

LIBRARY AND EDUCATION COMMISSION

January 19, 2022
7:00 PM to 9:00 PM

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

A. APPROVE THE 1/19/2022 AGENDA

**B. APPROVE MINUTES FOR REGULAR MEETING OF
11/17/2021**

III. PUBLIC RECORD

IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

V. DISCUSSION/ACTION ITEMS

**A) INFORMATION: BOND PROGRAM
PLAN – DEFERRED FROM 10/20/2021
(J. CHOI)**



Biblioteca Latinoamericana Branch Library

Bond Program Update

Fiscal Year 21-22

Bond History & Scope

September 2000

- Branch Facilities Master Plan

November 2000

- Measure O

April 2016

- Bond Project Completion
- Balance of Bond funds transferred to branch efficiency projects

July 2019

- \$5.9 M Remaining

FY 20-21

- Program Deferred Due to COVID-19 Pandemic

FY 21-22

- Develop FY 21-22 Bond Project

Bond Libraries

Library	Address	Completed/ Opened	Square Feet	Budgeted Construction Cost	New/ Expansion
Vineland	1450 Blossom Hill, SJ 95518	1/17/2004	24,000	\$ 7,111,000	New
Tully	880 Tully Rd., SJ 95111	1/22/2005	24,000	\$ 8,078,000	New
Berryessa	3355 Noble Ave., SJ 95132	3/12/2005	24,000	\$ 7,788,000	Expansion
Dr. Roberto Cruz Alum Rock	3090 Alum Rock Ave., SJ 95127	7/9/2005	26,000	\$ 8,015,000	New
Rose Garden	1580 Naglee Ave., SJ 95126	2/11/2006	19,000	\$ 7,278,000	Expansion
Almaden Library & Community Center	6445 Camden Ave., SJ 95120	5/13/2006	20,000	\$ 17,500,000	Expansion
Evergreen	2635 Aborn Rd., SJ 95121	9/16/2006	21,000	\$ 7,433,000	Expansion
Cambrian	1780 Hillsdale Ave., SJ 95124	11/18/2006	27,800	\$ 9,769,000	Expansion
Hillview	1600 Hopkins Dr., SJ 95122	1/20/2007	21,000	\$ 7,415,000	Expansion
Edenvale	101 Branham Ave., SJ 95111	11/3/2007	22,000	\$ 8,002,000	New
Joyce Ellington	491 E Empire St., SJ 95112	6/28/2008	14,500	\$ 5,724,000	Expansion
Pearl Avenue	4270 Pearl Ave., SJ 95136	8/9/2008	14,000	\$ 6,822,500	Expansion
Willow Glen	1157 Minnesota Ave., SJ 95125	8/23/2008	13,000	\$ 6,303,600	Expansion
East San Jose Carnegie	1102 E Santa Clara St., SJ 95116	8/29/2009	10,220	\$ 7,003,000	Expansion
Santa Teresa	290 International Cir., SJ 95119	2/6/2010	22,000	\$ 11,717,000	Expansion
Seven Trees Community Center & Library	3590 Cas Dr., SJ 95111	1/26/2013	21,000	\$ 30,000,000	Expansion
Bascom Library & Community Center	1000 S Bascom Ave., SJ 95128	2/23/2013	22,000	\$ 21,550,000	New
Educational Park	1772 Educational Park Dr., SJ 95133	5/18/2013	18,000	\$ 10,077,000	Expansion
Calabazas	1230 Blaney Ave., SJ 95129	6/8/2013	10,420	\$ 5,600,000	Expansion
Village Square	4001 Evergreen Village Square	4/16/2016	16,000	\$ 8,300,000	New
				\$ 201,486,100	



