



San Francisco Public Library

Expanding Information Access for Incarcerated People

Status: Active **Amount Recommended:** \$1,966,000
Program: Presidential Initiatives **Grant Term:** 11/1/2024 - 12/31/2027
Program Lead: Elizabeth Alexander **ID:** G-2312-17938
Program Staff: Susie Bannon

Grant Description: to continue support for the Expanding Information Access for Incarcerated People initiative

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▼ Organization and Grant Contacts

Grant Contacts

If this grant will be fiscally sponsored or if payment will be received by a third party, please ensure that at least one contact will be from the sponsored project or the third party payee organization.

Organization	San Francisco Public Library
Location	San Francisco ,CA
Project Lead / Principal Investigator	Jeanie Austin
Grant Management Contact	Mike Fernandez
Leader of Organization	Michael Lambert
Financial or Other Contact	Lovely Lindsley
Additional Contact	Sally Durgan

Additional Project Leads / Principal Investigators

Does this proposal have additional project leaders / principal investigators? Yes

Please list any additional project leads / principal investigators below and note that these individuals will not have access to the Fluxx portal or receive any automated emails associated with this record, unless they are also listed as one of the Fluxx grant contacts above. Please also refer to the help text above to see the Foundation's definition of the project lead/principal investigator(s).

Additional Lead Name 1:	Rachel Kinnon
Additional Lead Title 1:	Jail and Reentry Services Supervisor
Additional Lead Email 1:	rachel.kinnon@sfppl.org
Additional Lead Name 2:	
Additional Lead Title 2:	
Additional Lead Email 2:	
Additional Lead Name 3:	
Additional Lead Title 3:	
Additional Lead Email 3:	

Grant Agreement Signatory

For your reference, the Leader of the Organization currently listed in the Mellon Foundation Grants Portal is provided below.

If someone other than the Leader of the Organization will be signing the grant agreement for the proposed project, please complete the appropriate fields. Please note that the email address should not be a shared inbox.

*If you need to make a change to the Leader of Organization contact information, please request these changes by navigating to **Organizations > My Organization** in the Grants Portal. Detailed instructions on updating contact information can be found on our website.*

Leader of Organization:	Michael Lambert
Will someone other than the leader of the organization be signing the grant agreement?	No

▼ Proposal Information

General Information	
Program:	Presidential Initiatives
Program Strategy:	Imagining Freedom
Program Lead:	Elizabeth Alexander
Program Staff:	Susie Bannon
Grant Description:	to continue support for the Expanding Information Access for Incarcerated People initiative
Grant Start Date:	11/1/2024
Grant End Date:	12/31/2027
Duration In Months:	38
Grant Title:	Expanding Information Access for Incarcerated People
Amount Requested:	\$1,965,229.00

Organization Information	
Most Recent Total Annual Operating Budget:	\$177,640,000.00
Fiscal Year End Date:	6/30/2025
Optional Comments on Organization Financials:	
The San Francisco Public Library's Adopted Operating Budget is \$177.64M for Fiscal Year 2025. SFPL's Fiscal Year ends on June 30, 2025.	
The City and County of San Francisco issues an Annual Comprehensive Financial Report (ACFR). The most recently published ACFR for the Fiscal Year that ended June 30, 2023 is attached below.	
<i>Please note that proposed grants that are large relative to the total income of your organization could impact your organization's ability to satisfy the public support test for public charity status. Additional resources about this matter can be found here: https://www.ngosource.org/blog/an-introduction-to-public-support-tests</i>	
Would the proposed grant payments be made to a third-party payee/administrator (e.g., a university foundation)?	No
Is this a fiscally sponsored project?	No

