

LIBRARY BOND OVERSIGHT COMMITTEE

January 18, 2023
7:00 PM to 7:30 PM

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

**A. APPROVE THE 01/18/2023 LIBRARY BOND
OVERSIGHT COMMITTEE AGENDA**

**B. APPROVE MINUTES FROM THE LIBRARY BOND
OVERSIGHT COMMITTEE MEETING OF 11/17/2021**

III. PUBLIC RECORD

IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

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V. DISCUSSION/ACTION ITEMS

**A) ACTION ITEM:
REVIEW THE INDEPENDENT AUDITOR'S
REPORT ON LIBRARY BOND PROJECTS
FUND FOR FY 2021-2022 AND ADVISE
THE CITY COUNCIL OF THE STATUS OF
THE LIBRARY BOND PROJECTS FUND.
(A. MAESTRE)**



Bond Oversight Committee Meeting

January 18, 2023

Library and Education Commission





Oversight Role

- Understand the allowable costs
- Review expenditures for compliance with ballot language
- Review and approve outside audit of expenditures





Bond History & Scope

- November 2000: Measure O approved
 - \$211,790,000 general obligation bond
- Restricted for the purchase of property and construction of improvements to libraries
 - × No administration/staffing
 - × New in 2019-2020, capital project management staff charges no longer allowed by the City - Previously capital project management staff could be charged to Bond Funds



2021-22 Expenditures

\$210,287 of Expenditures



Security Cameras

- Berryessa
- Vineland



Facility Improvements

- West Valley Boiler Replacement
- Almaden HVAC/Chiller Replacement
- Bascom PA System Replacement





Audit Basis

- Financial Records
- Justification and backup documentation related to project management costs. Examples include:
 - Documentation of contracts
 - Invoice support for expenditures
 - Inquiries of liquidations
 - Tasks performed by capital project staff
- Internal controls
 - Material Weakness in Internal Control over Financial Reporting – No questionable uses of bond proceeds or associated noncompliance
 - No audit findings of inappropriate expenditures





Thank you!

January 18, 2023

Library and Education Commission



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Agenda Item

Code of Conduct

- Comment on the specific agenda item topic only
- Speakers' comments should be addressed to the full body. Requests to engage the Commissioners or Staff in conversation will not be honored.
- Abusive language is inappropriate.
- Repeated failure to comply with this Code of Conduct which will disturb, disrupt or impede the orderly conduct of the meeting may result in removal from the meeting.

Please unmute your device when your name is called. Phone in callers, please press *6 to unmute.

**VI. THE NEXT LIBRARY BOND OVERSIGHT
MEETING WILL BE NOVEMBER 15, 2023**

VII. ADJOURNMENT

LIBRARY AND EDUCATION COMMISSION

January 18, 2023

7:30 PM to 9:00 PM

(To immediately follow the Library Bond Oversight Committee meeting)



I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

A. APPROVE THE 01/18/2023 AGENDA

**B. APPROVE MINUTES FOR REGULAR MEETING OF
11/16/2022**

III. PUBLIC RECORD

IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

2_m 00_s



V. DISCUSSION/ACTION ITEMS

**A) INFORMATION: YOUTH COMMISSION
ANNOUNCEMENTS & UPDATES
(CHAIR G. CHEN)**

**B) INFORMATION: LIBRARY BUDGET
REVIEW
(A. MAESTRE)**

BUDGET UPDATE

Library and Education Commission
January 18, 2023

MISSION

The San José Public Library enriches lives by fostering lifelong learning and by ensuring that every member of the community has access to a vast array of ideas and information.

FY 22-23 LIBRARY ADOPTED BUDGET OVERVIEW

Operating Budget	Capital Budget
\$66.1 Million	\$25.9 Million
General Fund - \$48.4 Million Library Parcel Tax - \$11.0 Million Capital Funds - \$946,456 Gift Trust Fund - \$155,000 American Rescue Plan - \$5.7 Million	Branch Libraries Bond Projects Fund - \$5.4 Million Construction and Conveyance Tax - \$18.8 Million Library Parcel Tax - \$1.8 Million Capital Improvement Program – 2023-2027: \$52.1 Million
Personnel Services (salaries) – 396.47 FTE (78% of budget) Core Services Support – Access, Education, Strategic Support	Branch Library Bond Projects Facilities Improvements & Equipment Acquisition of Materials

FY 22-23 LIBRARY ADOPTED BUDGET OUTCOMES

Ongoing Budget Actions

- **Annualized Library Hours Restoration for Lower Resourced Communities**
 - Restore hours to 47 weekly hours to 13 branches identified as serving lower resourced communities
 - 16.2 FTE (13.2 FTE Library Page PT, 1.0 FTE Librarian PT, and 2.0 FTE Literacy Program Specialist FT)
- **Library Security/Public Safety Staffing**
 - Funding for additional 2.0 FTE (Security Supervisor & Sr Security Officer)
- **Annualization of Equity, Diversity & Inclusion Staffing**
 - Funding for 1.0 FTE (Community Programs Administrator)
- **Family, Friend, and Neighbor (FFN) Program \$500,000**
 - Funding to reduce barriers and provide support for childcare providers
- **Staffing Conversions/Efficiencies to Improve Systemwide Support**

FY 22-23 LIBRARY ADOPTED BUDGET OUTCOMES (CONT'D)