Bond Project Evaluation- Condition Assessment Report

BLA

- Best fit to benefit from remaining bond balance

Alviso

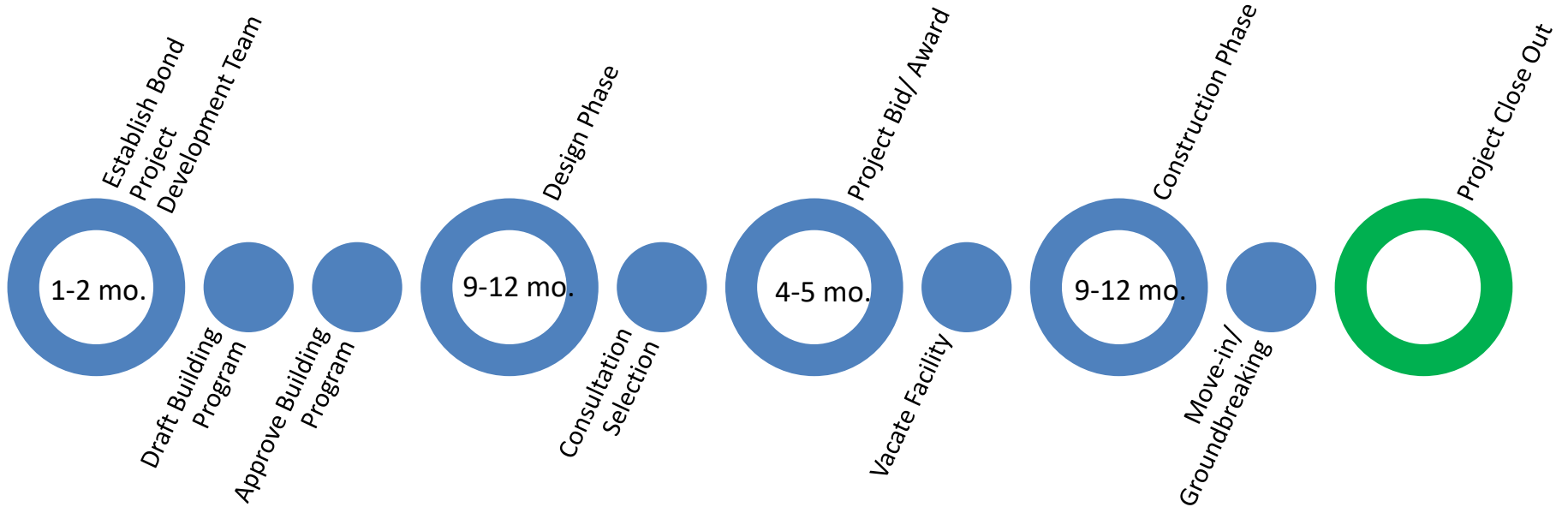
- Improvements and deferred maintenance costs surmount remaining balance