Banking Information									
<i>Should this grant be approved, the Foundation will make payment by wire transfer (not ACH). Please indicate the last 4 digits of the receiving account in the space below and ensure that the "Banking Information Contact" has been entered within the Organizations > My Organization > Organization Leadership and Other Contacts section of the grants portal. The Banking Information Contact will be the Foundation's contact for any questions regarding your organization's banking information.</i>									
<i>Complete banking information is entered in the Organization section of the grants portal. Please contact Foundation staff if any updates to the banking information for your organization are needed.</i>									
Banking Information Contact:	Lovely Lindsley								
<table border="1"> <thead> <tr> <th>Bank Name</th> <th>Account Number</th> <th>Routing Number</th> <th>Date Confirmed</th> </tr> </thead> <tbody> <tr> <td>JPMorgan Chase</td> <td>20000043472176</td> <td>021000021/CHASUS33</td> <td>July 21, 2023</td> </tr> </tbody> </table>	Bank Name	Account Number	Routing Number	Date Confirmed	JPMorgan Chase	20000043472176	021000021/CHASUS33	July 21, 2023	
Bank Name	Account Number	Routing Number	Date Confirmed						
JPMorgan Chase	20000043472176	021000021/CHASUS33	July 21, 2023						
Last 4 Digits of Account to Receive Payment:	2176								

Supplemental Questions	
Does the proposed grant include the creation of content or other work products, such as audio or video works (including podcasts, films, and oral history and other recordings), databases, software, digitization of works, books, white papers, or other digital content?	Yes
If yes, please describe those content outputs or work products and note whether the content or work products will be distributed or made available for educational or charitable purposes. Please also describe :	
The proposed grant will result in the creation of white papers detailing the current state of research on library services for people negatively impacted by incarceration and specifically on library programs related to digital literacy and reentry. White papers will be available as no-cost PDFs on San Francisco Public Library and American Library Association webpages.	
Will you be documenting the proposed grant with any visuals, such as photography, or other archival materials? If so, the Foundation may be interested in requesting copies for its records and to promote the grant.	Yes
If yes, please describe.	
Iterations of the digital, interactive tool that contextualizes library services for people who are incarcerated within the larger context of incarceration (the map) are kept as a digital archive to illustrate change over time.	

Does the proposed grant include the creation of a new position within the organization (employment or fellowship)? If yes, you will be prompted to upload a draft position description within the documents section.

▼ Grant Budget

Balance of Grant Funds Awarded

Amount of Spendable Funds: 1,966,000
Matching Funds (Non-Endowment):
Total Income:
Total Actuals:
Total Interest Refunded:
Balance of Grant Funds Awarded: 1,966,000

The budget should be in local currency and include all spendable funds requested from the Foundation for the proposed grant. The budget should not include projected interest or investment income, funds requested for cash reserves or endowments, or project costs that would not be funded by the Foundation. Please ensure that the budget has been reviewed by someone at your organization who is responsible for financial reporting.

Please note that the Foundation does not generally fund tuition, K-12 education and programming, fundraising events, or funding for individuals. However, please note that the Foundation does support individual artists and scholars through its regranting programs and intermediaries.

1. **Expenditure categories:** The Foundation uses set expenditure categories. Up to five additional custom categories can be added for each proposal. If the proposal is accepted, financial reporting must follow the same expenditure categories outlined in the grant budget.

2. **Budget periods:** A budget should be added for each reporting period, with the name of the period (e.g., Year 1) and the start and end dates of the period clearly indicated. Reporting periods are typically one year long but can vary if needed. There should be no gaps between budget periods.

Proposal Budget

Please click the "+" icon to the right of Budget Period to add each individual budget reporting period. To edit an existing budget period, click the Edit icon to the right of the Variance column.