One-time Budget Actions

- **Sunday Hours \$2.2M**
 - Funding for 23.2 FTE (6.0 FTE Librarian FT, 1.0 FTE Librarian PT, 6.0 FTE Library Clerk FT, 2.0 FTE Library Clerk PT, 5.2 FTE Library Page PT, 1.0 FTE Senior Security Officer FT, 1.0 FTE Network Technician FT, 1.0 FTE Warehouse Worker FT)
- **SJ Aspires Program \$240,000**
 - Funding for 2.0 FTE (1.0 FTE Literacy Program Specialist FT, 1.0 FTE Library Clerk FT)
- **Device Access & Digital Equity \$1.1M**
- **Childcare Initiatives Funding \$2.4M**
 - Funding for Summer Learning Program, Early Education & Expanded Learning Enrichment Programs, Tutoring, College Readiness, and Classroom Bundles for Educators
- **CaliforniansForAll Youth Workforce Program \$3.2M**
 - Grant funding to expand the Resilience Corps Youth Workforce Program in the Learning Loss Mitigation Pathway

FY 23-24 BUDGET UPDATE

Citywide Economic Outlook

- City Revenues fully rebounded or significantly improved
- Balancing priorities of FY 2022-23 One-Time General Fund and American Rescue Plan Funding of \$15 Million
- General Fund Constrained over next Two-Years

Citywide Budget Direction

- Reallocation of General Fund resources to achieve city-wide and department priority services
- Continuation of programs previously funded one-time by American Rescue Plan Fund
- Address specific City Council Direction, Significant Community/Organizational Risks, and One-Time Needs
- Proposed budget adds need to be offset with an equivalent department reduction
- Citywide budgeting for Equity review process

FY 23-24 BUDGET UPDATE (CONT'D)

Library Department Budget Strategy & Proposal Development

- Library Hours - Annualizing Sunday hours & expansion of hours
- Annualizing One-time funded programs including Fines Free
- Security & Safety
- Review of vacancies and Staffing Efficiencies
- SJ Access Program Delivery (short-term & long-term)
- Capital investments - equipment, facility & technology enhancements

DEPARTMENT ANNUAL BUDGET PROCESS

- **December – January:** Budget Direction Memo and revenue projections released by City Manager's Office (surplus, no-add, reduction)
 - Library drafts and submits budget proposals based on revenue scenario; prepares reduction proposals if necessary
 - Library engages staff to communicate the budget standing and solicit feedback
- **January – February:** Library meets with City Manager's Budget Office to determine final proposed budget to provide to Mayor
 - Library Commission Budget Message submitted to Mayor & City Council

BUDGET PROCESS TIMELINE AND IMPORTANT PUBLIC HEARING DATES

- **January:** 1/27: Operating + Capital budget submission to City Manager

- **March:** 3/6: Mayor's March Budget Message
 - 3/14: Public Hearing at City Council
 - Finalize City Manager's Proposed Budget and Capital Improvement Program

- **May:** 5/1: Release of City Manager's Proposed Operating + Capital Budgets
 - 5/15-5/26: Community Budget Meetings
 - 5/10 -5/17: Public Study Sessions
 - 5/16: Public hearing at City Council
 - 5/24: City Council Budget Request Process

- **June:** 6/5: Mayor's June Budget Message
 - 6/12: Final Public Hearing
 - 6/13: Mayor's June Budget Message + budget approval
 - 6/20: Final budget adoption

QUESTIONS

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Agenda Item

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**C) INFORMATION: LIBRARY
COLLECTIONS
(S. FUNG)**

