

File No. 250096

Committee Item No. 7

Board Item No. 9

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: Budget and Finance Committee
Board of Supervisors Meeting

Date February 26, 2025
Date March 11, 2025

Cmte Board

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

OTHER (Use back side if additional space is needed)

- | | | |
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| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>LIB Statement on Retroactivity 2/20/2025</u> |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <u>LIB Presentation 2/26/2025</u> |
| <input type="checkbox"/> | <input type="checkbox"/> | _____ |
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Completed by: Brent Jalipa Date February 20, 2025
Completed by: Brent Jalipa Date February 27, 2025

1 [Accept and Expend Grant - Retroactive - The Andrew W. Mellon Foundation - Expanding
2 Information Access for Incarcerated People Project - Amendment to the Annual Salary
Ordinance for FYs 2024-2025 and 2025-2026 - \$1,966,000]

3
4 **Ordinance retroactively authorizing the San Francisco Public Library to accept and**
5 **expend a grant award in the amount of \$1,966,000 from the Andrew W. Mellon**
6 **Foundation for the Jail and Reentry Services Program for the period of November 1,**
7 **2024, through December 31, 2027; and amending Ordinance No. 191-24 (Annual Salary**
8 **Ordinance File No. 240596 for Fiscal Years (FYs) 2024-2025 and 2025-2026) to provide**
9 **for the addition of one grant-funded full-time position in Class 3630 Librarian 1**
10 **(1.0 FTE), one grant-funded full-time position in Class 1822 Administrative Analyst**
11 **(1.0 FTE), and one grant-funded full-time position in Class 1823 Senior Administrative**
12 **Analyst (1.0 FTE) at the Public Library for the period of January 1, 2025, though**
13 **June 30, 2026.**

14 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
15 **Additions to Codes** are in *single-underline italics Times New Roman font*.
16 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
17 **Board amendment additions** are in double-underlined Arial font.
18 **Board amendment deletions** are in ~~strikethrough Arial font~~.
19 **Asterisks (* * * *)** indicate the omission of unchanged Code
subsections or parts of tables.

19 Be it ordained by the People of the City and County of San Francisco:

20
21 **Section 1. Findings.**

22 (a) The San Francisco Public Library (hereafter “the Library”) partnered with the
23 American Library Association to apply for a grant from the Andrew W. Mellon Foundation
24 (hereafter “Mellon Foundation”).
25

1 (b) On December 10, 2024, the Mellon Foundation sent the Library an award letter for
2 grant funding in the amount of \$1,966,000 in support of the Library’s Jail and Reentry
3 Services (JARS) program’s project “Expanding Information Access for Incarcerated People”
4 (hereafter “the JARS project”).

5 (c) The JARS project will draw on the expertise of Library staff to create infrastructure
6 that will expand access to library resources and materials for people who are incarcerated.

7 (d) The award period is from November 1, 2024 to December 31, 2027.

8 (e) The grant will fund continued documentation of library services and information that
9 support people who are incarcerated, including the expansion of an online map that shows
10 where services occur. This map can be used by support networks of incarcerated people to
11 identify existing resources and better advocate for services. The grant will also enable Library
12 staff to provide guidance for digital literacy programming for people in the process of reentry
13 following incarceration, in partnership with the American Library Association.

14
15 **Section 2. Authorization to Accept and Expend Grant Funds.**

16 (a) The Board of Supervisors hereby authorizes the Library to accept and expend, on
17 behalf of the City and County of San Francisco, grant funds from the Mellon Foundation in the
18 amount of \$1,966,000.

19 (b) The Board of Supervisors hereby authorizes the Library to maximize use of
20 available grant funds on program expenditures by not including indirect costs in the grant
21 budget, and waiving indirect costs.

22 (c) The grant may only be directed toward activities related to the “Expanding
23 Information Access for Incarcerated People” initiative.

24 (d) Any interest earned on the grant funds shall also be accepted and expended on the
25 Library’s funded activities.

1 APPROVED:

2 /s/ Benjamin McCloskey
3 Mayor's Office

4 APPROVED:

5 /s/Jocelyn Quintos
6 Controller

7 RECOMMENDED:

8 /s/
9 Michael Lambert
10 City Librarian

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LEGISLATIVE DIGEST

[Accept and Expend Grant - Retroactive - The Andrew W. Mellon Foundation - Expanding Information Access for Incarcerated People Project - Amendment to the Annual Salary Ordinance for FYs 2024-2025 and 2025-2026 - \$1,966,000]

Ordinance retroactively authorizing the San Francisco Public Library to accept and expend a grant award in the amount of \$1,966,000 from the Andrew W. Mellon Foundation for the Jail and Reentry Services Program for the period of November 1, 2024, through December 31, 2027; and amending Ordinance No. 191-24 (Annual Salary Ordinance File No. 240596 for Fiscal Years (FYs) 2024-2025 and 2025-2026) to provide for the addition of one grant-funded full-time position in Class 3630 Librarian 1 (1.0 FTE), one grant-funded full-time position in Class 1822 Administrative Analyst (1.0 FTE), and one grant-funded full-time position in Class 1823 Senior Administrative Analyst (1.0 FTE) at the Public Library for the period of January 1, 2025, though June 30, 2026.