Budget Period

Budget Period	Budget	Actual	Variance
Year 1: 11/1/2024 to 12/31/2025	818,283	0	-818,283
Year 2: 1/1/2026 to 12/31/2026	852,999	0	-852,999
Year 3: 1/1/2027 to 12/31/2027	293,947	0	-293,947
Total	1,965,229	0	-1,965,229

Budget Snapshot

	Year 1 11/1/2024 to 12/31/2025			Year 2 1/1/2026 to 12/31/2026			Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
Salaries, Wages, and Benefits	402,503		-402,503	555,899		-555,899	291,8
Fellowships and Residencies			0			0	
Artist Fees			0			0	
Consultants and Other Professional Services			0			0	
Subgrants/Regrants	175,680		-175,680	57,000		-57,000	
Conferences, Meetings, and Travel	15,000		-15,000	15,000		-15,000	2,0
Promotion, Marketing, and Advertising			0			0	
Equipment and Supplies	1,500		-1,500	1,500		-1,500	1
Construction Costs			0			0	
Indirect Costs			0			0	
Fiscal Sponsor Fees			0			0	
Custom: Trainings: Cohort Stipends	50,000		-50,000	50,000		-50,000	
Custom: Advisory Committee Stipends	83,200		-83,200	83,200		-83,200	
Custom: One-Day Convening Stipends	90,400		-90,400	90,400		-90,400	
Custom: 4			0			0	
Custom: 5			0			0	
Total	818,283	0	-818,283	852,999	0	-852,999	293,9

Currency

Please select the currency for the grant budget and note that all grant budgets should be in local currency.

Budget Currency: USD

▼ Budget Description

The budget description should summarize the costs included in each expenditure category. If it is helpful to provide supporting calculations in a spreadsheet format, a supplementary file may be uploaded to the proposal documents.

Salaries, Wages, and Benefits

Please indicate the title, base salary or hourly wages, the number of people and/or the FTE percentage allocation, benefit calculations, and any anticipated periodic increases for each position funded by the proposed grant (e.g., Program Director: \$100,000/yr base salary, 20% benefit cost, 50% allocation to the project for 2 years, 3% increase in year 2 = \$121,800). Funding for fellowships, artist fees, and consultants should be presented within the corresponding expenditure categories below.

Total Amount Budgeted: 1,250,249

Notes:

San Francisco Public Library (SFPL) will retain existing grant-funded positions for the duration of Phase 2. SFPL's Budget Manager provided salary and benefit details for Year 1 (FY25) and Year 2 (FY26). Year 3 (FY27) calculation includes a 5% increase in Year 2's salary and benefits.

- One 2.5-year, full-time research analyst specialized in ArcGIS, survey, and analysis skills

Admin and GIS Analyst (1822 Administrative Analyst)

\$122,720 x 1.0 FTE + \$49,453 benefits = \$172,173 annually

Year 1: (\$172,173) * .75 = \$129,130 (April – December 2025) - 9 months

Year 2: \$127,138 x 1.0 FTE + \$51,228 benefits = \$178,366 (January – December 2026) - 12 months

Year 3: \$133,495 x 1.0 FTE + \$53,789 benefits = \$187,284 (.5) = \$93,642 (January – June 2027) - 6 months

- One 2.5-year, full-time librarian to support grant activities and provide additional staffing for Jail and Reentry Services, offsetting PI time by 40%

Jail and Reentry Services Librarian (3630 Librarian I)

\$119,782 x 1.0 FTE + \$47,263 benefits = \$167,045 annually

Year 1: (\$167,045) * .75 = \$125,284 (April – December 2025) - 9 months

Year 2: \$125,771 x 1.0 FTE + \$47,305 benefits = \$173,076 (January – December 2026) - 12 months

Year 3: \$132,060 x 1.0 FTE + \$49,668 benefits = \$181,728 (.5) = \$90,864 (January – June 2027) - 6 months

- One 2.5-year, full time financial admin position at SFPL

Grant Administrator (1823 Administrative Analyst)

\$143,000 x 1.0 FTE + \$54,453 benefits = \$197,453 annually

Year 1: (\$197,453) * .75 = \$148,090 (April – December 2025) - 9 months

Year 2: \$150,150 x 1.0 FTE + \$54,307 benefits = \$204,457 (January – December 2026) - 12 months

Year 3: \$157,658 x 1.0 FTE + \$57,022 benefits = \$214,680 (.5) = \$107,340 (January – June 2027) - 6 months

Please find SFPL staff biographies in the Biographies attachment.

