copy of all completed Grant Information Forms to the Mayor's Office of Disability)**

13. This Grant is intended for activities at (check all that apply):

<input type="checkbox"/> Existing Site(s)	<input type="checkbox"/> Existing Structure(s)	<input checked="" type="checkbox"/> Existing Program(s) or Service(s)
<input type="checkbox"/> Rehabilitated Site(s)	<input type="checkbox"/> Rehabilitated Structure(s)	<input type="checkbox"/> New Program(s) or Service(s)
<input type="checkbox"/> New Site(s)	<input type="checkbox"/> New Structure(s)	

14. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local disability rights laws and regulations and will allow the full inclusion of persons with disabilities. These requirements include, but are not limited to:

1. Having staff trained in how to provide reasonable modifications in policies, practices and procedures;
2. Having auxiliary aids and services available in a timely manner in order to ensure communication access;
3. Ensuring that any service areas and related facilities open to the public are architecturally accessible and have been inspected and approved by the DPW Access Compliance Officer or the Mayor's Office on Disability Compliance Officers.

If such access would be technically infeasible, this is described in the comments section below:

Comments:

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

Maricela Leon-Barrera

(Name)

Access Services Manager & SFPL ADA Coordinator for Public Programs and Services

(Title)

Date Reviewed: 10/12/23 _____

Maricela Leon-Barrera

(Signature Required)

Department Head or Designee Approval of Grant Information Form:

Michael Lambert

(Name)

City Librarian

(Title)

10/12/2023

Date Reviewed: _____

DocuSigned by:

Michael Lambert

C9DF0B3992E246F...

(Signature Required)

GRANT INFORMATION

Organization Name	San Francisco Public Library
Reference Number	R-2306-15880
Amount Requested	\$375,000
Generated Date	9/7/2023

	Period 1	
	10/1/2023 to 12/31/2024	
Description	Budget	Total Budget
Salaries, Wages, and Benefits	279,347.00	279,347.00
Fellowships and Residencies		0.00
Artist Fees		0.00
Consultants and Other Professional Services		0.00
Subgrants/Regrants		0.00
Conferences, Meetings, and Travel	16,000.00	16,000.00
Promotion, Marketing, and Advertising		0.00
Equipment and Supplies	2,403.00	2,403.00
Construction Costs		0.00
Indirect Costs		0.00
Fiscal Sponsor Fees		0.00
Custom: Participant Stipends, Half-day convening	56,250.00	56,250.00
Custom: Convening Speaker Stipends	6,000.00	6,000.00
Custom: Conference and Meetings – Non-Travel (Co	15,000.00	15,000.00
Custom: 4		0.00
Custom: 5		0.00
Total	375,000.00	375,000.00

San Francisco Public Library

\$375,000

Public Knowledge | Patricia Hswe

10/1/2023 - 12/31/2024

G-2306-15880

Item - USD	Budget	Actual	Balance
Salaries, Wages, and Benefits	279,347	0	279,347
Fellowships and Residencies	0	0	0
Artist Fees	0	0	0
Consultants and Other Professional Services	0	0	0
Subgrants/Regrants	0	0	0
Conferences, Meetings, and Travel	16,000	0	16,000
Promotion, Marketing, and Advertising	0	0	0
Equipment and Supplies	2,403	0	2,403
Construction or Building Costs	0	0	0
Indirect Costs	0	0	0
Custom Fields	77,250	0	77,250
Totals	375,000	0	375,000

Budget Narrative

Salaries, Wages, and Benefits

Due to the delay in the start of the grant, 2-year positions were filled in May and early June 2022. The grant budget start date was January 1, 2022. As a result, funds are available to support salaries and benefits for the 3 grant-funded positions for 4.5 months (through mid-April 2024). The requested bridge funds extend the salaries and benefits through December 31, 2024.

Admin and GIS Analyst

$\$115,362 \times 1.0 \text{ FTE} + \$39,924 \text{ benefits} = \$155,286 \text{ annually}$

$\$155,286 \times .625 (7.5 \text{ months}) = \$97,054 \text{ total}$

Jail and Reentry Services Librarian (Librarian I)

$\$103,992 \times 1.0 \text{ FTE} + \$36,798 \text{ benefits} = \$140,790 \text{ annually}$

$\$140,790 \times .625 (7.5 \text{ months}) = \$87,994 \text{ total}$

Grant Administrator (Administrative Analyst)

$\$112,241 \times 1.0 \text{ FTE} + \$38,637 \text{ benefits} = \$150,878 \text{ annually}$

$\$150,878 \times .625 (7.5 \text{ months}) = \$94,299 \text{ total}$

Total: 279,347

Fellowships and Residencies

Artist Fees

Consultants and Other Professional Services

Subgrants/Regrants

Conferences, Meetings, and Travel

This will cover the cost of SFPL staff to travel to relevant conferences to promote the research, share the digital resource, and share findings. Additional travel funds would support 4 staff to attend a 5-night, 6-day conference, which includes a pre-conference convening and \$2150 for emerging opportunities.

Estimates are based on actual expenses for 4 SFPL staff to attend the 2022 ALA conference: \$880 registration fees (\$220/person); \$5200 air travel (\$1300/flight); \$7775 non-air travel (\$1943/person). Non-air travel includes hotel and meal (per-diem) expenses. We follow the City and County of San Francisco's travel policy which uses the U.S. General Services Administration <https://www.gsa.gov> Meals & Incidentals (M&IE) rates. Conference hotels may exceed the GSA lodging rates. \$13,850 total.

In addition to the ALA annual conference, budgeted funds will support SFPL staff participation in other meetings that require travel, to be determined. \$2150 total.

Promotion, Marketing, and Advertising

Equipment and Supplies

Supplies for the convening will include flip charts, markers, folders, notebooks, pens, and other materials.

For the estimated 150 participants, meeting materials will total approximately \$16/person.

Construction or Building Costs

Indirect Costs

Custom Fields

Category: Stipends for half-day convening

Total Amount Budgeted: \$56,250

Notes:

A \$750 stipend to up to 75 librarians providing this work to attend a half-day convening prior to ALA Annual 2024. This stipend is especially important as many prison librarians do not receive financial support for professional development. (JARS staff travel fees for this event are covered above.) Based on convenings in 2022 and 2023, we have learned that some employers do not permit staff to accept stipends; however, the convening and availability of stipends have helped many library workers working with incarcerated people to make the case to attend the ALA annual conference. Of the estimated 150 participants, we project that 75 will request stipends.

Category: Convening Speaker Fees

Total Amount Budgeted: \$6,000

Notes:

Compensation for presenters at the ALA pre-conference convening. Speakers who have been incarcerated or have been negatively impacted by incarceration will be prioritized.