COLLECTIONS AND TECHNICAL SERVICES

January 18, 2023
Library and Education Commission

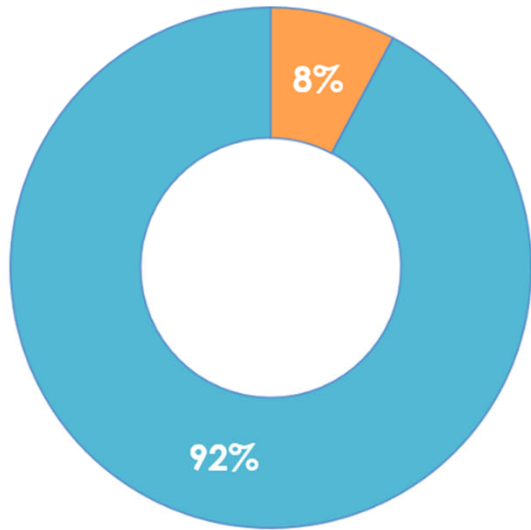
ACQUISITIONS BUDGET - OVERVIEW

Total Acquisitions Budget

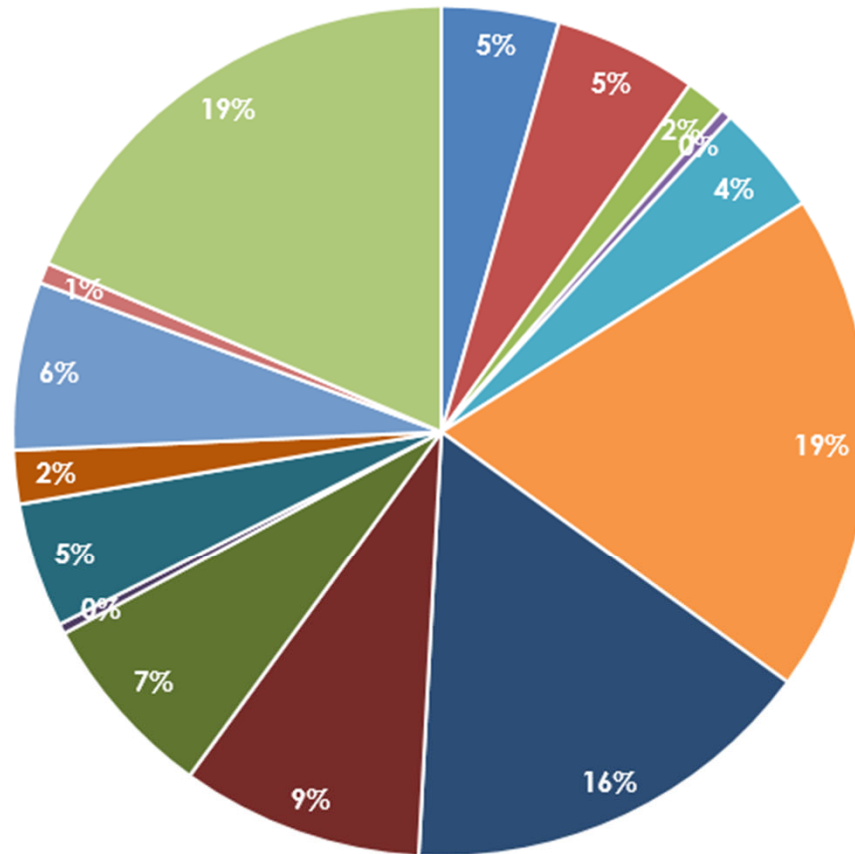
\$5,512,000

Allocation of Funds

Parcel Tax Construction & Conveyance Tax



FY 2021-22 Circulation



- adult fiction
- adult general nonfiction
- merchandised collections
- adult/young adult audio
- young adult print
- children's fiction
- children's picture books
- children's easy readers
- children's nonfiction
- children's audio
- adult /ya media
- children's media
- languages
- special populations
- eBooks and eAudio

ACQUISITIONS BUDGET - DATA DRIVEN DECISIONS

BY THE NUMBERS

- Circulation
- Turnover Rate
- Cost per Item

OTHER FACTORS

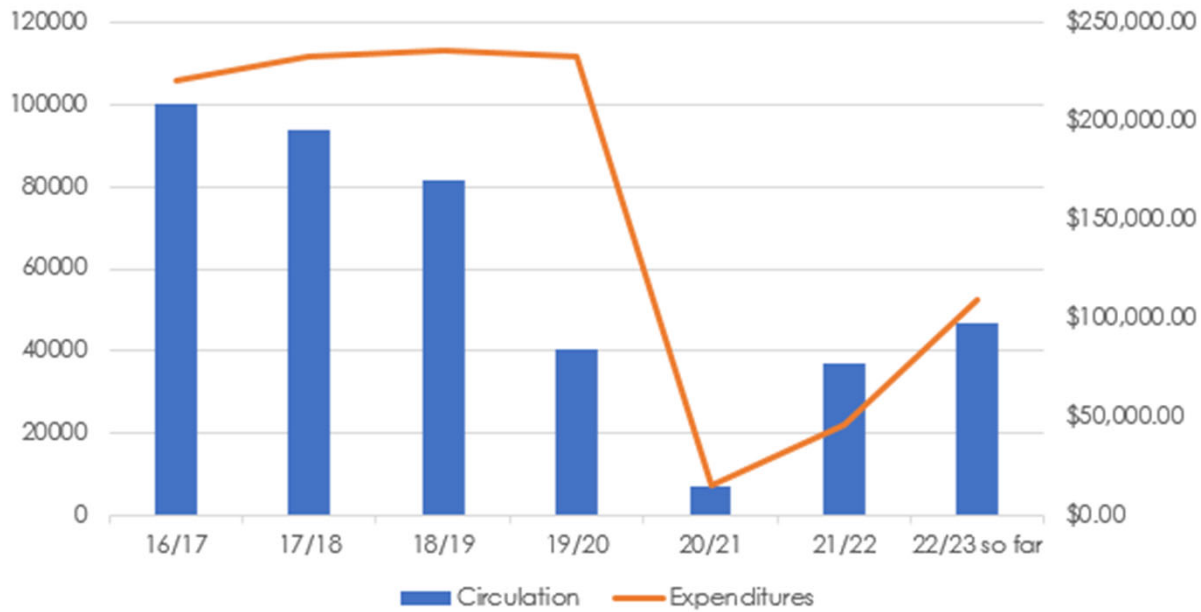
- City & Library Priorities
- Community Need