Fellowships and Residencies

Please indicate the base salary or stipend amount, the number of people in each position and/or the FTE percentage allocation, and any benefit calculations for each fellow, resident, or scholarship funded by the proposed grant (e.g., Example Fellowship: \$50,000/yr base salary, 20% benefit cost, 2 fellows/yr for 3 years = \$360,000).

Total Amount Budgeted: 0

Notes:**Artist Fees**

Please indicate the rate of compensation, noting whether this is a flat rate or based on hourly, per diem, or weekly rates; the expected time commitment; any other expenses that are included; and whether there is a separate rate of compensation for rehearsal, production, or workshop time as compared to performances or showings for artist fees. Please note: If artists are on salary (receiving W-2s), the related expense should be included in the Salaries, Wages, and Benefits category, but if artists are receiving 1099 tax forms, the expense should be included in this category.

Total Amount Budgeted: 0

Notes:**Consultants and Other Professional Services**

Please indicate whether agreements are existing or anticipated with any third parties, including consultants, vendors, and/or honoraria, and the amount budgeted for each. Please also indicate whether amounts are based on a fixed price, or hourly or per diem rate, and whether anticipated travel or other additional expenses are included. In addition, the Proposal Narrative document should elaborate further on the roles and responsibilities of consultants and vendors. For grants where a significant portion of the budget will be paid to a third party, please also refer to the Foundation's Guidelines for Grants Involving Consultants and/or Contractors.

Total Amount Budgeted: 0

Notes:**Subgrants/Regrants**

Please indicate the names and amounts of funds allocated for each subgrant recipient and/or the amounts expected

to be awarded to each organization and/or individual regrant recipient. In addition, the Proposal Narrative document should elaborate further on the roles and responsibilities of any subgrantees.

Total Amount Budgeted: 232,680

Notes:

SFPL and the American Library Association (ALA) are jointly applying for funding to continue and grow the "Expanding Information Access for Incarcerated People" project (initial funding from Mellon Foundation Grant 2105-10593). ALA's mission is "to provide leadership for the development, promotion, and improvement of library and information services and the profession of librarianship in order to enhance learning and to ensure access to information for all." Given ALA's history on the project and role in the field, they are uniquely positioned to fulfill this subgrant's scope of work.

Total ALA Subgrant funding: \$232,680

Phase 2 continuing and new activities at the American Library Association include:

- Support distribution of *Standards for Library Services for the Incarcerated or Detained*
- Solicit and retain feedback to inform future version(s) of the *Standards*
- Promote virtual trainings
- Support ongoing implementation of digital literacy pilots
- Create robust white paper on the implementation of digital literacy programs for people who have experienced incarceration
- Fund one additional digital literacy pilot site (\$20,000)
- Extend digital literacy fellow position for six months (\$75,000 payment + \$3,900 travel to pilot sites and conferences)
- Continue to provide support for one-day convenings prior to ALA Annual Conferences in 2025 and 2026, including meeting room reservations, catering, audio-visual services and attendance costs for formerly incarcerated speakers

Overhead costs of \$38,780 were calculated using the Mellon Foundation's indirect cost rate of 20% of direct costs to support ALA subgrant activities. The Office of Diversity, Literacy, and Outreach Services (ODLOS) at ALA will work with SFPL to administer the subgrant.

Note: this continues the existing digital literacy fellow position. Please find the digital literacy fellow biography in the Biographies attachment.

Conferences, Meetings, and Travel

Please indicate any expenses for registration, facility fees, meals, transportation or mileage reimbursements, lodging, and/or per diem payments. Please provide a breakdown of the costs by activity and the number of people attending and/or traveling. Travel costs should be reasonable and in accordance with your organization's internal policies.