We invited 5 formerly incarcerated speakers local to the ALA conference site (Chicago) to present at the June 2023 convening and provided \$750 speaker stipends (\$3750 total). We will look for local as well as national opportunities for speaker collaboration in 2024.

Category: Conferences and Meetings – Non-travel

Total Amount Budgeted: \$15,000

Notes:

Cost for a half-day convening ALA Annual 2024, including coffee and lunch service and event space rental for a 150-person capacity space.

We based this on the actual expenses from the Marriott Marquis (catering, A/V, set-up and take-down) at 100-person capacity in June 2022, \$10,725.

Due to growth in outreach and interest, as well as inflation increases, our estimate for 150 participants is \$15,000

Proposal Narrative

A. Introduction

San Francisco Public Library (SFPL) is committed to providing library and information access to incarcerated people, in accord with the library's mission. SFPL's Jail and Reentry Services department has provided in-person and remote library service for over five years, as well as providing reentry support. Through the Expanding Information Access for Incarcerated People grant from the Mellon Foundation, Rachel Kinnon and Jeanie Austin (co-PIs) have worked to build professional networks and resources for librarians and information workers for incarcerated people. SFPL has worked with the American Library Association (ALA) as a subgrantee to support the creation of an updated version of the *Standards* for library services for incarcerated people, and to begin identifying a digital literacy fellow to research reentry needs. All grant work is grounded in the lived experiences of formerly incarcerated people.

B. Grant summary/abstract

Expanding Information Access for Incarcerated People has built professional networks and resources by:

- Assembling and maintaining an advisory committee composed of people who are formerly incarcerated and people and groups who provide consistent information access for people who are incarcerated or are in the process of reentry (See page 12 for more information about the advisory committee and its role in the grant work)
- Hosting convenings of librarians and information workers for incarcerated people in June 2022 and June 2023
- Producing a video training series that features experiences of formerly incarcerated people and practitioners in the field, which is publicly available for free online and hosted on ALA's learning management system (English-language captioning and transcription) (See page 13 for a links to relevant websites and videos)
- Producing and maintaining an interactive, online, publicly available map that displays information about incarceration, including information about library and information services for incarcerated people
- Reviewing recent research and publishing white papers (on technology, June 2023; on library services, drafting) (See page 13 for links to relevant websites and videos)
- Presenting and otherwise promoting grant work at conferences and events across the U.S. (See page 14 for a list of presentations and related materials)
- Received research approval from California Committee for the Protection of Human Subjects and the California Department of Corrections and Rehabilitation to be in discussion with incarcerated library workers about how *Standards* can best support their work inside (final approval pending a data sharing agreement between California Department of Corrections and Rehabilitation and SFPL)
- Identifying possible digital literacy fellows
- Identifying additional stakeholders and sharing resources

Staff with the grant have also supported ALA's efforts to create a new set of *Standards* for library services inside carceral facilities. The new set of *Standards* was approved by ALA's Council in June of 2023 and is pending publication. Bridge funding will support the continuation of all the above, inclusive of the grant-funded positions that support this work.

ALA's work on digital literacy research and prototyping digital literacy services has been delayed due to ongoing book and library challenges across the United States. ALA is still planning to research ways to support people who are formerly incarcerated through designing digital literacy-related library programming and does not currently require additional funding to support this work. ALA will continue to be a subgrantee during the bridge funding period with funds allocated in the current grant.

C. Reason for the work

Given the scale of incarceration in the United States, it is likely that all types of libraries provide services to people who are negatively impacted by incarceration. Thanks in part to the Expanding Information Access for Incarcerated People initiative, there is growing awareness within librarianship of the need for library and information services for incarcerated people and people in the process of reentry. As librarians and information workers advocate for new services, create new services, or expand existing services, they need information about what services exist, policies for library services inside, and similar information. SFPL's ongoing research and grant activities involve bringing this information together in easily accessible ways. The resources created through the grant are useful to librarians and information workers, policy advocates, and the families and social support networks of incarcerated people.

In order to increase information access for incarcerated people and people most negatively impacted by incarceration, there needs to be easily accessible information about the paucity of library and information services, as well as what programs do exist, models for beginning or continuing library services, institutional support for librarians advocating for new or increased services, and library services that work to stem the tide of people being returned to prison by supporting the development of digital literacy skills. This project is designed to support people most negatively impacted by incarceration, and their social support systems, before, during, and after incarceration. To increase public awareness of existing library and information services, this project is focused on mapping the landscape of services in order to identify best practices, successful services, areas for improvement, and library and information deserts within jails and prisons in the United States. Mapping services includes documenting emerging new services for people who are incarcerated. To support librarians and staff continuing or advocating for new services and to thereby increase not only public awareness but actual library and information access, the soon to be published *Standards* reflect the marked changes in how information is created and accessed since the publication of the previous version of the *Standards*. Where the publication of the *Standards* represents national and broad policy as well as association support, individualized trainings focused on types of libraries and services create a conduit for increasing information access to people most negatively impacted by incarceration in a multiplicity of LIS contexts. ALA's ability to provide certificates of participation for completing trainings incentivizes library administrations who may not otherwise have seen this area of work as

legitimately within the scope of their library service to allow librarians and staff time to complete the virtual, asynchronous trainings and to incorporate information from the trainings into their library practice. As the most significant change in information access between 1992 and 2021 has involved technologies and the internet, access to which is often nonexistent to people while they are incarcerated, the inclusion of a digital literacy component is necessary to create a resource for in-library programming that effectively supports people who have been forcibly excluded from modern information practices, an exclusion that often limits financial opportunities and access to needed resources and social supports, and thus increases the likelihood of reincarceration.

SFPL has provided library services to youth in juvenile detention for over two decades. In late 2017, these services were extended to include library services to adults through the creation of the Jail and Reentry Services department. Since its inception SFPL's Jail and Reentry Services department has provided direct access to library services for people who are incarcerated in the local San Francisco jails, remote reference for people incarcerated in local jails and located in prisons throughout the western half of the United States, and reentry support for formerly incarcerated people located in or returning to the Bay Area. SFPL has integrated information about the experiences of incarceration across the library system, creating increased awareness among library staff, changing library policies that limit access to materials, and providing public programming to raise awareness of the impacts of incarceration.

San Francisco Public Library (SFPL) and the American Library Association (ALA) are uniquely positioned to ensure that these resources are made free and publicly available, not only to librarians and library staff, but also to advocates and the social support networks of people who are incarcerated. SFPL is a leader in innovative library services for incarcerated people, and the SFPL Jail and Reentry Services department is helmed by thought leaders in the field. ALA has the national association-level ability to cement services to incarcerated people as central to library services and to provide platforms for advocacy that will lead to increased levels of services. A coordinated effort between SFPL and ALA has allowed both partners to amplify their grant work and to share resources, information, and to support the ongoing development of professional networks.

