



CITY OF SAN MATEO

City Hall
330 W. 20th Avenue
San Mateo CA 94403
www.cityofsanmateo.org

Agenda Report

Agenda Number: 5

Section Name: {{section.name}}

Account Number: 10-6621

File ID: {{item.tracking_number}}

TO: City Council
FROM: Alex Khojikian, City Manager
PREPARED BY: Library Department
MEETING DATE: May 20, 2024
SUBJECT:
San Jose Student Intern – Agreement

RECOMMENDATION:

Approve a no-cost agreement through April 26, 2029 with San Jose State University for placement of an intern and ratify execution of the agreement in substantially the form presented.

BACKGROUND:

The Library Department is interested in becoming an intern site for San Jose State University, School of Information. SJSU is the only university in the Bay Area that offers a Master’s in Library and Information Science (MLIS). It is a large program with plenty of eager students who want internships. The SJSU internships are unpaid but will require supervision from library staff as well as site insurance.

Due to the specialized nature of librarian work, it is preferred to have an intern pursuing a MLIS degree. The intern’s primary focus would be assisting with the summer learning program from June to August of 2024. It has been many years since the library hosted an intern from SJSU, but past experiences have been positive. The intern will gain valuable experience that will assist them in their career, and the library would gain added capacity and support for staff.

Since SJSU is a public college, the agreement is considered an intergovernmental agreement. Thus, it is required to be presented to City Council for approval per the City’s Authorization to Execute Contracts and Agreements policy. The agreement clarifies the roles and responsibilities of the university and internship site. However, the proposed agreement has already been signed, thus staff is seeking Council ratification of its execution.

BUDGET IMPACT:

There is no budgetary impact associated with this item.

ENVIRONMENTAL DETERMINATION:

This agreement is not a project subject to CEQA, because it is an organizational or administrative activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(5).)

NOTICE PROVIDED

All meeting noticing requirements were met.

ATTACHMENTS

Att 1 – Agreement

STAFF CONTACT

Rukshana Singh, Deputy City Librarian

rsingh@cityofsanmateo.org

(650) 522-7804