West Valley

- Re-constructed as part of the Branch Facilities Master Plan



Proposed Bond Project Process 21-22



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

COLLECTIONS AND TECHNICAL SERVICES

January 19, 2022

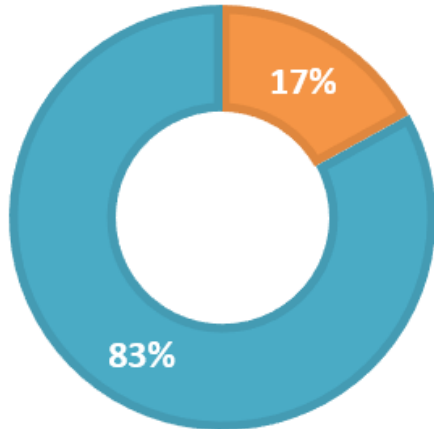
ACQUISITIONS BUDGET - OVERVIEW

Total Acquisitions Budget

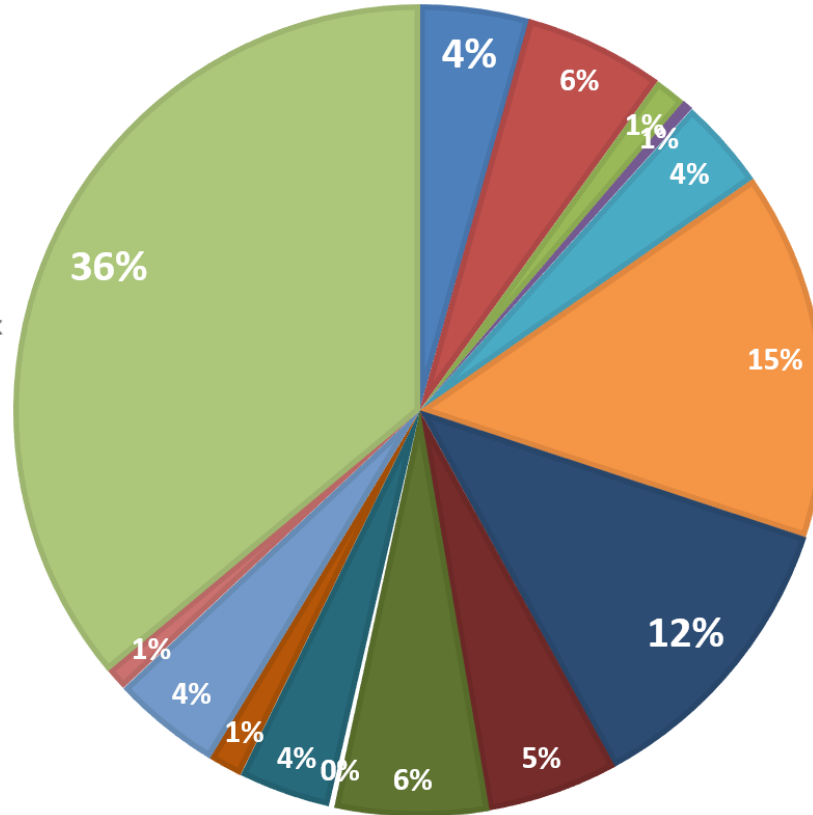
\$5,600,000

ALLOCATION OF FUNDS

Parcel Tax Construction & Conveyance Tax



20/21 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

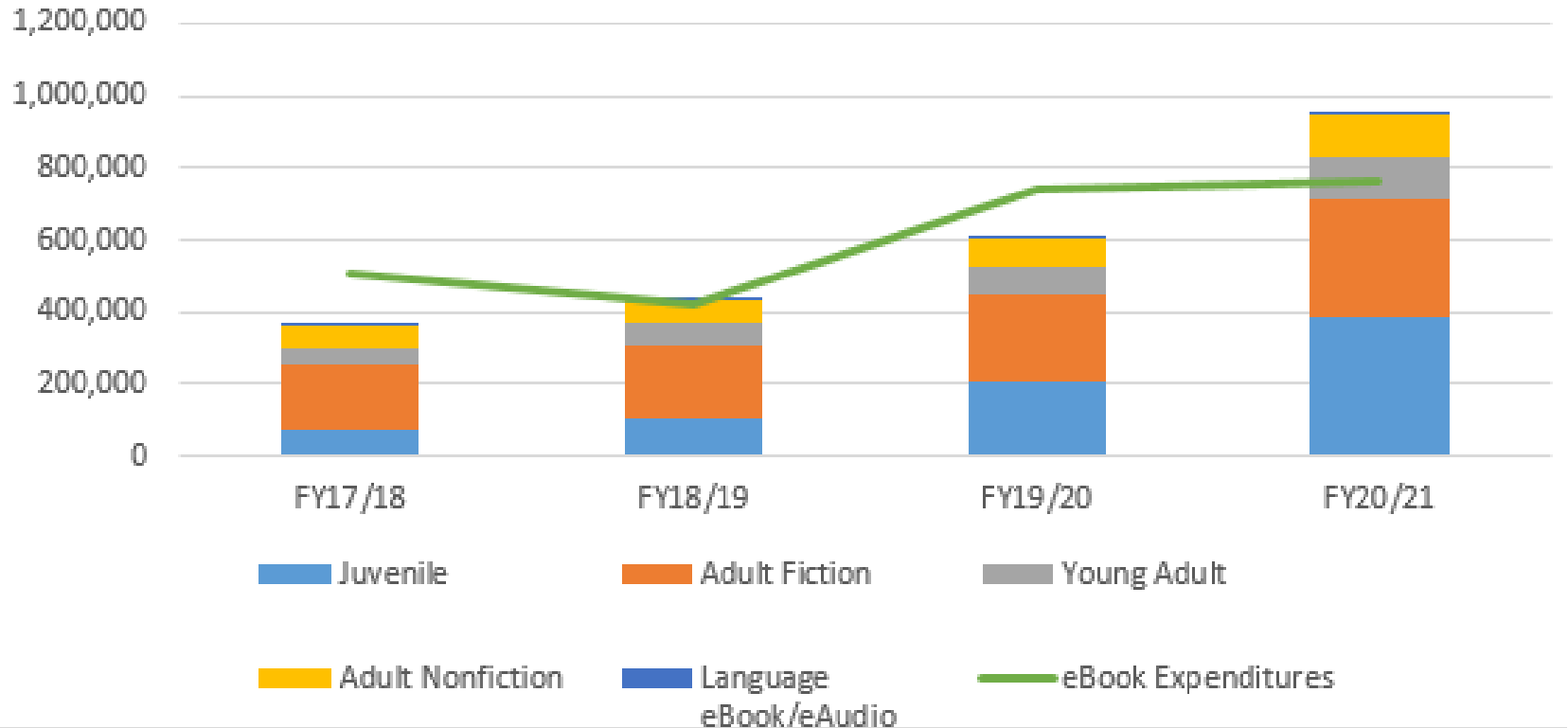
- Circulation
- Turnover Rate
- Cost per Item