D. Goals

Bridge funding will allow San Francisco Public Library and the American Library Association to continue ongoing grant work, some of which was delayed by the City and County of San Francisco requirement that all grants that create new positions cannot be accepted until the Board of Supervisors approves new legislation. Legislation for the grant was approved in March of 2022. Our primary activities for this period will include:

- Retain an advisory committee composed of people who are formerly incarcerated and people and groups who provided consistent information access for people who are incarcerated or are in the process of reentry.

- Host a third convening of librarians and information workers for incarcerated people, to be held in June of 2024. This event will build from successes of the 2022 and 2023 convenings, which provided opportunities for professional connections between commonly siloed librarian and information workers, included opportunities to hear from formerly incarcerated people about the value of libraries inside, and included information about restorative justice practices and tools for self-centering as a way of avoiding burnout in traumatizing environments. The third convening will allow existing professionals to deepen their professional networks and connections, invite new librarians and library workers into the profession, include time to brainstorm about addressing pressing issues or common difficulties in the work, and will include speakers negatively impacted by incarceration, including people on or identified by advisory board members. All formerly incarcerated speakers are compensated for their time and expertise, and librarians and information workers are offered a stipend to support their attendance.
- Continue the captioning and transcription process for the video series on library services and incarceration, inclusive of Spanish-language captioning and transcription
- Continue promoting the video series through the grant newsletter (developed in August of 2023), the mailing list for the Library Services for the Justice-Involved Interest Group, the JESSE LIS academics mailing list, and through ALA Connect. Promote the video series to other librarians and LIS students through connections to library systems and to LIS instructors.
- Maintaining an online, interactive, publicly available map that displays information about incarceration, including information about library and information services for incarcerated people. Confirming that identified library services have not ceased operation, that statistics on incarceration are updated, and by bringing in data about carceral facilities and library services (potentially including written policies, open prison librarian positions and their salaries, and prison budgets for library materials and librarians).
- Reviewing research and publishing white papers on trends in publications on library services, information access, and literacy support for people who are or have been incarcerated. These materials provide a tool for tracking trends in the LIS and related fields and a platform for LIS students or library staff new to the work to become familiar with library services and incarceration. They may also provide needed background for policymakers and other advocates seeking to increase support for library services inside of carceral facilities.
- Presenting and otherwise promoting grant work at conferences and events across the U.S., including conferences related specifically to library services (ALA Annual Conference, LibLearnX, PLA, etc.) and potentially including conferences for the general public (SFPL is part of an application for SXSW 2024) or for carceral practitioners and criminologists (these potentially include the International Corrections and Prisons Association's Technology in Corrections conference in April of 2024).
- Supporting the distribution of the *Standards* and gathering feedback to inform an additional revision within the next five to ten years. The *Standards* will be released and promoted through ALA Editions. A video training on utilizing the *Standards* will be created by ALA and promoted through their official channels. Additionally, the committee that created the *Standards* consists of over 30 people involved in library and information provision to incarcerated people, who will draw from their professional

networks to identify distribution points for physical copies of the *Standards* for free to prison librarians, wardens, and incarcerated library staff. Further distribution may be supported through the provision of a no-cost downloadable .pdf. The project managers for the *Standards* will invite feedback on this edition through their shared email address.

- Holding discussions with incarcerated library workers about how *Standards* can best support their work (throughout California).
- Supporting the ongoing work of a digital literacy fellow at ALA through research and sharing resources. This position will be paid with existing grant funds not yet spent from the American Library Association's subgrant budget.
- Piloting and tailoring digital literacy programming in libraries at up to four public library pilot sites, with the goal of two urban and two rural pilot sites. Pilot sites will be approached and vetted by the digital literacy fellow in early 2024. Pilot sites may include libraries that are already explicitly focused on providing reentry support.
- Identifying additional stakeholders outside of LIS, including professional associations such as the Alliance for Higher Education in Prison and other groups focused on information access for incarcerated people, and sharing resources including relevant materials in the video training series, models for supporting their work through library services, and possible engagement around the *Standards*.

The goal of the grant is to expand library services for incarcerated people, and librarians and information workers are key to that expansion. Ongoing work has already strengthened existing professional networks, provided a venue for entrée into the field, and allowed library and information workers who are often isolated by carceral walls and policies to come together in discussion. The training series and white papers have highlighted unique and successful services and programs, and videos published thus far are both records of possibility and evidence that increased information access, library services, and technologies are possible inside of carceral facilities. The passage of the *Standards* in June of 2023 was well received by librarians who work with incarcerated people and people in reentry (both at the conference and in response to the announcement on the mailing list for the Library Services for the Justice-Involved), and one of the PIs had many informal conversations with ALA Annual Conference attendees about how they would utilize the *Standards* in discussions with library administration and facility staff. ALA Annual Conference 2023 also hosted 7 programs and sessions related to incarceration, easily surpassing any amount of programming on this topic in the last 15 or more years. Digital literacy is a pressing concern among librarians and information workers in this field. The resources and opportunities created through Expanding Information Access for Incarcerated People strengthen the professional network of librarians and information professionals in this work, and support librarians new to the field as they seek to create informed library services throughout the field.

SFPL gathers evaluations from convening attendees in a follow-up email after the convening of librarians and information workers for incarcerated people. The evaluation concerns participants' views on the value of the convening, and possible areas for future training or other professional development support. SFPL will provide the same opportunity for evaluation at the June 2024 convening. Though not solicited on the evaluations, past participants have utilized the evaluation as an opportunity to emphasize the need for financial support in order to attend the convening.

Three excerpts from participant evaluations follow:

18 years in corrections librarianship, isolation is the strongest obstacle we are facing. I am so glad to find out in this meeting that we are not alone. There are people who are outside of corrections who care about the work we do in a prison. The great exciting news I took from the meeting is that ALA is finally updating the standards for all corrections libraries. Thanks to all of you who put this meeting together!

Meeting other people who work in the same field and networking with them was what I valued most from the day... I hope that I can become more involved in any capacity and able to attend more meetings in the future. The stipend was I believe a key for my agency to allow me to attend. I am so very grateful for the opportunity.

Attending the SFPL/ALA Mellon grant convening has been such a highlight of the past two years, and of my so far fairly new library career in which I work with partners in and out of the Library to bring library services to detained youth in Massachusetts. The connections made...and the presentations from formerly incarcerated people bolster and inspire that work. I don't often get to be in a room and hearing from other library workers who do this work. Thank you for creating this space and the opportunity to gather.