FY 2022-23 Materials Budget	FY 20-21 Circulation	Turnover rate	% of Circ suggested allocations	Avg. cost per item (FY 21-22)	Resulting Suggested Budget	FY 22-23 Adjusted Suggested Budget	FY 21-22 Budget	Difference in Adjusted Budget and FY 21-22
young adult								
YA Fiction	67,489	1.8	\$ 45,170	\$ 9.29	\$ 41,963	\$ 45,000	\$ 35,000	\$ (10,000)
YA Graphic Novels	49,534	1.2	\$ 33,152	\$ 8.95	\$ 29,671	\$ 37,000	\$ 37,370	\$ 370
YA Nonfiction	13,697	0.5	\$ 9,167	\$ 13.84	\$ 12,687	\$ 13,000	\$ 17,000	\$ 4,000
children's								
Children's Fiction Hardcovers	156,967	2.2	\$ 105,056	\$ 8.99	\$ 94,445	\$ 95,000	\$ 98,000	\$ 3,000
Children's Paperbacks	146,217	2.5	\$ 97,861	\$ 5.17	\$ 50,594	\$ 50,000	\$ 34,000	\$ (16,000)
Children's Series	136,150	2.0	\$ 91,123	\$ 3.78	\$ 34,445	\$ 35,000	\$ 42,000	\$ 7,000
Children's Picture Books	308,515	1.8	\$ 206,485	\$ 9.76	\$ 201,530	\$ 190,000	\$ 180,000	\$ (10,000)
Children's Floppies & Board Books	120,840	2.9	\$ 80,877	\$ 4.25	\$ 34,373	\$ 35,000	\$ 47,000	\$ 12,000
Children's Easy Readers	187,686	2.1	\$ 125,616	\$ 7.45	\$ 93,584	\$ 85,000	\$ 80,000	\$ (5,000)
Children's Graphic Novels	89,332	3.3	\$ 59,789	\$ 8.60	\$ 51,418	\$ 75,000	\$ 60,000	\$ (15,000)
Educational Resource Center	13,303	1.5	\$ 8,904	\$ 14.18	\$ 12,625	\$ 10,000	\$ 10,000	\$ -
Children's Nonfiction	204,457	0.9	\$ 136,841	\$ 15.94	\$ 218,124	\$ 212,000	\$ 209,000	\$ (3,000)

MAGAZINES AND NEWSPAPERS



Magazines and Newspapers



San José Public Library

- Additional copies of top circulating titles were added this fiscal year
- Purchase requests for magazine titles tripled since last year
- One-time funds were added this fiscal year and ongoing funds were requested for next year



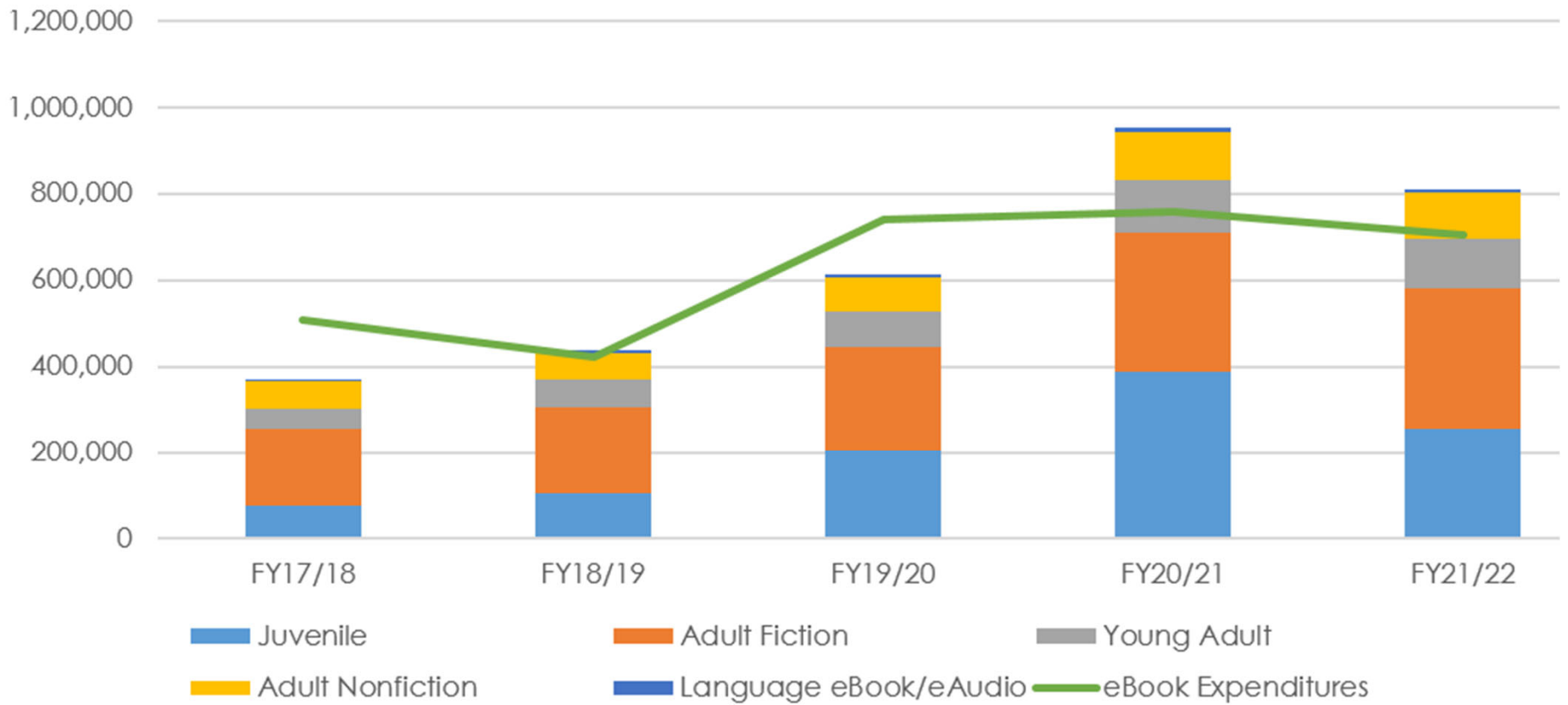
WORLD LANGUAGE MATERIALS – A CHANGING LANDSCAPE

- Current percentage of the acquisitions budget is 7.7%
- Some selection areas funding levels were reduced due to lack of availability, no new material being published
- Increased funding to Japanese children's print
- Decreased funding to Vietnamese media, physical DVDs are increasingly difficult to find in favor of streaming video