Total Amount Budgeted: 32,000

Notes:

Travel funds will support four SFPL staff to attend a 5-night, 6-day conference, which includes a pre-conference convening in 2025 and 2026. \$7,697 will support emerging travel opportunities, including conferences on library services and related fields and other advocacy opportunities. Possible presentation and travel opportunities include the Public Library Association conference, the American Studies Association conference, the annual conference for the International Association of Libraries and Institutions, and the International Corrections and Prisons Association's Technology in Corrections conference. (Note: Jeanie Austin is regularly invited as a conference presenter and will use grant funds to cover travel costs.)

Estimates are projected expenses for four SFPL staff to attend the 2025 and 2026 ALA annual conferences: \$880 registration fees (\$220/person); \$3200 air travel (\$800/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 \(M&IE\)](https://www.gsa.gov/Meals%20and%20Incidentals) rates. Conference hotels may exceed the GSA lodging rates. Estimates are \$11,855 for 2025 and \$12,448 for 2026 (5% increase), \$24,303 total.

In addition to the ALA annual conferences, funds will cover the cost of SFPL staff to travel to relevant conferences to promote the research, share the digital resource, and share findings, to be determined: \$3,145 in 2025 and \$2,552 in 2026, \$2,000 in 2027, \$7,697 total.

In order to ensure all travel is processed prior to the end of the grant period, 2027 travel will be completed by the end of April that year.

Promotion, Marketing, and Advertising

Please describe any promotion, marketing, or advertising expenses that are directly attributable to the proposed project.

Total Amount Budgeted: 0

Notes:

Equipment and Supplies

Please describe any equipment or supplies expenses that are directly attributable to the proposed project.

Total Amount Budgeted: 3,100

Notes:

Supplies for the convening will include flip charts, markers, nametags, folders, notebooks, pens, and other materials. For the estimated 140 participants per convening, meeting materials will total approximately \$10/person for each of 2 convenings (\$2800 total).

University of California, Berkeley offers a library card for community members to access physical materials in their collections as well as databases (database access is only available onsite). The cost of the community member card is \$100 per year. This budget item covers access for Jeanie Austin for the duration of the grant. (\$300 total).

Construction Costs

All construction budgets should include a line item or percentage for contingency. Funding for equipment/supplies and consultants/other professional services that are associated with construction projects should be presented within those expenditure categories.

Total Amount Budgeted: 0

Notes:

Indirect Costs

Generally, the Foundation will fund indirect costs at a rate of 20% of direct costs for all spendable project support grants, with certain exceptions. A different rate may be recommended for regranting, construction, or other types of project costs at the discretion of program staff. The Foundation generally does not fund indirect costs for colleges and universities, governmental entities, fiscal sponsors, or for organizations that are not public charities.

- *Indirect costs* are not directly attributable to the grant-funded project but support the organization as a whole, such as finance and accounting, human resources, and other operational costs.
- *Allocated costs* that are directly attributable to the grant-funded project or activities, such as allocated salaries for staff time spent on the project, are *direct costs* and should be included in the relevant expenditure categories in the grant budget.

Total Amount Budgeted: 0

Notes:

Fiscal Sponsor Fees

If this is a fiscally sponsored project, please describe the rate at which fiscal sponsor fees would be calculated.

Total Amount Budgeted: 0

Notes:

Custom Budget Categories

You can create up to five custom budget categories to describe the amount and purpose of costs that do not fit within any of the budget categories provided above. Please add the custom budget category name to each grant budget period, even if there is no expenditure in that period.

Total Amount Budgeted: 447,200

Notes:

Category: Trainings: Cohort Stipends

Total budgeted Amount: \$100,000

Participant stipends for up to 20 attendees per cohort at \$2,000 each (total \$40,000 for each cohort). One to two guest speakers (\$1,000 stipend) per session, \$10,000 max each cohort. Total for 2 cohorts is \$80,000 cohort participant stipends and \$20,000 cohort speaker stipends, \$100,000 total.

Category: Advisory Committee Stipends

Total Budgeted Amount: \$166,400

Compensation for individuals and community groups engaged in ongoing information sharing with incarcerated people to advise on the project and to share information about their best practices. The current Advisory Committee includes representatives from Initiate Justice, Root & Rebound, TGJJP, the Young Women's Freedom Center, Books to Prisoners (Seattle), UC Santa Cruz University Library, Pittsburgh Prison Book Project, and Returning Citizens Association (RCA). We anticipate that all current Advisory Committee members will continue in Phase 2.