SFPL is also able to gather YouTube analytics for training videos posted to the SFPL YouTube page. SFPL is creating archival versions of the digital map for comparative purposes, with the aim of assessing additions to the map and the development of new services at quarterly increments. SFPL will store versions of the map in a non-public file directory on ArcGIS Online's website and will create .jpgs of layers of the map to be made publicly available at the conclusion of the project. The data displayed on the map will come from spreadsheets and reports saved within our SFPL JARS team SharePoint and that are regularly updated. SFPL will make the dataset for the map publicly available at the conclusion of this project. ALA will invite feedback from librarians who work in carceral facilities on the *Standards* and their use as they are distributed following publication, and SFPL will support this work through conversations about the *Standards* with currently incarcerated library workers in California prisons. This feedback will allow ALA to produce a future edition of the *Standards* that is more informed by practitioners in the field and continues to stay relevant as library practices or resources change. Feedback on the *Standards* will not only serve evaluative purposes, it will also inform timely revisions of the *Standards*. Digital literacy programs will be assessed through participant (including librarians and staff) evaluations, possibly including one-on-one interviews with library staff, feedback forms from participants, assessment measures such as attendance and engagement, and focus groups with pilot site library staff. Key outcome indicators such as individuals served and retained, organizational partnerships developed, programs and activities created and delivered, skills attainment, comparative pre- and post- participation digital literacy and fluency, evolution of instructional pedagogy, and responsive library service development will be assessed.

E. Activities

Bridge funding will support the three SFPL positions outlined in the initial grant: a full-time Administrative Analyst to ensure the distribution of funds and manage financial collaborations; a full-time GIS Specialist and Administrative Analyst engaged in research and resource development; and a full-time Librarian with 40% of time dedicated to research activities and 60% of time dedication to Jail and Reentry Services central tasks in order to facilitate PI availability for grant-related tasks.

SFPL and ALA will continue their collaborative work throughout the duration of funding. Mellon funding will support the continuation of initial proposal activities and support an additional convening of librarians and information workers.

By May of 2024, SFPL will complete the following tasks:

- Begin invitations to 2024 convening of librarians and information workers for incarcerated people, including \$750 stipends for attendees (PIs and Administrative Analyst)
- Formalize agreements for convening speakers, including formerly incarcerated speakers (Administrative Analyst)
- Locate a space for convening, with the goal of co-locating activities at the conference center for the 2024 ALA Annual Conference (PIs and Administrative Analyst)
- Identify catering services for convening (if not co-located at the conference center for the ALA Annual Conference (PIs and Administrative Analyst)
- Meet with community group Advisory Committee (PIs, Administrative Analyst, GIS Administrative Analyst, Librarian I)
- Begin a round of verifying data on the map to ensure that it is accurate and up to date by reviewing active webpages and contacting librarians and information workers (or libraries) to confirm that services and programs continue. This is an effort to mitigate the effects of turnover common in this field (GIS Administrative Analyst and Librarian I)
- Discuss *Standards* with currently incarcerated library workers (PIs and Librarian I)

By May of 2024, ALA will engage in the following tasks:

- Identify key stakeholders for distribution of the *Standards* (Executive Director, Director of Office for Diversity, Literacy, and Outreach Services, *Standards* project managers and committee, ALA Editions staff)
- Continue distribution of free copies of the *Standards* to stakeholders identified by the *Standards* committee and through professional resources such as the Library Services for the Justice-Involved mailing list (Executive Director, Director of Office for Diversity, Literacy, and Outreach Services, *Standards* project managers and committee, ALA Editions staff)

- Continue digital literacy pilots at four public library locations (Digital literacy fellow)

In June of 2024, SFPL will host a convening of librarians and information workers in conjunction with the ALA Annual Conference (PIs, Administrative Assistant, GIS Administrative Analyst, Librarian I)

Academic, public, prison, and other related library staff will be invited to attend a half-day convening the day prior to the start date of the ALA Annual Conference in San Diego, CA. Seventy-five librarians and information workers will be offered a \$750 stipend to offset the costs of attendance and we plan for a capacity of up to 150 participants, including library workers who cannot accept stipend payments and others doing related work. Convening activities will include hearing from formerly incarcerated people about the value of library services, break-out groups by types of services, opportunities for sharing information from break-out groups and for collective dialog, and information about resources to support this work (including those created through the grant). Dependent on time and space, PIs may designate “tracks” for conversation as identified in review of previous evaluations (including topics such as “addressing book challenges,” “navigating security and access,” and more and identify moderators for each track discussion.

By September of 2024, SFPL will engage in the following tasks:

- Release training videos on library services and incarceration with Spanish-language captions and transcripts. The training series supports librarians and library workers in increasing professional skills, includes models for a variety of services, and provides rationale for services that can be shared with facility command staff. The captioning and transcription process allow for people without reliable internet—including in remote areas and incarcerated library workers—to potentially access otherwise unavailable content. Spanish-language transcription benefits incarcerated library workers who are primarily Spanish-literate and may be especially useful for individuals working in or advocating for library access for people in immigrant detention centers. (PIs and Librarian I)
- Begin two-month round of assessment of map and trainings (GIS Administrative Analyst, Librarian I)
 - Review archived information about library services and related topics that is present on the interactive map to assess project progress. This includes reviewing duplicate versions of the map saved at three-month intervals in a non-public file directory on ArcGIS Online’s website. The data being displayed on the map will come from spreadsheets and reports saved within our SFPL JARS team SharePoint and that are regularly updated. This will allow SFPL to evaluate changes in library services over time.
 - Assess number of views, likes, and length of average views for each training video on YouTube channel and in ALA’s learning management system. Review number of certificates issued for each video in ALA’s learning management software. (Librarian I, ALA Director for eLearning Publishing Solutions)

- Meet with community group Advisory Committee (PIs, Administrative Assistant, GIS Administrative Analyst, Librarian I)

By September of 2024, ALA will complete the following tasks:

- Conduct reflection sessions with four digital literacy public library pilot sites (Digital literacy fellow)
- Refine pilots based on this reflection (Digital literacy fellow, Library pilot site staff)
- Solicit feedback from LIS practitioners working in detention facilities, and libraries serving incarcerated individuals, on how *Standards* are being utilized (ALA Editions staff, *Standards* project managers)

By end of year three (2024), SFPL will complete the following tasks:

- Create archive of map layers at quarterly intervals to be hosted as static information on the dedicated ALA and SFPL webpages for the grant. Static images of the map (such as those on page 16) allow viewers to chart growth and change in library and information services over time. Prior to the creation of this project, there has been little information available about the amount of or types of library services for incarcerated people. The archive for the map creates a tool for future researchers and practitioners and library administrators to identify models of library services and to potentially identify trends that limit the number of or growth of library services for incarcerated people. Static images of the map will be accompanied by a publicly available dataset on library services and statistics related to incarceration (GIS Administrative Analyst)
- Complete analysis of data gathered throughout the project
 - Compare three-month interval snapshots of library services on each layer of the map, with attention to the amount of library services for incarcerated people and people in the process of reentry, which services are provided by academic, public, prison, or other libraries, new library services or programs that are developed over the grant period, and libraries that have discontinued services over the grant period (GIS Administrative Analyst)
 - Assess number of views, likes, and length of average views for each training video on YouTube channel and in ALA's learning management system. Review number of certificates issued for each video in ALA's learning management software. (Librarian I, ALA Director for eLearning Publishing Solutions)
 - Analyze published literature for increase in frequency of publications on library services and incarceration during 2024
- Complete internal assessment of project
- Hold a reflection meeting with community-based Advisory Committee
- Release white paper or similar document reflecting changes over the duration of the grant. This will provide a tool for tracking trends in the LIS and related fields and a platform for LIS students or library staff new to the work to become familiar with library services and incarceration. The documents may also provide needed background for policymakers and other advocates seeking to increase support for library services inside of carceral facilities.

By end of year three (2024), ALA will complete the following tasks:

- Create central digital location at ALA Editions for feedback on the *Standards* to inform the next edition, so that the drafters for the next edition are able to easily access and parse feedback in order to improve the next version of the *Standards* (ALA Editions, *Standards* program managers)
- Release white paper or programming guide on digital literacy programming (Digital literacy fellow)

F. Sustainability

Archived versions of SFPL-created materials will remain online and publicly available for at least 5 years after the conclusion of grant activities. ALA will continue to revise the *Standards* in a timely manner, with the goal of revisions issued every 5 years. SFPL and ALA staff will encourage people new to the profession to join the Library Services for the Justice-Involved interest group through promotion of the group at in-person and virtual events and meetings, through the virtual video training series, and through the grant newsletter. SFPL will leverage existing resources (500-person capacity Zoom) to continue holding or hosting virtual meetings of librarians and information workers providing access for incarcerated people.

Depending on information gathered in the assessment of the overall project, additional funds may be sought from Public Knowledge at Mellon or another outside granting body to continue data collection and management of the map, increase opportunities to earn Continuing Education credits for trainings, and to conduct an additional round of assessment related to the impact of all materials developed during this grant cycle. Alternatively, researchers and faculty with university support may be identified and entrusted to continue gathering information about library services and incarceration, or stewardship of data collected, and maintenance of the map may be passed to Washington State Library Institutional Library Service.

G. Technology

N/A

H. Potential challenges

It is possible that costs for travel may rise between the time of application and June 2024, when the ALA Annual Conference is scheduled to be in San Diego. Costs of travel and location of conference may diminish the amount of people who can attend the convening in June 2024. SFPL staff will heavily promote the opportunity for stipends to support travel, will coordinate with ALA to reduce costs of attendance as possible, and will review possibilities of offering a higher amount per stipend to attend as the overall grant budget and spending allow.

Identifying pilot sites for digital literacy programs and refining programs based on participant and librarian support may involve delays. These delays will be addressed by identifying libraries that already provide some level of services or programs for people in the process of reentry or

have a demonstrated interest in these services (including providing public programs to raise awareness of the negative impacts of incarceration).

This timeline has been adjusted from the original timeline to accommodate delay times included in the research application process to be in discussion with incarcerated library workers. All required research approvals have been obtained and prison library sites have been identified in conversation with prison librarians working with the California Department of Corrections and Rehabilitation. Discussions with incarcerated library staff will begin pending the completion of an in-process data sharing agreement between the California Department of Corrections and SFPL.

The City and County of San Francisco requires a legislation amendment for the additional amount of funding. SFPL will begin drafting tentative legislation after submitting this proposal and anticipate that delays will be minimal.

Advisory Committee

Jail and Reentry Services staff are especially grateful for our Advisory Committee, which helps to guide our grant-related work. This committee consists of individuals who have been incarcerated or have incarcerated and previously incarcerated loved ones, groups that consist of currently and formerly incarcerated members, and experts on the types of information that people who are incarcerated most need and desire. The Advisory Committee members are:

- Michelle Dillon, representing Books to Prisoners
- Carmen Garcia, representing Root & Rebound
- Lee Gibson, representing Initiate Justice
- Rebecca Hernandez, PhD, Community Archivist and expert of the information needs of incarcerated Native Peoples, UC Santa Cruz University Library
- Wendy Jason, Justice Arts Coalition
- Jodi Lincoln, representing Pittsburgh Prison Book Project
- Zy'aire Nassirah, representing the Transgender Gender-nonconforming Intersex Justice Project
- Marilyn Perez, representing Young Women's Freedom Center

Advisory Committee members were selected for their expertise in providing information access to incarcerated people and in raising public awareness of the information needs of incarcerated people. Grant-related activities include providing direction on map development, identifying topics that can be incorporated into the map in future iterations, consulting on how best to represent data related to library services and incarceration, providing feedback to all presenters in SFPL's virtual training series, raising topics related to information access and incarceration to the larger group, and promoting the grant work to their networks. Ongoing work includes consultation on map development, continuing conversation with incarcerated members about library services inside, creating or supporting the creation of additional resources for incarcerated people, and providing information on best practices for digital literacy library programs for people in the process of reentry.

Advisory Committee members, or their affiliated organizations, are compensated for their time and expertise. Each group or individual will continue to be compensated at a rate of \$325 for each dedicated hour, reflecting in-house time, subject expertise of the groups, and sharing the tool with their networks as applicable. With quarterly meeting and other requests for input and feedback, the total time commitment from each group is eight hours per quarter.