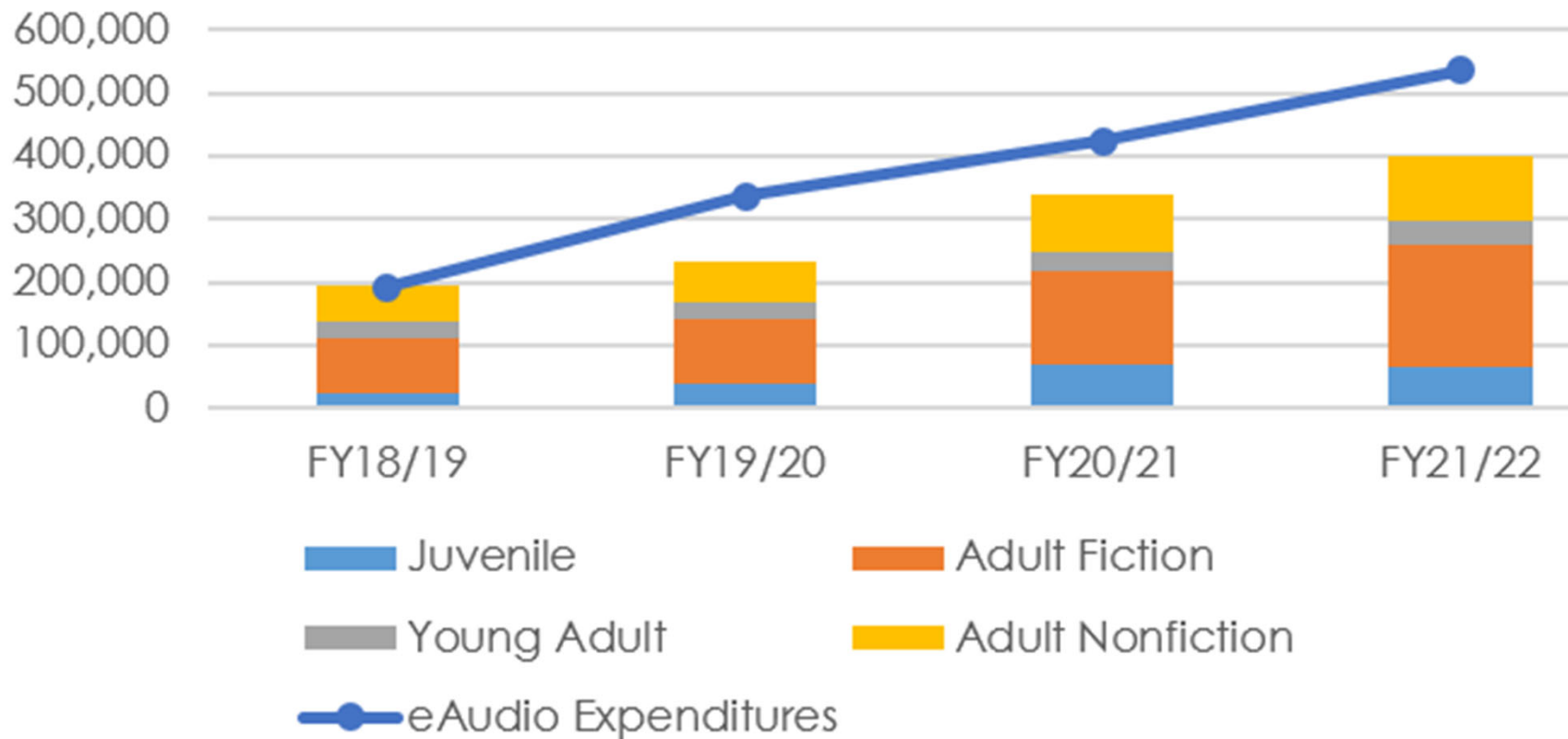
MEETING DEMAND - EBOOKS FOR EVERYONE

eBook Circulation and Expenditures








MEETING DEMAND - EAUDIO BOOKS FOR EVERYONE






eAudio Circulation



EBOOKS FOR EVERYONE – PROVIDING CHOICE

		Best-Sellers & New Releases	Always Available Titles or Available Now Filter	Browsable Lists with Creative Themes	Advanced Search & Preferences Settings	Special Features
	Axis 360	<input checked="" type="checkbox"/> shorter holds lists	✓	✓	✓	<ul style="list-style-type: none"> Major library partner New app coming soon
	Cloud Library	<input checked="" type="checkbox"/> quick turn-around	✓	✓	✓	<ul style="list-style-type: none"> Lucky Day collection Adult-focused collection
	Hoopla	✓	<input checked="" type="checkbox"/> instant access to all titles	✓	✓	<ul style="list-style-type: none"> Music, movies, & television Interactive children's content
	Libby Overdrive	✓	✓	<input checked="" type="checkbox"/> curated by SJPL staff	✓	<ul style="list-style-type: none"> Most popular eBook app Exclusive access to content in Kindle format
	Palace	✓	✓	✓	<input checked="" type="checkbox"/> search entire catalog	<ul style="list-style-type: none"> Simple interface and features Exclusive content from Amazon Publishing