The Advisory Committee will continue to meet once per quarter, with a dedicated commitment of eight staff/volunteer hours of involvement per quarter. This includes time to review materials created by SFPL prior to meetings, provide iterative rounds of feedback on SFPL-produced materials, share knowledge and expertise regarding distributing books and information to incarcerated people and anticipated barriers, hold conversations about the materials within respective organizations, participate in the cohort training sessions, and identify special projects based on their interests and expertise.

Financial support for members of the Advisory Committee will support capacity efforts at community-based groups as demand for their services may be increased given information available on the map. Each group will 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 eight additional meetings anticipated over the course of two years, and an estimated total time commitment from each group at eight meetings per quarter (64 hours total), the total stipend amount for the participation of a member of each of the 8 groups in each of the quarterly tasks is \$166,400. Funds will be distributed directly to the groups each quarter.

Category: Convening Stipends

Total Amount Budgeted: \$180,800

A \$1,000 stipend will be provided to up to 50 librarians and information workers who work with incarcerated people and people in the process of reentry to attend a one-day convening prior to ALA Annual 2025 and prior to ALA Annual 2026. 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 experience with the first 3 convenings, 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 make the case to attend the ALA annual conference. With stipend support, some participants only attend the one-day convening, and plan travel as time and budgets permit. We project that 50 participants will request stipends in 2025 and 2026, totaling 100 stipends of \$1,000/each (\$100,000 total).

Compensation for presenters, including travel and speaker stipends, will be provided for the ALA pre-conference convenings. Speakers who have been incarcerated or have been negatively impacted by incarceration will be prioritized. We will provide travel stipends and speaker stipends totaling \$40,400 in 2025 and 2026, totaling \$80,800 in speaker and travel stipends.

▼ Documents

When uploading the documents below, please select the Document Type that you feel is the most appropriate. Please do not use special characters in the document filename (such as @, #, \$, %, &, *, or +).

Please also note that:

- The proposal narrative, financial statements, and biographies are required when submitting the initial draft of the proposal; any additional documents do not need to be submitted with the initial draft of the proposal but are required prior to grant approval.
- Additional documents may be requested, including a separate full cost budget for fiscally sponsored projects or for projects where grant funds support a portion of the work.

Proposal Narrative and Supplemental Documents













Please click on the Proposal Narrative Word document below or upload another Word document that responds to the questions within the template.

The proposal narrative questions are also outlined in the Foundation's proposal guidelines for each program area. These guidelines can be found here, under grant proposal guidelines on our website.

Financial Statements: Please upload your organization's most recent audited financial statements. If you do not have recent audited statements, please upload unaudited financial statements (including income statement and balance sheet) for the most recently completed fiscal year. If needed, additional comments about your organization's financials may be included in the Organization Information section above.

Biographies: Please provide brief biographies of the principal investigator(s)/project lead(s) and other key staff directly involved in the proposed work.