FIXED COSTS

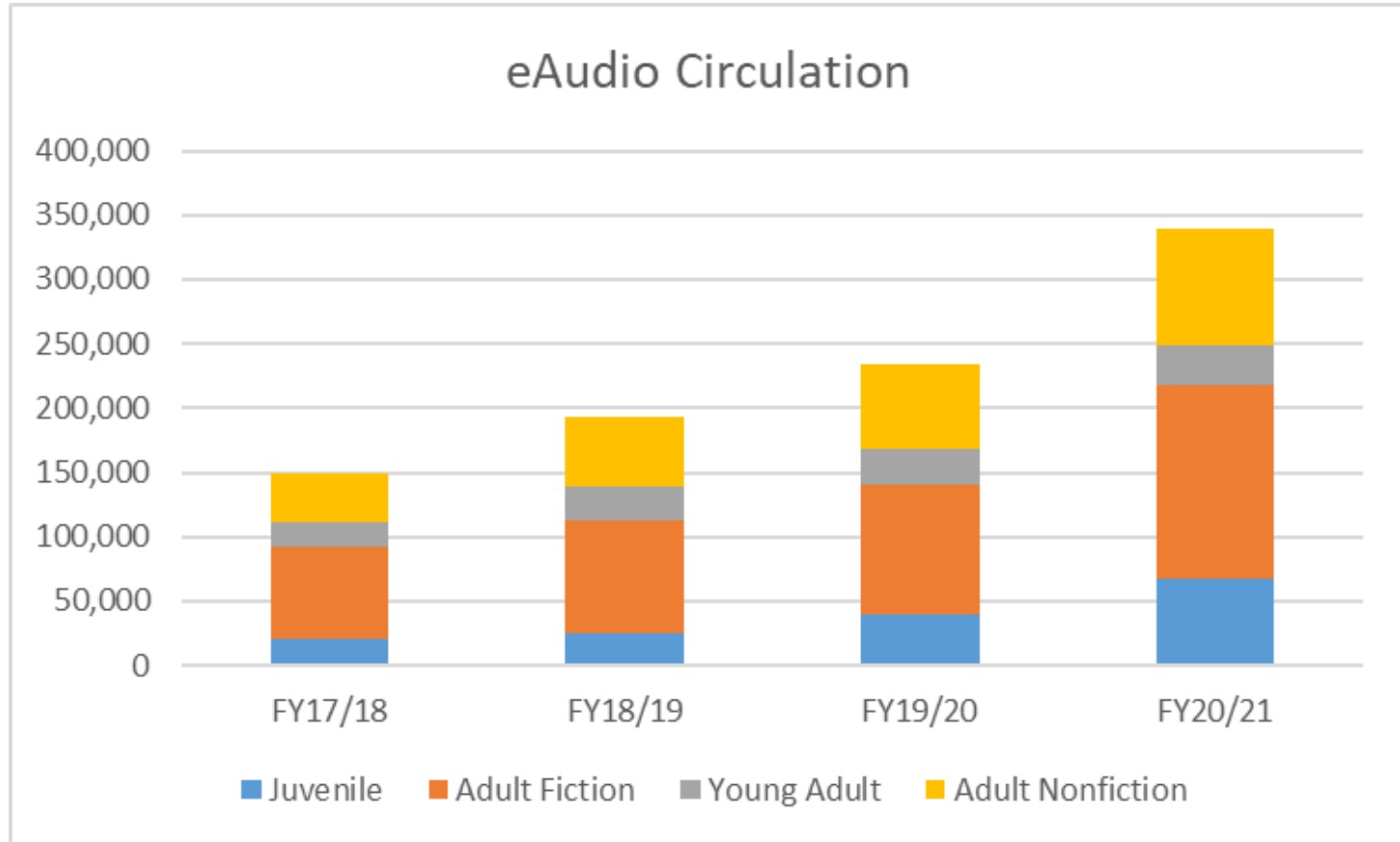
- City & Library Priorities
- Community Need