EBOOKS FOR EVERYONE – THERE'S MORE

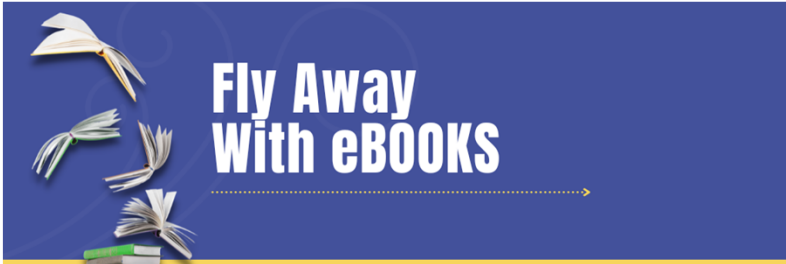
		eBooks	Multimedia	Mobile App	Special Features
	Biblioboard Library	✓	✓	✓	<ul style="list-style-type: none"> • SJPL Graphic Novel Making Contest entries and other community anthologies • Indie Author Project submissions
	Ebsco eBooks	✓	✓	✓	<ul style="list-style-type: none"> • Support for academic use includes citation generator and Lexile level search filter
	Enki	✓		compatible with Palace & SimplyE	<ul style="list-style-type: none"> • Reference materials include classics, study aids, and UC Press titles • Large Spanish-language collection
	Gale eBooks	✓			<ul style="list-style-type: none"> • Large collection of popular nonfiction series, including DK Eyewitness, Complete Idiot's Guide, For Dummies, and travel guides
	O'Reilly	✓	✓	✓	<ul style="list-style-type: none"> • Focus on computer science, engineering, technology, and business subjects • Innovative search feature and interactive content

SJ ACCESS – CATALOGING HOTSPOTS AND DEVICES

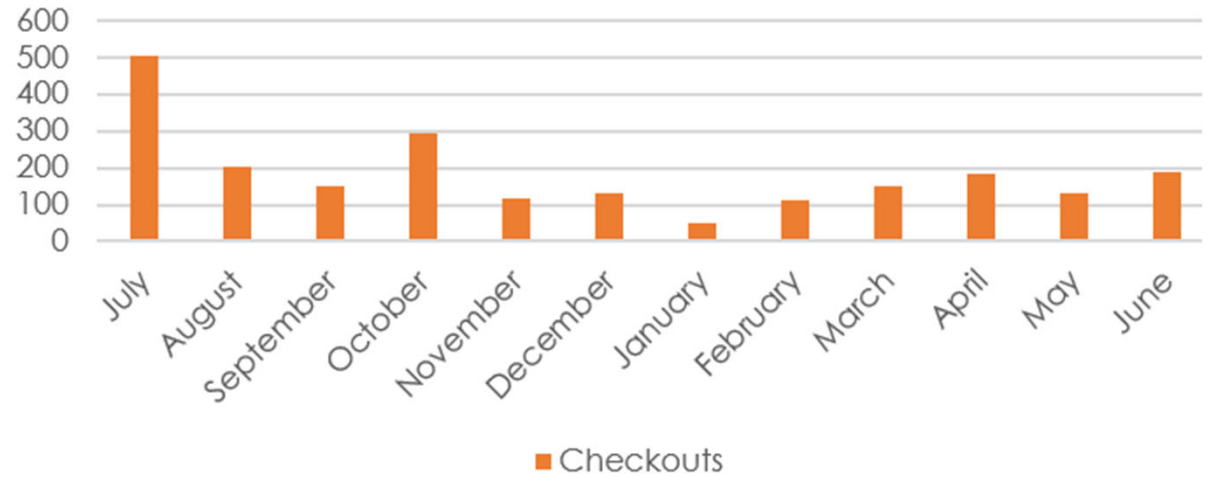
- Digital Inclusion Grant laptop/hotspot kits converted to SJ Access Laptops
 - (22 converted, 14 to be converted)
- 2700 new filtered hotspots
- 1500 new filtered Chromebooks
- Catalog records consolidated into regions for hotspots and Chromebooks
 - (North, East, South, West, Central)
- 611 school hotspots converted to filtered SJPL hotspots