PROPOSAL DOCUMENTS

<p>Grant Budget Totals with Balance </p> <p>Grant Budget - Totals Added at 11:34 AM on October 29, 2024</p>
<p>fluxx_grant_budget_102824 (1).xls </p> <p>Grant Budget - Periods Added by Angela Harrison at 8:23 AM on October 28, 2024</p>
<p>SFPL EIAIP Proposal Narrative Revised 100324.docx </p> <p>Proposal Narrative Added by Susie Bannon at 2:48 PM on October 8, 2024</p>
<p>SFPL EIAIP Proposal Narrative IF Team Comments 100324.docx </p> <p>Proposal Narrative Added by Susie Bannon at 12:15 PM on October 3, 2024</p>
<p>SFPL Biographies (August 2024).docx </p> <p>Biographies Added by Jeanie Austin at 5:46 PM on September 9, 2024</p>
<p>SFPL Biographies (August 2024).pdf </p> <p>CV/Biographical Documents Added by Jeanie Austin at 5:41 PM on September 9, 2024</p>
<p>SFPL Biographies (August 2024).pdf </p> <p>Other Document - Proposal  Current version added by Jeanie Austin at 5:37 PM on September 9, 2024</p>
<p>CCSF ACFR FY2023 Final.pdf </p> <p>Financial Statements Added by Sally Durgan at 3:06 PM on September 3, 2024</p>
<p>SFPL EIAIP Phase II Proposal.docx </p> <p>Proposal Narrative Added by Jeanie Austin at 6:26 PM on August 20, 2024</p>
<p>Proposal Narrative.docx </p> <p>Proposal Narrative Added at 2:45 PM on August 20, 2024</p>
<p>optionalproposalguidelinesforprojectsupportrenewals7-12-2022-3.pdf </p> <p>Proposal Narrative Added by Jack Anthony-Pena Fresquez at 1:30 PM on August 20, 2024</p>

OTHER AGREEMENTS

Biographies – September 9, 2024

Co-PIs:

Jeanie Austin earned their PhD in library and information science from the University of Illinois at Urbana-Champaign. They are a jail and reentry services librarian at the San Francisco Public Library. They have provided library services in juvenile detention centers and jails, and researched library services in carceral facilities, for over a decade. Their work has been published in *First Monday*, *International Journal of Information, Diversity & Inclusion (IJIDI)*, *Journal of Librarianship and Information Science*, *Libraries: Culture, History, and Society*, and *The Reference Librarian*, among other venues. Their book, [Library Services and Incarceration: Recognizing Barriers, Strengthening Access](#), is available through ALA.

Rachel Kinnon is SFPL's Jail and Reentry Services supervisor. She has provided library services for people who are incarcerated (including youth and adults) for over fifteen years.

Grant-Funded Positions:

Nili Ness is a Jail and Reentry Services librarian (3630 Librarian 1) for the San Francisco Public Library. Her work has been published in the *International Journal of Librarianship and Advances in Librarianship*. She has been awarded the Association of Specialized Government and Cooperative Library Agencies' Exceptional Service Award and the Queens Public Library Staff Excellence Service Award for her work providing library services to people who are incarcerated.

Bryan (Bee) Okelo joined the San Francisco Public Library's Jail and Reentry Services team in 2022 as an Administrative & GIS Analyst (1822 Administrative Analyst) after the team was awarded a grant from the Mellon Foundation. Before joining the team, they worked as a performance analyst for the City & County of San Francisco, providing data analysis and project management support for various projects addressing health disparities, housing & homelessness, and performance metrics for the delivery of city services. Now, they support research of programs providing library/information services to incarcerated people across the country, as well as the development and maintenance of online resources, sharing the findings from this research for other librarians workers and stakeholders to consume, including the Expanding Information Access for Incarcerated People webmap.

Sally Durgan joined San Francisco Public Library (SFPL) to serve as the Grant Administrator (1823 Senior Administrative Analyst) for the Mellon Foundation-funded "Expanding Information Access for Incarcerated People" project in 2022. Prior to SFPL, she provided program and grant management for several nonprofit organizations and public institutions, including over ten years at University of California San Francisco (UCSF).

American Library Association (ALA):

Estelle Yim is the ALA Digital Literacy Fellow for the “Expanding Information Access for Incarcerated People” project, based in San Francisco Public Library's Jail & Reentry Services and in coordination with the American Library Association. They earned their Master's in Library and Information Science from the University of California, Los Angeles. Their work and research interests center public library services for youth and children, with a particular focus on how libraries are essential spaces for community-building and realizing liberatory futures.