Link list for grant-related materials

San Francisco Public Library grant website: <https://sfpl.org/services/jail-and-reentry-services/expanding-information-access-incarcerated-people-initiative>

American Library Association grant website:
<https://www.ala.org/aboutala/offices/diversity/expanding-access-incarcerated-initiative>

American Library Association website for *Standards* revision: <https://alaeditions.org/standards/>

Video on public library services for incarcerated people: <https://youtu.be/OgznnzqoexQ>

Video on prison library services for incarcerated people: <https://youtu.be/SVG2o39kQ0s>

Video on academic library services for incarcerated people: <https://youtu.be/wNFAXLgLda0>

Video on reference by mail services for incarcerated people: <https://youtu.be/fd8peEnxb1M>

White paper on technology and incarceration: <https://drive.google.com/file/d/1GQYcM5iUP-UT20A-qsCTaHu0WtvdK91y/view>

Direct link to map:

https://sfgov.maps.arcgis.com/apps/instant/portfolio/index.html?appid=7230a90051b64fdfaede4fdc5cc45718&extent=-121.2167,30.6593,-69.4052,48.9388&home=true&zoom=true&previewImage=false&scale=true&details=true&legendlayers=true&active_panel=details&disable_scroll=false&theme=dark

Direct link to form to include services on map:

https://forms.office.com/pages/responsepage.aspx?id=z8LVIj7OPUSaf9_MAJH3P-S5qHgyS6VOvT6Q6X7Yzk9UMk1YU0g2RDVLOTBDWjdCN1RFWDFaTDI3Vy4u

Presentations, Podcasts, and Publication

Presentations

Austin, J., Tanaka, K., & Reppe, L., moderated by Rodriguez, D. Incarcerated people Are patrons too! Improving legal information services for incarcerated people. American Association of Law Libraries Annual Meeting and Conference. 2023.

Austin, J. Illinois Department of Corrections prison librarians bimonthly meeting.

Austin, J., Boyington, E., James, E. R., Ness, N., & Okelo, B. Expanding information access for people who are incarcerated: Service *Standards* and mapping. ALA Annual Conference. (An update on the [Expanding Information Access for Incarcerated People](#) grant project.) 2023.

Austin, J., Boyington, E., Brammer, C., Jordan-Makely, C., Nash, A., Ness, N., Ortiz, O., & Richardson, L. C. Research with people who are currently or have been incarcerated in the United States. ALA Annual Conference. 2023.

Austin, J., Bott, R., Burnett, S., & Reynolds, M. Library and Information Access in Prison. Cornell Prison Education Program [Alumni Reunion and Symposium](#). 2023.

Austin, J., Bott, R., Honn, J., & Tanaka, K. Serving 500,000 new students: Planning for Pell restoration for incarcerated college students. Association of College & Research Libraries (ACRL) 2023.

Austin, J. (moderator) with Boyington, E., Meissner, C., Pollock, R., & Tanaka, K. Inspiration, knowledge and curiosity while incarcerated. San Francisco Public Library, 2022.

Austin, J., Betts, D., Horton, R., & Rivera, E., moderated by Hall, T. D. “Defending the Fifth Freedom: Protecting the Right to Read for Incarcerated Individuals.” ALA Annual Conference, 2022.

Podcasts

Prison Librarians. Beyond Prisons. With Ball, S.: <https://www.beyond-prisons.com/home/prison-librarians>. 2023.

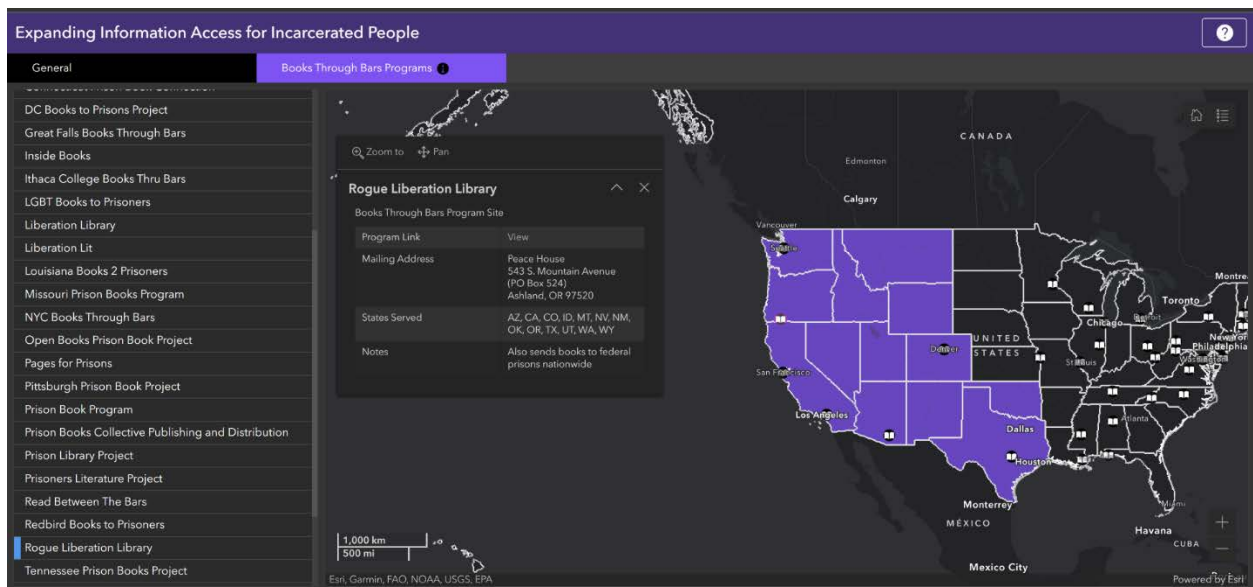
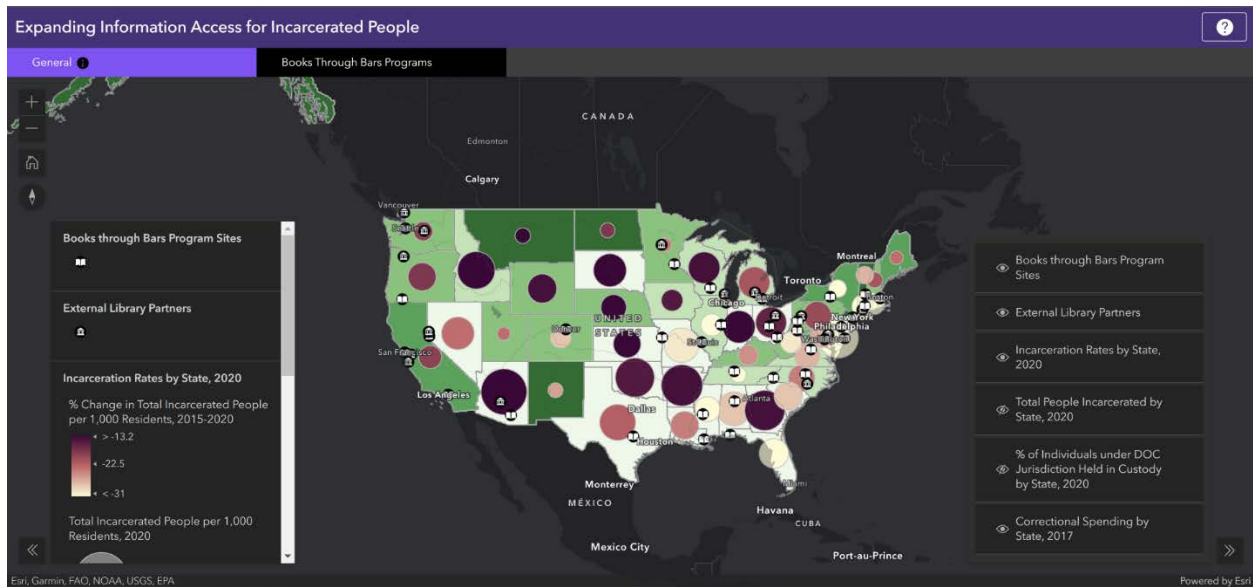
Library Services and Incarceration. Librarian Linkover: <https://thelibrarianlinkover.com/2023/04/17/dr-jeanie-austin-author-of-library-services-and-incarceration-recognizing-barriers-strengthening-access/>. 2023.