2021-2022 Materials Budget	Fiscal Year 19-20 Circulation	Turnover rate	% of Circ suggested allocations	Avg. cost per item (from 20-21)	Resulting Suggested Budget	21/22 Final Budget	2020-2021 Budget	Difference Final Budget and Previous Year
adult								
general fiction/nonfiction								
Adult Fiction	250,160	2.1	\$ 78,167	\$ 13.62	\$ 106,463	\$125,000	\$ 119,700	\$ (5,300)
Adult Paperbacks	28,762	1.1	\$ 8,987	\$ 5.18	\$ 4,655	\$ 5,000	\$ 5,600	\$ 600
Adult Graphic Novels	14,222	2.2	\$ 4,444	\$ 14.14	\$ 6,284	\$ 9,000	\$ 6,300	\$ (2,700)
Adult Nonfiction	385,102	1.6	\$ 120,332	\$ 16.03	\$ 192,892	\$190,000	\$ 161,280	\$ (28,720)
merchandised collections								
Home & Garden	25,171	2.3	\$ 7,865	\$ 16.45	\$ 12,938	\$ 12,000	\$ 10,150	\$ (1,850)
Parenting (Shelved w/ Children's)	21,043	2.0	\$ 6,575	\$ 11.86	\$ 7,798	\$ 8,000	\$ 5,250	\$ (2,750)
Careers	44,708	3.4	\$ 13,970	\$ 18.77	\$ 26,221	\$ 26,000	\$ 19,200	\$ (6,800)
Computers	40,265	4.0	\$ 12,582	\$ 25.93	\$ 32,624	\$ 32,000	\$ 20,300	\$ (11,700)

eBook Circulation and Expenditures



MEETING DEMAND - EBOOKS FOR EVERYONE




SJ ACCESS – CATALOGING HOTSPOTS AND DEVICES

- 6,468 Devices added to the Catalog
- 13,000 Hotspots prepared for School District distribution
- Ongoing maintenance of moving item records from one purpose to another





POP UP LIBRARY



Bored Before Boarding?
Download FREE eBooks & Go
 Provided by the San José Public Library



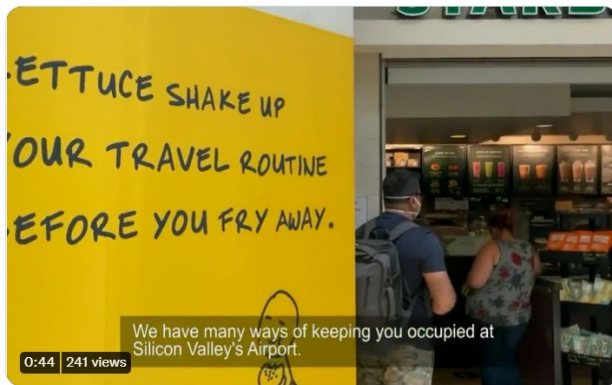
Connect to the Wi-Fi Network
"SJPL Free eBooks"
near Gate 12 & Gate 24
and download up to
4 eBooks for 21 days.

Available for all ages. No library membership required.