Expanding Information Access for Incarcerated People provides a foundation for creating and sustaining meaningful library services for people who are incarcerated or in the process of reentry. Through a collaboration between the San Francisco Public Library and the American Library Association, the grant has produced materials that support the professional development of library and information professionals, resources for advocacy, in-person and virtual events, and the construction of new *Standards* for library services in carceral facilities. It has facilitated greater connections between librarians and information professionals, library students, and community members while centering the experiences and knowledge of people who have been negatively impacted by incarceration. The renewal grant term continues and extends this work.

In Phase II, San Francisco Public Library will incorporate synchronous professional development opportunities for librarians and information professionals, including incoming professionals, to engage in sustained and facilitated conversation with one another through the implementation of cohorts. Cohorts will be focused, intensive, and collaborative learning opportunities. Each cohort session will include conversation with SFPL Jail and Reentry Services staff with emphasis on their areas of research and specialization—including critically positioning models for library services, community asset mapping, and digital literacy. The professional development materials utilized in the cohorts will be reviewed and approved by the advisory committee for Expanding Information Access for Incarcerated People, which is composed of people who are formerly incarcerated and others who are system-impacted, as well as advocates and information providers. Sessions will include opportunities to be in discussion with formerly incarcerated people with a focus on what makes access to information and libraries meaningful for people inside, including formerly incarcerated library workers, artists and writers, and members of the grant advisory committee. All system-impacted guest speakers will be compensated for sharing their time and expertise through grant funds. SFPL staff will build from established relationships with system-impacted people to recruit and prepare guest speakers, with care taken to recognize the many emotional and practical impacts of sharing experiences of incarceration and reentry.

Cohort members will develop plans for implementing library services for incarcerated people that are situated in the realities of incarceration, the power of accessing information, and the goal of addressing the many harms incarceration perpetuates by denying access to life-sustaining resources.

Cohorts build from the existing professional infrastructures created during the first stages of grant work, many of which are asynchronous or remote, to provide a supportive, constructive welcome into the larger professional community. They build from lessons learned throughout the grant project that are most emphasized during the one-day

convenings of library and information workers. In each consecutive convening, participants have requested additional opportunities to engage in conversation and skill-building with one another and in conversation with people who have experienced incarceration. Focused opportunities to learn in community with like-minded professionals and with guidance from formerly incarcerated people builds from the one-day events in a cyclical nature: cohort attendees will be invited to annual convenings to develop larger professional connections *and* will share their insights with convening attendees. This creates a forward momentum for the continued growth of library services for people negatively impacted by incarceration by strengthening bonds among practitioners while inviting more librarians and information professionals into the existing network that has been bolstered by previous grant activities.

The renewal grant also extends the timeline for the digital literacy fellow by six months. This allows for the creation of a more nuanced and in-depth guide that will describe how libraries can best work with people who are in the process of reentry to build digital literacy skills. The renewal grant extends the timeline for implementing pilot sites, building in room to reflect on successes and possible revisions as well as how programming is dependent on context (regional and urban or rural). This allows for more prototyping to happen in coordination with program attendees, both revealing the extent to which people's digital literacy is impacted by incarceration and providing library and information professionals with the tools to thoughtfully respond to this.

The renewal grant also recognizes how capacity at the American Library Association has been impacted by ongoing challenges at libraries across the country by incorporating overhead costs for the Office of Diversity, Literacy, and Outreach Services. This will help to ensure that grant activities are conducted in a timely manner and that grant products are made easily accessible through ALA's platforms and communication channels.

SFPL learned that partnerships and collaborations are essential and take time, especially when they involve navigating institutional policies and procedures. Leadership transitions and other environmental factors required adjustments to planned activities. Phase II will allow us to continue the relationship we've established.

Throughout the implementation of the existing grant, San Francisco Public Library has repeatedly found that more information about library services for people who are negatively impacted by incarceration—including many current patrons of libraries—is desperately needed in order to make effective interventions that improve libraries and better address the aftermath of mass incarceration.

Libraries are uniquely positioned to interrupt how incarceration shapes the experience of the communities they serve. Ongoing support from Mellon provides library staff with the resources to successfully provide that interruption in a way that is responsive to the humanity of people negatively impacted by incarceration.