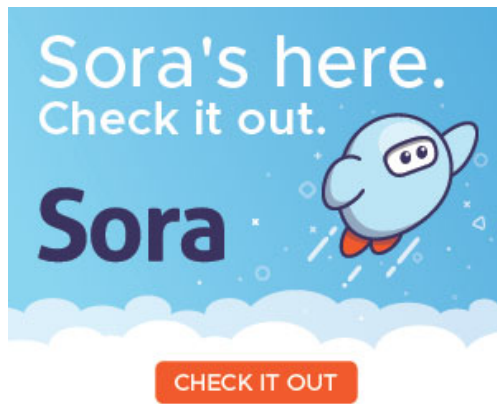
POP UP LIBRARY PILOT



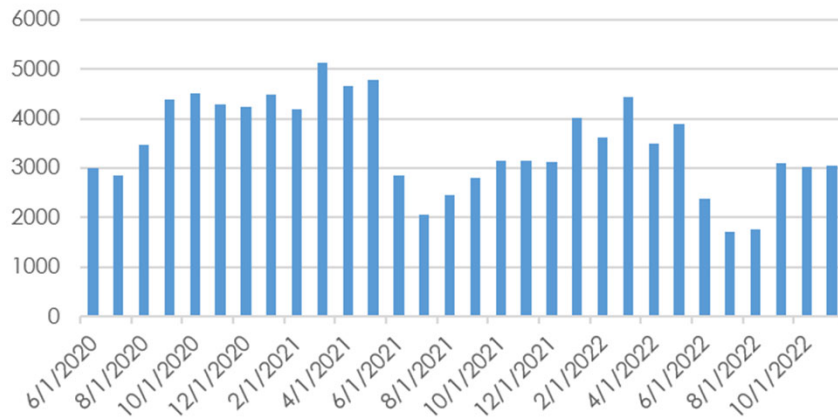
Airport Pop Up Library usage



SORA – CONNECTING TO SCHOOLS AND STUDENTS



Total Sora Checkouts

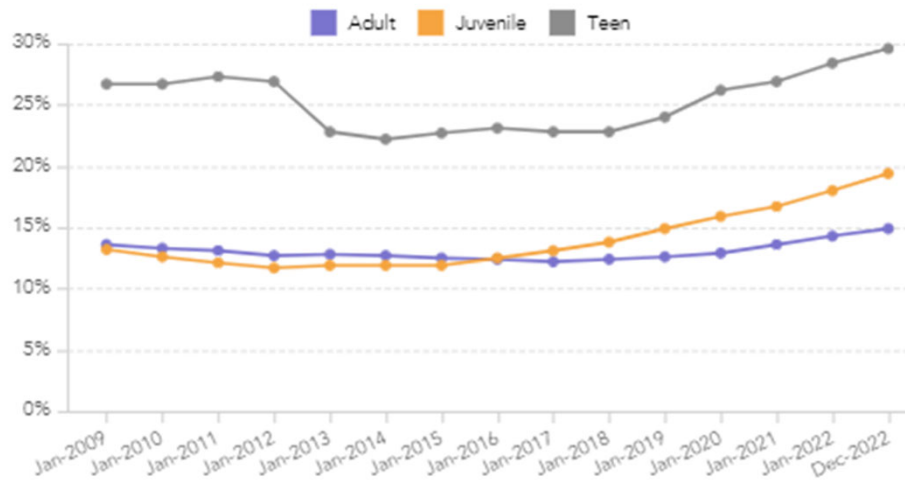
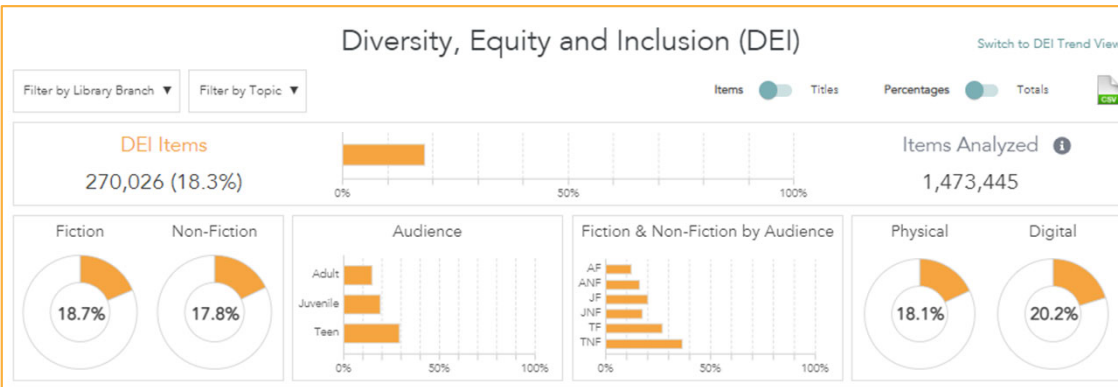


School District	Academic Year 21/22 Checkouts
Union School District	6738
Berryessa Union Elementary School District	2152
Archbishop Mitty High School	322
Evergreen School District	296
Sunrise Middle	95
Using a SJPL library card	25,503



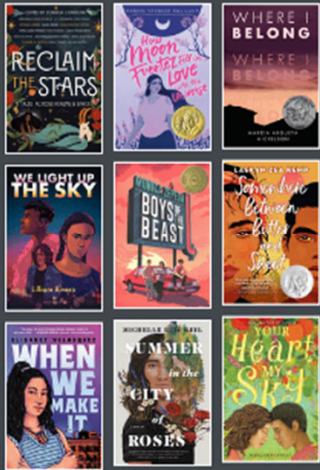
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DIVERSITY, EQUITY AND INCLUSION



DEI Topic	9/21 Total DEI Items	12/22 Total DEI Items
Unique DEI Items	15.10%	18.5%
Asian	2.00%	2.7%
Black	2.20%	3.2%
Disabilities & Neurodiversity	0.80%	1.2%
Equity & Social Issues	2.60%	5.0%
Hispanic & Latino	1.70%	2.1%
Indigenous	0.60%	1.0%
LGBTQIA+ & Gender Studies	1.00%	1.4%
Mental & Emotional Health	4.40%	3.7%
Middle Eastern & North African	0.40%	0.5%
Multicultural	1.20%	1.9%
Religion	1.10%	1.5%
Substance Abuse & Addictions	0.20%	0.3%

DIVERSITY, EQUITY AND INCLUSION




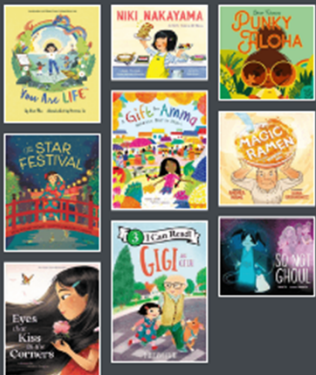
GENERAL RECOMMENDATIONS

SJPL Picks: Hispanic American Voices in YA Fiction

Staff-created list

Join in the reading revolution and revel in these stories featuring characters told by authors identifying as Hispanic American. These reads are perfect for Hispanic Heritage Month, and any other month of the year as well. Selected and curated by SJPL Librarians.