Proposed Accept and Expend Ordinance

The proposed ordinance would retroactively authorize the San Francisco Public Library to accept and expend a grant in the amount of \$1,966,000 from the Andrew W. Mellon Foundation to fund personnel, and support activities to advance the Jail and Reentry Services' Expanding Information Access for Incarcerated People initiative.

Pursuant to Administrative Code § 10.170-1(b), the ordinance would also amend the Annual Salary Ordinance to reflect the addition of one grant-funded full-time position in Class 3630 Librarian 1, one grant-funded full-time position in Class 1822 Administrative Analyst, and one grant-funded full-time position in Class 1823 Senior Administrative Analyst.

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File Number: 250096
(Provided by Clerk of Board of Supervisors)

Grant Ordinance Information Form
(Effective July 2011)

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

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

1. Grant Title: The Andrew W. Mellon Foundation - Expanding Information Access for Incarcerated People Project

2. Department: San Francisco 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: \$1,966,000

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 \$1,966,000 to the San Francisco Public Library, for use over approximately 38 months to continue support for the Expanding Information Access for Incarcerated People initiative.

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

Start-Date: 11/1/2024 End-Date: 12/31/2027

10. Number of new positions created and funded: 3 Full-Time Positions

11. Explain the disposition of employees once the grant ends? The positions are term-limited to the project and will terminate at the end of the grant.

12. a. Amount budgeted for contractual services: \$232,680
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 the American Library Association (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 request

13. a. Does the budget include indirect costs?
 Yes No
b. If yes, how much? \$
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.

14. Any other significant grant requirements or comments: No

****Disability Access Checklist****

15. 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 checked="" type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

16. 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 access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments:

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

Naomi Jelks

(Name)

Acting Main Library Manager

(Title)

Date Reviewed: 12/12/2024

DocuSigned by:
Naomi Jelks
5B6D4B9604BE482
 (Signature Required)

Overall Department Head or Designee Approval:

Michael Lambert

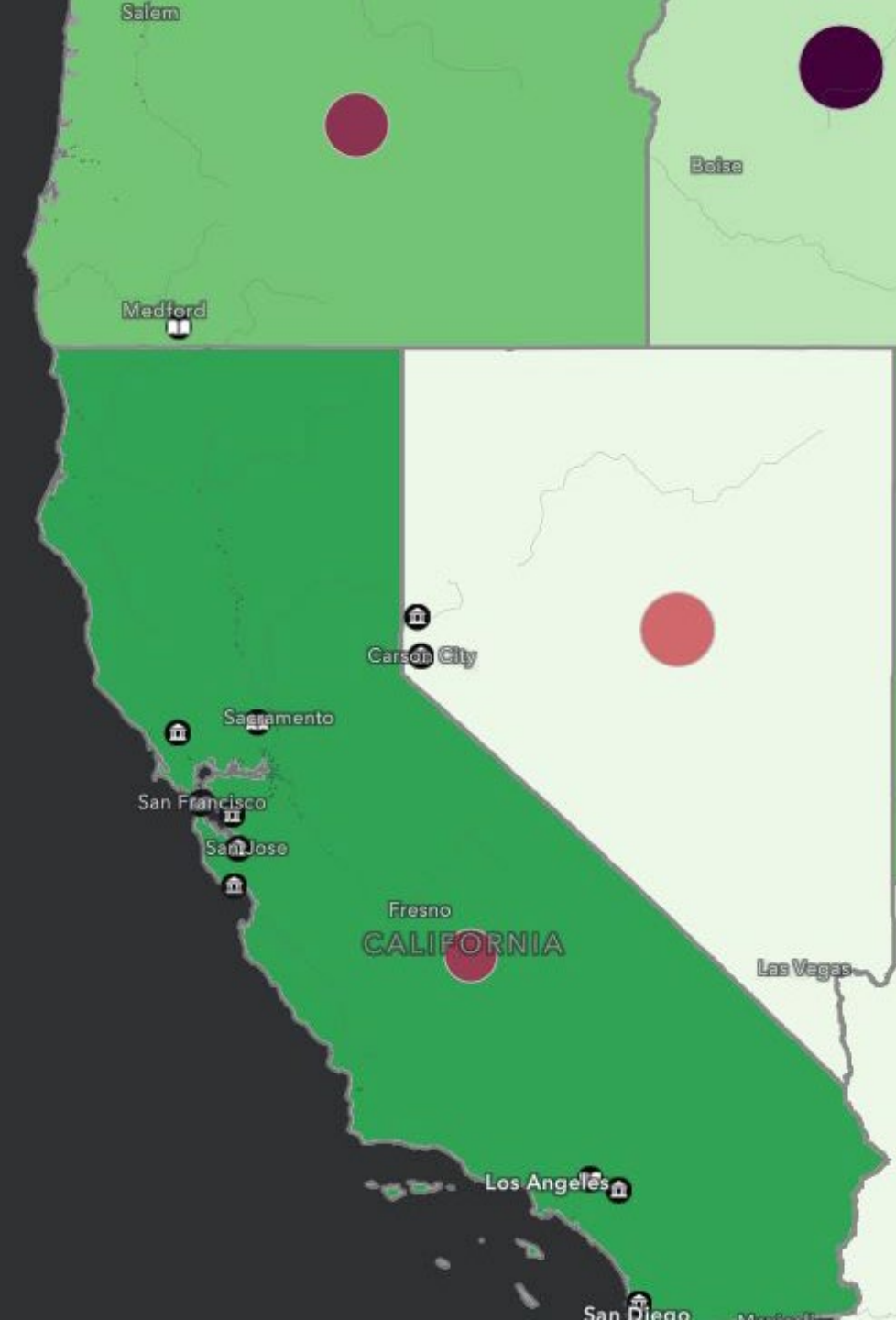
(Name)