Library Services and Incarceration. Circulation Ideas: <https://circulatingideas.com/2022/08/30/226-library-services-and-incarceration-with-jeanie-austin/>. 2022.

Publication

Jordan-Makely, C., Austin, J., & Brammer, C. (2022). [Growing services: How libraries outside of prison create access for incarcerated people](#). *Library Journal*. 147(8). 24-29.

Example Static Images of Interactive Map





September 22, 2023

Michael Lambert
City Librarian
San Francisco Public Library
100 Larkin Street
San Francisco, CA 94102-4733

Dear Michael Lambert:

The Andrew W. Mellon Foundation (the "Foundation") is pleased to inform you that we have approved a grant of \$375,000 to the San Francisco Public Library ("your organization"), for use over 15 months, to continue support for a research and training initiative devoted to building capacity for prison library services, in accordance with the proposal finalized on September 7, 2023 (the "Proposal", and collectively the "Project"). We ask that all future correspondence regarding the grant use the reference number 2306-15880. In accepting these funds, your organization agrees to comply with the following terms.

Use of Funds. Under United States law, Foundation grant funds may be used only for charitable, scientific, literary, or educational purposes. Your organization agrees that the grant funds will be used exclusively for the purposes described in your organization's Proposal and the approved budget. Your organization agrees to obtain the Foundation's prior approval for any material changes to the grant terms. The Foundation also expects that the funds will be managed in a prudent manner that is consistent with the purposes and term of the grant. Any grant funds not expended or committed for the purposes of the grant, or within the grant period stated above, will be returned to the Foundation unless otherwise agreed by the Foundation.

The grant award is made to the San Francisco Public Library and may not be transferred or assigned without the advance written approval of the Foundation.

Payment Terms. Payment of grant funds will be made in accordance with the attached payment schedule after the Foundation receives the countersigned version of this agreement.

Grant Reports. Your organization will report to the Foundation on the progress of the grant through narrative and financial reports according to the attached report schedule. Each financial report should provide an accounting of the expenditures of grant funds. If the grant involves work undertaken by collaborating institutions, your organization is responsible for reporting on the activities and expenditures of the collaborating organizations.

Grant Work Products and Project Documentation. To ensure that your organization will have sufficient legal rights to carry out the Project, your organization confirms that all copyright interests in materials produced as a result of this grant ("Grant Work Products") will either be owned by (a) your organization or (b) one or more third parties (e.g., artist(s), scholar(s), collaborator(s)) who have conveyed in writing sufficient rights and permissions for use of the Grant Work Products in connection with the Project. Your organization will obtain all other necessary rights and permissions for the supported work so that the grant activities and use of Grant Work Products (in accordance with any terms of use set by your organization), including any use by the Foundation of Grant Work Products and Project Documentation (defined below) authorized in this agreement, will not infringe on or violate the intellectual property, publicity, privacy, or other rights of any person.

Your organization agrees to widely disseminate final Grant Work Products and, with respect to the white papers created as a result of this Project, to license such work products to the public under any Creative Commons license. For information on Creative Commons licenses, please visit <http://creativecommons.org/>.

If your organization plans to document the grant activities with any visuals, photographs, audio, other media products, or other archival materials, the Foundation welcomes receiving copies of such materials that you would like to provide, as well as depictions of earlier iterations of the Project and stock promotional imagery of your organization ("Project Documentation"). Project Documentation may be submitted to the Foundation with your organization's grant reports or at other times during the grant term.

Further, your organization grants to the Foundation a free, non-exclusive, irrevocable, sublicensable, worldwide license of all rights under copyright to use (1) final Grant Work Products intended for a public audience, and (2) Project Documentation provided by your organization to the Foundation, in each case only to promote the Project or for the Foundation's charitable purposes, including on the Foundation's website, social media platforms, and all other mediums.

Grant Disclosure and Publicity. The Foundation will include summary information about this grant in its annual report and other similar public reports, tax returns, and public grants database, and may share such summary information in response to inquiries or elsewhere. The Foundation may also promote this grant on its website and social media channels, and in press releases, newsletters, and other public communications and media products; any promotional content which discusses the grant in detail and/or narrative form will be shared with your organization in advance for input.

If you wish to make your own press announcement that includes the Foundation's name or logo, please consult with the Foundation's Communications Department in advance by contacting media@mellon.org.

Grantee Control of Funds. Your organization confirms that, while the Foundation is providing support for the Project, your organization retains full discretion and control of the conduct of the Project, including over the process of selecting any persons or organizations (such as employees, independent contractors, consultants, vendors, secondary grantees, or other Project participants) to carry out the purposes of this grant. Accordingly, your organization acknowledges that the Foundation will not be responsible for any actions of your organization regarding the Project.

Recordkeeping. Grantees are required to retain accounting records, detailing all receipts and expenditures of grant funds, for three years following submission of the final grant report. The Foundation reserves the right to conduct audits, including on-site audits with reasonable notice, at any time during the term of the grant, and within three years after completion of the grant. Your organization agrees to cooperate in the audit and provide information to the Foundation or its representatives as necessary.

Organizational Tax Status. Your organization certifies that it is a government entity or instrumentality. Your organization will advise the Foundation immediately if there is any change in that status or in its organizing documents.

Limitations on Lobbying and Political Activity. Your organization confirms that Foundation grant funds will not be used by your organization:

- a) To conduct lobbying or otherwise attempt to influence legislation (within the meaning of [Internal Revenue Code Section 4945\(d\)\(1\)](#)); or
- b) To influence the outcome of any specific public election or to carry on, directly or indirectly, any voter registration drive (as prohibited under [Internal Revenue Code Section 4945\(d\)\(2\)](#)).