By:  [sjpl_teenhq](#)
San José Public Library




TOPIC GUIDE

SJPL Picks: Picture Books Celebrating Asian American and Pacific Islander Voices

Staff-created list

Celebrate the Asian, South Asian and Pacific Islander voices in our community! Check out these picture books that recognize the stories and influence of Asian Americans and Pacific Islander Americans.

By:  [SJPL_KidsPicks](#)
San José Public Library

INCLUSIVE SUBJECT HEADINGS

Original LC Subject Heading	Updated Inclusive Terminology	Total Records Updated
Illegal Aliens	Undocumented Immigrants	729
Alien criminal	Undocumented Immigrant criminals	14
Alien detention center	Undocumented Immigrant detention centers	18
Alien property	Undocumented Immigrant property	2
Children of illegal aliens	Children of Undocumented Immigrants	60
Mixed race people	Multiracial persons	77
Afro-Americans (completely removed)	African Americans	62
Working poor	Low-income group	104
Slaves	Enslaved people	1545
Sexual minorities	LGBTQ people	302

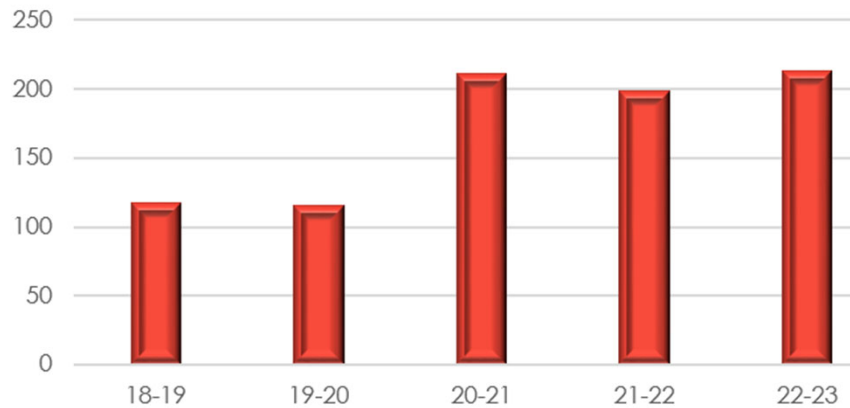


ONLINE PUBLISHING FOR SELF-PUBLISHED AUTHORS - BIBLIOBOARD



PRESSBOOKS

Graphic Novel & Winter Comic Making Contest Entries Added to BiblioBoard by Fiscal Year



San José Public Library

San José Public Library

San José Public Library Community Collections

This curation contains content created by San José Public Library users and staff. Keep your eye on this spot for more local content.

Content LIST VIEW

ALL (8) ANTHOLOGIES (8)

- GRAPHIC NOVEL MAKING CONTEST**
Graphic Novel Making Contest...
Entries & Winners of the 2021 Graphic Novel Making Contest
- STORY TELLING CONTEST**
2021 Winter Comic Making Contest
2021 Winter Storytelling Contests
- GRAPHIC NOVEL MAKING CONTEST**
Graphic Novel Making Contest...
2020 Submissions, Winners, and Highlights

ONLINE PUBLISHING FOR SELF-PUBLISHED AUTHORS - SHORT EDITION

Calendar Year 2022 Statistics

- 1,945 Stories Printed from Dispensers
- 4,925 Readings via the Web Portal
- 177 Original Works Submitted
 - 77 Spring into Poetry Submissions
 - 62 Fall into Fiction Submissions
- 155 Original Works Published



ACCOMPLISHMENTS AND LOOKING FORWARD

What we accomplished since last year

- HyRead – Chinese Language eBook Platform implementation
- Addition of periodical materials – focus on materials in other languages
- Inclusive Subject Headings – update additional records

What is upcoming – focus on accessibility

- Addition of small, youth focused Braille collections
- Youth large print expansion
- Addition of NewsBank's Historical Archive, San José Mercury News
- On the search for streaming video platforms with large world language collections

QUESTIONS?

Sharon Fung * sharon.fung@sjlibrary.org * 408-808-2468



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Agenda Item

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**VI. COUNCIL LIAISON'S
ANNOUNCEMENTS
(TBD)**

VII. CHAIR'S ANNOUNCEMENTS

**VIII. LIBRARY DIRECTOR'S
ANNOUNCEMENTS
(J. BOURNE)**

IX. COMMENTS AND ANNOUNCEMENTS

**X. INFORMATION AND
UPCOMING OPPORTUNITIES
FOR COMMISSION
PARTICIPATION**

**XI. ITEM FOR FUTURE
COMMISSION MEETING
AGENDAS**

XII. MEETING SCHEDULE

**THE NEXT MEETING WILL BE
WEDNESDAY JANUARY 18, 2023 AT
7PM.**

XIII. ADJOURNMENT