 **Mineta San Jose Int'l Airport - SJC** 
 @FlySJC

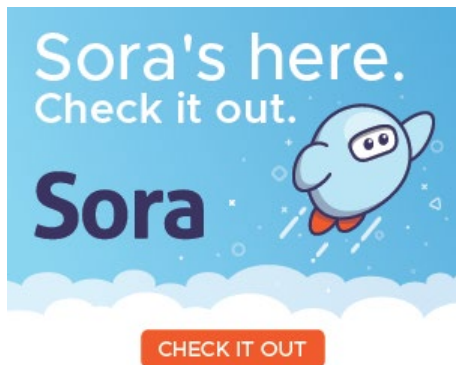
FREE EBOOKS FOR SJC PASSENGERS: Since parking and security are so efficient, you might have extra time to explore the terminals. Stop by Gate 12 or 24, and thanks to [@sanjoselibrary](#), you can dive into your new favorite book (for free!) 📖❤️ #SJPL



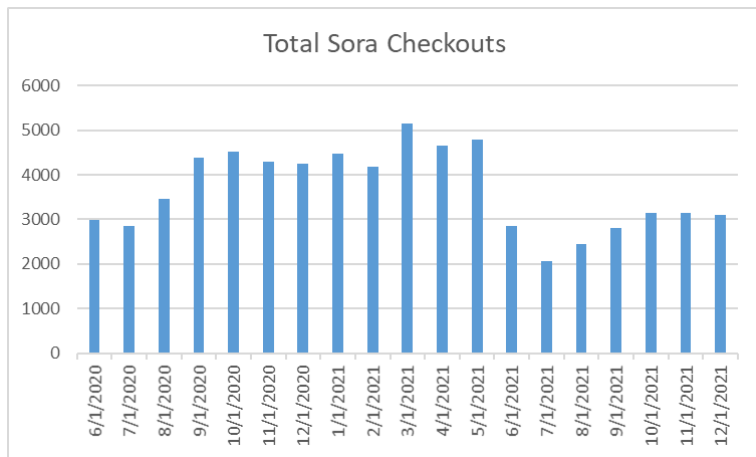
12:27 PM · Jul 22, 2021 · Hootsuite Inc.

Month	Downloads	Check outs
November	62	116
October	124	296
September	78	149
August	123	203
July	237	505
June	157	373

SORA – CONNECTING TO SCHOOLS AND STUDENTS

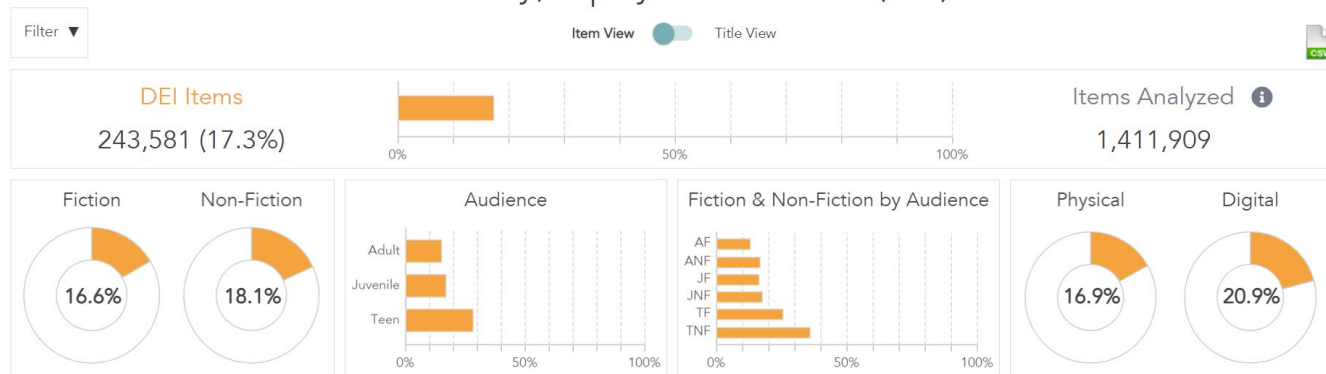


School District	Checkouts
Union School District	7837
Berryessa Union Elementary School District	1218
Sunrise Middle	195
Archbishop Mitty High School	57
Evergreen School District	46
Using a SJPL library card	60,240



DIVERSITY, EQUITY, AND INCLUSION

Diversity, Equity and Inclusion (DEI)