Compliance with Laws. In carrying out the Project, your organization will comply with all applicable local, state, federal, and international laws, regulations, and rules, including data privacy and intellectual property laws.

Workplace Conduct Standards. The Foundation gives high priority to the realization of equality of opportunity for all members of society. Accordingly, the Foundation expects that your organization seeks to foster a workplace that is free from discrimination, harassment, and workplace misconduct; takes appropriate affirmative steps to encourage equal employment opportunities for women and underrepresented groups to the fullest extent allowable under applicable law; and has established appropriate policies and procedures for training staff, receiving and addressing complaints regarding sexual harassment and other forms of workplace misconduct, and prohibiting retaliation against persons who make good faith complaints.

Notification and Cooperation. Your organization agrees to promptly notify the Foundation of any of the following: (1) significant organizational changes during the term of the grant, including, but not limited to, changes in key personnel and changes in tax status, (2) unless prohibited by law, (a) reported concerns about the legality or propriety of the grant activities or use of Foundation funds, and (b) the filing of a claim in any court or with any governmental agency alleging: (i) sexual or other harassment, discrimination, a hostile work environment, or similar claims regarding the activities of your organization related to, or that may have an impact on, the Project; (ii) financial impropriety by your organization related to, or that may have an impact on, the Project; or (iii) breach of fiduciary obligations by senior leadership or the board of your organization related to, or that may have an impact on, the Project.

In the event the Foundation learns of allegations of impropriety, illegality, or workplace misconduct through notification by your organization or third parties, your organization agrees, to the extent legally permitted, to cooperate with reasonable requests of the Foundation to understand your organization's policies, procedures, and practices, including what steps were taken in response to the allegations.

Right to Discontinue Funding and Require Return of Funds. The Foundation reserves the right to modify the grant, discontinue funding, or terminate the grant at any time if (1) your organization fails to materially comply with the terms of this agreement, (2) any statements, representations, certifications, or documents provided by your organization are later determined to be false or materially misleading, or (3) the Foundation determines, in its reasonable judgement, that your organization has become unable to carry out the purpose of the grant as stated in this agreement. In any such event, your organization agrees, at the Foundation's request, to repay the unexpended grant funds and grant funds that have not been used in furtherance of the purposes of the Project, or redirect them to another organization chosen by the Foundation to carry out the purposes of the grant.

We ask that the San Francisco Public Library indicates its consent to these terms by having an individual with corporate authority sign below. The Foundation will not make payments on this grant until we have received a complete, countersigned copy of this agreement. Please keep a copy for your files.

On behalf of the Foundation, may I extend every good wish for the success of this endeavor.


Sincerely,

DocuSigned by:

7398E15592F94A9...

Carter Stewart
Executive Vice President for Programs

San Francisco Public Library

By: 
 Name: Michael Lambert
 Title: City Librarian
 Date: 10/4/2023

PH/CRM

REPORTING AND PAYMENT SCHEDULE

Report Schedule	
Report Type	Due Date
Final Report	3/31/2025

Payment Schedule		
Payment Amount	Scheduled Date*	Wire Transfer Details
\$375,000	10/11/2023	Bank Name: JPMorgan Chase Account Number: 20000043472176 Routing Number: 021000021/CHASUS33

**Please note that payment will not be made until the Foundation receives a countersigned grant agreement.
Please notify the Foundation of any changes in your organization's banking information.*



San Francisco Public Library

TO: Board of Supervisors Budget & Finance Committee

DATE: November 8, 2023

SUBJECT: Accept and Expend Retroactive Grant— The Andrew W. Mellon Foundation - San Francisco Public Library Jail and Reentry Services Program - \$375,000

The San Francisco Public Library (SFPL) is submitting a retroactive resolution for a grant in the amount of \$375,000 from the Andrew W. Mellon Foundation to support the Jail and Reentry Services Program for the performance period of October 1, 2023, through December 31, 2024.

SFPL submitted the finalized proposal to the Andrew W. Mellon Foundation on September 7, 2023, and received notification of the grant award on September 22, 2023. The opportunity to continue to fund this work presented itself relatively quickly and within the Foundation's granting cycle. For consideration in September 2023, the Mellon Foundation required a start date of October 1, 2023.

Upon receiving the award agreement, SFPL prepared the grant budget and legislative packet, which were submitted to Controller's Office for review and approval on October 17, 2023. The Controller's Office requested corrections to the resolution and supporting documents, and the revised resolution and supporting documents were submitted to the Mayor's Office for review and approval on November 3, 2023.

SFPL respectfully requests retroactive approval to accept and expend the grant from the Andrew W. Mellon Foundation.

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Christine Murdoch, SFPL Finance Office
DATE: October 17, 2023
SUBJECT: Accept and Expend Resolution for SFPL Grant

GRANT TITLE: The Andrew W. Mellon Foundation Bridge Grant:
Expanding Information Access for Incarcerated People
Project

Attached please find the original and 4 copies of each of the following:

- ☒ Proposed grant resolution; signed by Department
- ☒ Grant information form, including disability checklist
- ☒ Grant budget
- ☒ Grant application
- ☒ Grant award letter from funding agency
- ☐ Ethics Form 126 (if applicable)
- ☐ Contracts, Leases/Agreements (if applicable)
- ☐ Other (Explain):

Special Timeline Requirements:

Departmental representative to receive a copy of the adopted resolution:

Name: Christine Murdoch

Phone: 557-4246

Interoffice Mail Address: Public Library #41

Certified copy required Yes ☐

No ☒

(Note: certified copies have the seal of the City/County affixed and are occasionally required by funding agencies. In most cases ordinary copies without the seal are sufficient).

From: [Conine-Nakano, Susanna \(MYR\)](#)
To: [BOS Legislation \(BOS\)](#)
Cc: [Paulino, Tom \(MYR\)](#); [Fernandez, Mike \(LIB\)](#)
Subject: Mayor -- Resolution -- Andrew W. Mellon Foundation Grant
Date: Tuesday, November 7, 2023 4:33:58 PM
Attachments: [Mayor -- Resolution -- Andrew W. Mellon Foundation Grant zip](#)

Hello Clerks,

Attached for introduction to the Board of Supervisors is a Resolution retroactively authorizing the San Francisco Public Library to accept and expend a supplemental grant in the amount of \$375,000 from the Andrew W. Mellon Foundation to support the Jail and Reentry Services Program for the performance period of October 1, 2023, through December 31, 2024.

Best,

Susanna

Susanna Conine-Nakano
Office of Mayor London N. Breed
City & County of San Francisco
1 Dr. Carlton B. Goodlett Place, Room 200
San Francisco, CA 94102
415-554-6147