City Librarian

(Title)

Date Reviewed: 12/12/2024

DocuSigned by:
Michael Lambert
09DF03992E246F...
 (Signature Required)



Expanding Information Access for Incarcerated People

Jeanie Austin, Principal Investigator
Jail & Reentry Services
San Francisco Public Library



Mellon Grants Snapshot

Grants thus far:

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

\$375,000 award to continue grant work (October 2023 - December 2024)

\$1,966,000 for two-and-a-half-year period (November 2024 - June 2027)

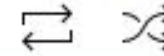
Sub-grantee:

- American Library Association (ALA)

Continues enhanced capacity at SFPL:

- 1 FTE 1822 Administrative & GIS Analyst
- 1 FTE 1823 Senior Administrative Analyst
- 1 FTE 3630 Jail & Reentry Services Librarian

San Francisco Public Library - 1 / 27



Training: Public Library Services for 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...



Achievements

SFPL:

- Created resources that promote literacy and reentry support for people who are incarcerated.
 - Publicly searchable GIS map of available library services for incarcerated people and related resources
 - 10-video virtual training series on library services and incarceration
 - White papers
- Held in-person convenings of librarians and nationwide virtual meetings in 2022, 2023, and 2024
- Promoted grant work through conference presentations, lectures, and related events

ALA:

- Conducted pilot library programs on building digital literacy
- Revised existing ALA Standards for library services to people who are incarcerated (ALA-based) and distributed no-cost copies nationally



Continuing Efforts

SFPL:

- Continuing to build resources that support literacy for people who are incarcerated and people in reentry
 - Ongoing research on existing library services for people who are incarcerated
 - Updating publicly searchable GIS map of available library services for incarcerated people
 - Promoting virtual training series on library services and incarceration
- Supporting professional development of established and early-career librarians
 - Coordinating 2025 convening of librarians (estimated attendance: 150)
 - Creating learning cohorts of early-career professionals
- Sustaining advisory committee composed of people impacted by incarceration to identify service needs

ALA:

- Continuing development of digital literacy programming



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 support networks
- Improve library and information access for incarcerated people nationwide
- Provide nationwide support and training for librarians providing or hoping to provide these services
- Create data-driven reports that identify and promote models that work





Thank you!

GRANT INFORMATION

Organization Name	San Francisco Public Library
Reference Number	G-2312-17938
Amount Requested	\$1,965,229
Amount Recommended	\$1,966,000
Generated Date	10/31/2024