- Diverse Booklists
- Selection Audits
- CHQ DEI Analysis Tool

DEI Topic	Adult	Juvenile	Teen	Total DEI Items
Unique DEI Items	29.90%	34.30%	61.60%	17.30%
Asian	3.90%	5.50%	5.80%	2.50%
Black	5.60%	6.50%	8.60%	3.10%
Disabilities & Neurodiversity	1.40%	2.10%	3.60%	1.10%
Equity & Social Issues	8.80%	8.90%	23.60%	5.00%
Hispanic & Latino	2.30%	5.80%	4.10%	2.10%
Mental & Emotional Health	4.80%	3.10%	15.50%	2.50%

INCLUSIVE SUBJECT HEADINGS

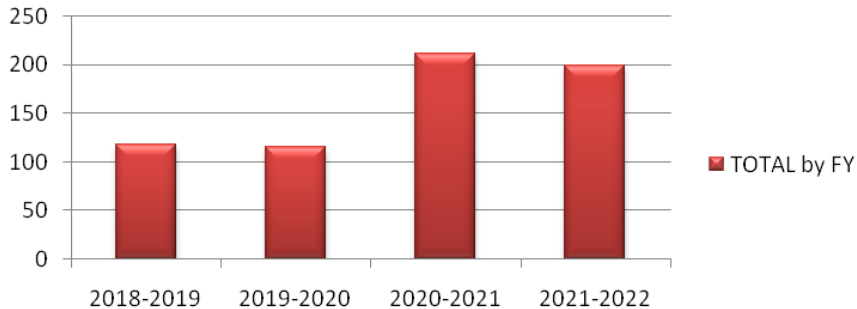
Original LC Subject Heading	Recommended Inclusive Terminology	Total Records Updated
Illegal Aliens	Undocumented Immigrants	729
Alien criminal	Undocumented Immigrant criminals	14
Alien detention center	Undocumented Immigrant detention centers	18
Alien property	Undocumented Immigrant property	2
Children 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	98





PRESSBOOKS

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



CURATION

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)

- ANTHOLOGY**
Graphic Novel Making Contest...
Entries & Winners of the 2021 Graphic Novel Making Contest
- ANTHOLOGY**
2021 Winter Comic Making Contest
2021 Winter Storytelling Contests
- ANTHOLOGY**
Graphic Novel Making Contest...
2020 Submissions, Winners, and Highlights

ONLINE PUBLISHING FOR SELF-PUBLISHED AUTHORS - SHORT EDITION



- 1,118 Stories Offered
- 41% selected have been Kids Stories
- Spring into Poetry Contest



PURCHASE REQUESTS

- Customer suggestions are an important part of the selection process and can be made through the [Suggest a Purchase form](#). All suggestions are given serious consideration but are not responded to individually due to the volume received. Not all suggested materials can be purchased for the collection.

-An option for growth : explore in February and March adding an email address field on the form for an automatic reply to the customer

	FY19/20	FY20/21
Total Number of Purchase Requests	6,275	7,132



DONATIONS

- **Unsolicited Donations of Materials**

- Gifts are evaluated based on the same criteria as purchased materials.
- Acceptance of donated items is subject to the discretion of the collection development librarians.
- Donated items not added to the collection are not returned to the donor, but instead are offered to the Friends of the Library which provides funds for system programs.
- Monetary donations are encouraged as an alternate form of giving that allows collection development librarians to choose materials guided by the collection development policy.



COST OF ADDING A SINGLE DONATED TITLE

	Type of item	Cost for English Book with OCLC Record	Cost for Language Book with OCLC Record	Cost for English Book Needing an Original Record	Cost for Language Book Needing an Original Record
Total Cost		\$39.94	\$48.63	\$68.48	\$77.17
Staff responsible	Task	Time (minutes)	Hourly Wage	Personnel Cost	Supplies Cost
		78.75			\$3.05
Collection Development Librarian	Review item, decide placement, search vendors for additional copies, fill out Cataloging form	13	\$74.47	\$16.13	
Library Assistant/FT Clerk (Copy Cataloger)	Review, search, edit, add item record or download bib record or request bib record, check call number	10.5	\$64.34	\$11.24	
Cataloging Librarian	Call number work, transliteration, search resources, create record, provide record	32	\$74.47	\$39.71	
Library Assistant/FT Clerk (Copy Cataloger)	Repackage media, Print Spine Labels	10.5	\$64.34	\$11.26	
Library Page	Place all stickers, tape, jackets, RFID, and sort for delivery (supply costs)	9.75	\$26.72	\$4.34	\$3.05
Branch staff	Review, check in, sort, and shelve	3	various	\$2.14	

