



# AGENDA REPORT

Library and Community Services

<b>DATE:</b>	March 4, 2025
<b>TO:</b>	Mayor Martinez and Members of the City Council
<b>FROM:</b>	LaShonda White, Deputy City Manager of Community Services Kate Eppler, Deputy Director of Community Services – Library
<b>Subject:</b>	Contract with West Contra Costa (WCC) Public Education Fund for Fiscal Sponsorship
<b>FINANCIAL IMPACT:</b>	The proposed \$3,500 per year (\$10,500 aggregate) expenditure is included within the Library’s approved fiscal year 2024 -2025 operating budget; programming funds to be applied by West Contra Costa Public Education Fund under the contract are included annually in the Library’s operating budget (01242155-400201; 01242755-400201; and 01242955-400201).
<b>PREVIOUS COUNCIL ACTION:</b>	None.
<b>STATEMENT OF THE ISSUE:</b>	The Richmond Public Library regularly schedules individual community-based authors, musicians, artists, naturalists, and children’s education specialists, among others, to provide free community events at Library locations. To streamline the onboarding process for these vendors and reduce the amount of City staff time expended on the process, the Library seeks to enter into a fiscal sponsorship agreement with West Contra Costa Public Education Fund for the relevant contracting and insurance coverage of Library performers and events.

<b>RECOMMENDED ACTION:</b>	APPROVE a contract with the West Contra Costa Public Education Fund (EdFund West) for a term beginning March 10, 2025, and ending March 9, 2028, for an amount not to exceed \$3,500 annually, comprising compensation of 10 percent per transaction on total annual transactions not to exceed \$35,000, for a three-year compensation total not to exceed \$10,500; and AUTHORIZE the transfer of funds to EdFund West, not to exceed \$35,000 annually, for the term of the contract to enable performance of the contract – Community Services (Kate Eppler 510-620-5452/LaShonda White 510-620-6828).
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**DISCUSSION:**

Free library events for all ages, known as ‘programs,’ are a core function of library service in the United States. During the past two fiscal years (FY), FY2022-2023 and FY2023-2024, the Richmond Public Library provided a total of 1,216 in-person events at library locations and community sites, with a total attendance of 22,215. Some library programs, such as children’s storytimes or adult craft workshops, are provided by library staff members. Other events require specific expertise, such as musical performances, puppet shows, or live animal visits with naturalists, and are provided by nonprofit organizations, individuals, and local community groups. Coordinating these events with local providers allows the library to make a wider range of talent, perspectives, and skills available to the community and better serve the interests and needs of Richmond Public Library users. To facilitate these events, the Library budgets annually for the costs of performers’ services; in the Library’s approved budget for Fiscal Year 2024-2025, \$31,850 was set aside for programming and events.

Identifying performers and guest speakers to suit community needs is a key function of librarian work at Richmond Public Library; staff coordinate with about 20 new performers and presenters each year. After performers are selected, the process of onboarding them as a vendor, communicating details of City insurance requirements, and preparing contracting documents takes a considerable amount of staff time – estimated between 5 to 20 hours per week from Library managers, depending on the pace of programming and scheduling. Many local performers are small businesses or independent artisans, without dedicated staff to oversee administrative functions, which can further slow the process.

To streamline onboarding of performers while continuing to provide inspirational and educational programs for the Richmond community, the Richmond Public Library seeks to enter into a fiscal sponsorship agreement with the West Contra Costa (WCC) Public Education Fund, also known as EdFund West (Attachment 1). Under the terms of this agreement, EdFund West would receive, annually during the life of the contract, programming funds approved in the Library’s annual operating budget. Library

performers will continue to be selected and scheduled by Library staff, but EdFund West will engage selected performers on behalf of the Library, requesting and receiving all documentation determined to be necessary by EdFund West. Upon successful completion of a Library event by a performer, EdFund West will pay the performer's invoice from Library programming funds held by EdFund West. To cover administrative and other indirect costs, EdFund West will charge 10 percent of the cost of each invoice, deducted from held Library programming funds. EdFund West will provide appropriate insurance coverage, at coverage levels designated by the City, for all Library events facilitated under the contract. At the end of each fiscal year, EdFund West will return all unspent programming funds to the Library.

This arrangement, while adding to the upfront cost of providing Library programs and events, will save substantial staff time from the various departments that support the vendor contracting process, including Risk Management, Legal, and Purchasing. It will also simplify the process for local artists and performers attempting to navigate the City's business processes and will increase the range and number of performers who can provide enriching experiences for Richmond community members through the Library.

#### **FISCAL SPONSOR SELECTION PROCESS:**

When searching for a fiscal sponsor, the Library contacted three potential organizations to determine their interest and availability (Attachment 2). EdFund West was the sole organization to indicate availability.

EdFund West's 10 percent administration fee is typical of fiscal sponsorship fee arrangements, which according to the National Network of Fiscal Sponsors, ([fiscalsponsors.org](http://fiscalsponsors.org)) generally range between 9 percent and 15 percent of expenditures. The 10 percent charge is also comparable to the \$26,000 fiscal sponsorship fee recently approved as part of a \$250,000 agreement with Richmond Community Foundation to support the Local Government: Connecting Neighbors to Neighbors Grant (Consent Calendar item O.6.a, November 26, 2024).

EdFund West provides 501(c)(3) sponsorship to West Contra Costa County School District schools and is a trusted partner of the City of Richmond. The organization has been partnering with the Community Services Department, Recreation Division, and the West Contra Costa Unified School District since 2014 to provide free summer programs to elementary school children at Richmond community centers.

#### **SYNERGISTIC POLICIES:**

This agreement is aligned with Richmond City Council's Strategic Goal Area No. 5: Strengthen the City's Internal Infrastructure and Processes. Goal 5.1 aims to achieve appropriate staffing levels and experience in each City department. By reducing unnecessary workload and bringing increased efficiency to a routine Library operation,

the proposed contract with EdFund West will improve capacity and contribute to our overall fiscal responsibility.

**DOCUMENTS ATTACHED:**

Attachment 1 – Contract

Attachment 2 – Quote Summary