	11/1/2024 to 12/31/2025	1/1/2026 to 12/31/2026	1/1/2027 to 12/31/2027	
Description	Budget	Budget	Budget	Total Budget
Salaries, Wages, and Benefits	402,503.00	555,899.00	291,847.00	1,250,249.00
Fellowships and Residencies				0.00
Artist Fees				0.00
Consultants and Other Professional Services				0.00
Subgrants/Regrants	175,680.00	57,000.00		232,680.00
Conferences, Meetings, and Travel	15,771.00	15,000.00	2,000.00	32,771.00
Promotion, Marketing, and Advertising				0.00
Equipment and Supplies	1,500.00	1,500.00	100.00	3,100.00
Construction Costs				0.00
Indirect Costs				0.00
Fiscal Sponsor Fees				0.00
Custom: Trainings: Cohort Stipends	50,000.00	50,000.00		100,000.00
Custom: Advisory Committee Stipends	83,200.00	83,200.00		166,400.00
Custom: One-Day Convening Stipends	90,400.00	90,400.00		180,800.00
				0.00
				0.00
Total	819,054.00	852,999.00	293,947.00	1,966,000.00



December 10, 2024

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 \$1,966,000 to the San Francisco Public Library ("your organization"), for use over 38 months, starting on November 1, 2024 and ending on December 31, 2027, subject to your organization's execution of this grant agreement. This grant is to continue support for the Expanding Information Access for Incarcerated People initiative, in accordance with the proposal finalized on October 28, 2024 (the "Proposal", and collectively the "Project"). We ask that all future correspondence regarding the grant use the reference number 2312-17938. 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. Interest earned on the grant funds are to be used to the grant project.

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 make final Grant Work Products available, as described in the Proposal, for educational or charitable purposes, and, where suitable, to license such final Grant 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. This agreement supersedes and replaces the agreement between your organization and the Foundation executed on November 2, 2024 regarding grant reference #2312-17938. The Foundation will not make subsequent 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,

Signed by:

7398E15592F94A9...

Carter Stewart
Executive Vice President for Programs

San Francisco Public Library

DocuSigned by:
Michael Lambert
C9DF0B3992E246F...

By: _____
Michael Lambert

Name: _____
City Librarian

Title: _____
12/12/2024

Date: _____

EA/SB

Approved as to Form:

David Chiu
City Attorney

DocuSigned by:
Jan Huber
744C48308D49487...

Name: _____
Deputy City Attorney

Title: _____

Reporting and Payment Schedule

Report Schedule	
Report Type	Due Date
Interim Report	3/31/2026
Interim Report	3/31/2027
Final Report	3/31/2028

Payment Schedule		
Payment Amount	Scheduled Date*	Wire Transfer Details
\$983,000	1/15/2025	Bank Name: JPMorgan Chase Account Number: [REDACTED] Routing Number: [REDACTED]
\$983,000	11/6/2025	Bank Name: JPMorgan Chase Account Number: [REDACTED] Routing Number: [REDACTED]

**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

Expanding Information Access for Incarcerated People

Status: Active

Program: Presidential Initiatives

Program Lead: Elizabeth Alexander

Program Staff: Susie Bannon

Amount Recommended: \$1,966,000

Grant Term: 11/1/2024 - 12/31/2027

ID: G-2312-17938

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

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Organization and Grant Contacts
 Proposal Information
 Grant Budget
 Budget Description
 Documents

▼ 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

*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.*

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.

Banking Information Contact: Lovely Lindsley

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.

- 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.
- 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%20&%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.

TO: Angela Calvillo, Clerk of the Board of Supervisors

FROM: Mike Fernandez, SFPL Finance Office

DATE: December 17, 2024

SUBJECT: Accept and Expend Ordinance for SFPL Grant

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

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

Proposed grant ordinance

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 ordinance:

Name: Mike Fernandez

Phone: 415-557-4243

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).

OFFICE OF THE MAYOR
SAN FRANCISCO



DANIEL LURIE
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Adam Thongsavat, Liaison to the Board of Supervisors
RE: Accept and Expend Grant - Retroactive - The Andrew W. Mellon Foundation - Expanding Information Access for Incarcerated People Project - Amendment to the Annual Salary Ordinance for FYs 2024-2025 and 2025-2026 - \$1,966,00
DATE: January 28, 2025

Ordinance retroactively authorizing the San Francisco Public Library to accept and expend a grant award in the amount of \$1,966,000 from the Andrew W. Mellon Foundation for the Jail and Reentry Services Program for the period of November 1, 2024, through December 31, 2027; and amending Ordinance No. 191-24 (Annual Salary Ordinance File No. 240596 for Fiscal Years (FYs) 2024-2025 and 2025-2026) to provide for the addition of one grant-funded full-time position in Class 3630 Librarian 1 (1.0 FTE), one grant-funded full-time position in Class 1822 Administrative Analyst (1.0 FTE), and one grant-funded full-time position in Class 1823 Senior Administrative Analyst (1.0 FTE) at the Public Library for the period of January 1, 2025, through June 30, 2026.

Should you have any questions, please contact Adam Thongsavat at adam.thongsavat@sfgov.org