WHAT'S NEXT

For the Remainder of FY21-22

- HyRead – Chinese Language eBook Platform
- Planning for Pre-loaded tablets for Seniors
- Inclusive Subject Headings – update additional records

For FY 2022-23

- Read Alongs fund expansion
- Addition of periodical materials – focus on materials in other languages

QUESTIONS?

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



**C) INFORMATION: KING LIBRARY JOINT
USE
(J. BOURNE/M. ORNAT)**



Dr. Martin Luther King Jr. Library
January 2022

- First library in the U.S. to integrate the services and collections of a major university and city – making them all available to everyone in the campus and public communities.
- 9 floors - 475,000 square feet
- Seats for more than 3,500 patrons
- 40 group rooms for study and meetings
- Over 1.5 million volumes

JOINT LIBRARY MISSION

To provide City residents and the University community with a high-quality library dedicated to providing excellent service to all of its users and providing access to an extensive collection of library materials.



San José Public Library

JOINT LIBRARY OPERATING AGREEMENT

- Organization of Library: Space designation and use
 - University = 66.5%
 - City = 33.5%
- Governance of Joint Library
 - Co-management and recognition of jurisdictions
- Library Building
 - Maintenance, utilities, capital, accounting
 - Security
- Library Operations
 - Library collections and lending policies
 - Staffing
 - Programs
 - Access

JOINT LIBRARY OPERATING COSTS

- Annual operating costs paid to SJSU

Budget Category	Budget Forecast FY 2021-2022		
	SJPL	SJSU	Total
Facilities Operations, Maintenance & Utilities	\$1,783,650	\$3,242,133	\$5,025,783
Supplemental Maintenance	\$74,422	\$91,352	\$165,774
Security Services	\$796,690	\$796,690	\$1,593,380
Property Insurance Premium	\$53,394	\$76,834	\$130,225
IT MLK Services	\$299,954	\$190,949	\$490,903
Total	\$3,008,110	\$4,397,958	\$7,406,068

ACCESS AND COLLECTIONS

- Unrestricted access to all Library Material within the Library Collections and services within the Joint Library for all Members of the General Public and the University Users.
- Members of the General Public and the University shall have the right to the on-site use of the Library Collections.



San José Public Library

SJPL PROGRAMMED SPACES

- Children's Room
- Wee Explore PlaySpace
- TeenHQ Teen Center

- California Room
- KPRR – Public Reference & Research
- SJPL Works

- Partners in Reading
- Lawyers in the Library
- Social Workers in Library (PATH)



RECOLECCIONES

- Mel Chin commission
- 34 unique artworks
 - 33 sculptural insertions
- Sited throughout Library –
adjacencies to collections add context
- Provoke interest and curiosity;
encouraging exploration and circulation



Pilot Duration: August 16 – November 30, 2021

Scope: Restrict access to floors 6 – 8 to SJSU student/faculty with verified vaccination status for dedicated study space

Impact: Public patrons could not browse university collections, view art, use study rooms, access spaces on floors 6 – 8; reservable items generally became available in 30 minutes during regular business hours

Assessment: Variety of public patron feedback; incomplete SJSU student/faculty data

- Partnership: Work together to create joint user experience and engagement and activating shared spaces.
 - Human-centered design process
- Continuation of staff-led program and project collaborations
- Continuation of resumption of operating hours
- First Floor Retail Spaces
 - Starbucks
 - 4th & San Fernando

Thank you

Michelle Ornat, Deputy Director of Public Services
michelle.ornat@sjlibrary.org

**VI. COUNCIL LIAISON'S
ANNOUNCEMENTS
(M. GARCIA)**

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 FEBRUARY 16TH, 2022**

XIII. ADJOURNMENT