LIBRARY PARCEL TAX OVERSIGHT COMMITTEE

November 17, 2021
7:00 PM to 7:30 PM
I. CALL TO ORDER & ORDERS OF THE DAY
II. CONSENT CALENDAR

APPROVE MINUTES OF THE NOVEMBER 18, 2020 MEETING
III. PUBLIC RECORD
IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)
V. DISCUSSION/ACTION ITEMS
A)ACTION:
REVIEW THE INDEPENDENT AUDITOR’S REPORT ON LIBRARY PARCEL TAX FUND FOR FY 2020-2021 AND ADVISE THE CITY COUNCIL OF THE STATUS OF THE LIBRARY PARCEL TAX FUND (A. MAESTRE)
Parcel Tax Oversight Committee Meeting

November 17, 2021
Library and Education Commission
Oversight Role

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

• 1995-2005: Library Benefit Assessment District

• November 2004 – Measure S approved
  • Parcel Tax: Sunset in 2015

• June 2014 – Measure B approved
  • Parcel Tax, subject to inflation
  • $25 per year per single family home
  • Proportional assessment for other property types
  • Effective July 2015 - 2040
Appropriate Expenditures

**Library Operations**
- Open Hours
- Administration
- Repair and equipping of libraries

**Homework and Educational Programming**
- Children’s reading programs/story times
- Teens, Senior, and Educational Programming
- Adult Literacy & Job Readiness Programming

**Access and Collection**
- Books & Materials
- Technology
2020-21 Expenditures

**Library Operations**
- FY 15-16 add public service staff = 36.83 FTE
- FY 20-21 Budget = 75.74 FTE (20%)

**Collection**
- Books & materials, including e-resources
- Annual fees and software upgrades to Catalog

**Technology**
- Systemwide Technology Contract & Licensing
- Data Storage Upgrade Project
2020-21 Revenues & Expenditures

+2.91% inflation applied to all parcel rates

$9,904,881 in annual revenue

<table>
<thead>
<tr>
<th>Use of Funds</th>
<th>Expenditures/Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$7,282,818</td>
</tr>
<tr>
<td>Materials Acquisition</td>
<td>1,148,516</td>
</tr>
<tr>
<td>Non-Personal Svcs/Equip</td>
<td>1,126,332</td>
</tr>
<tr>
<td>Automation Projects</td>
<td>459,066</td>
</tr>
<tr>
<td>Annual Audit</td>
<td>14,159</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>49,307</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$10,080,198</strong></td>
</tr>
</tbody>
</table>
2020-21 Balance Sheet

<table>
<thead>
<tr>
<th>Activity</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>$6,956,144</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>9,873,287</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>10,080,198</td>
</tr>
<tr>
<td>Change in Fund Balance</td>
<td>(206,911)</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>$6,749,233</td>
</tr>
</tbody>
</table>
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

• Internal controls

No audit findings of inappropriate expenditures
Thank you!

November 17, 2021
Library and Education Commission
VI. THE NEXT LIBRARY PARCEL TAX OVERSIGHT MEETING WILL BE NOVEMBER 16TH, 2022

VII. ADJOURNMENT
LIBRARY BOND OVERSIGHT COMMITTEE

November 17, 2021
7:30 PM to 8:00 PM
I. CALL TO ORDER & ORDERS OF THE DAY
II. CONSENT CALENDAR

APPROVE MINUTES OF THE NOVEMBER 18, 2020 MEETING
III. PUBLIC RECORD
IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)
V. DISCUSSION/ACTION ITEMS
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
2020-21 Expenditures

$323,490 of Expenditures

Security Cameras
- Cambrian
- Edenvale
- Pearl Avenue
- Rose Garden
- Vineland

Roof Replacement
- Hillview
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
  
No audit findings of inappropriate expenditures
Thank you!

November 17, 2021
Library and Education Commission
VI. THE NEXT LIBRARY BOND OVERSIGHT MEETING WILL BE NOVEMBER 16TH, 2022

VII. ADJOURNMENT
LIBRARY AND EDUCATION COMMISSION

November 17, 2021
8:00 PM to 9:00 PM
I. CALL TO ORDER & ORDERS OF THE DAY
II. CONSENT CALENDAR

APPROVAL OF 11/17/2021 AGENDA

DISCUSSION/ACTION ITEMS:

A. APPOINT COMMITTEE TO PREPARE ANNUAL LIBRARY BUDGET MESSAGE TO CITY COUNCIL.
B. EQUITY, DIVERSITY, AND INCLUSION REPORT.

APPROVE MINUTES OF 10/25/2021 MEETING
III. PUBLIC RECORD
IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)
V. DISCUSSION/ACTION ITEMS
A) APPOINT COMMITTEE TO PREPARE ANNUAL LIBRARY BUDGET MESSAGE TO CITY COUNCIL. (A. MAESTRE)
B) EQUITY, DIVERSITY, AND INCLUSION REPORT. (K. ALVAREZ)
Equity and Inclusion Services
November 2021
PANDEMIC RECOVERY WITH EQUITY LENS

- Understanding the emerging needs
- Rebuilding relationships
- Creating supportive programs and partnerships
• Subject matter expertise and/or lived experiences to consider for the development of equity, diversity, and inclusion quality standards.
• Creation of quality standards to inform program and grant development that are City-sponsored
• Recommend quality assessments, tools, processes, and experience surveys to inform future decision making.

SJPL staff research best practices in Equity, Diversity and Inclusion

1st Ad Hoc Committee Meeting

2nd Ad Hoc Committee Meeting

Spring/Summer 2022

September 2022

October 2022
PROGRAM QUALITY STANDARD AREAS

Provide the foundation for quality assessments and the outcomes, indicators, and metrics in alignment with the City’s Education and Digital Literacy Strategy.

- Anti-Racist Approach
- Inclusive Programming
- Data Collection and Analysis
- Culturally-Relevant Pedagogy
- Community Involved in Programming
- Outreach as Key to Inclusion
EQUITY WEBPAGE

sjpl.org/equity-inclusion
San José Public Library
COMMUNITY RESOURCES FOR INCLUSION

• **Equity:** We recognize each person is unique and with different needs. We strive to provide everyone with what they need to succeed.

• **Diversity:** We see and try to understand our differences. This includes: race/ethnicity, language, abilities, age, gender, sexual orientation, and other traits. It also includes different ideas, views, and values.

• **Inclusion:** Everyone belongs at SJPL. We value the uniqueness of each person. We support building connections with each other. We commit to remove barriers to our resources and services.

• **Anti-racism:** We work to eliminate policies and practices that unfairly impact Black, Indigenous, and People of Color. We must actively work to fight against racism. This includes recognizing personal biases and learning how to overcome them.
<table>
<thead>
<tr>
<th>Staff-Led Working Groups</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disability Access Committee</strong></td>
<td>Equitable disability access to services, resources, technology, and staff guidelines</td>
</tr>
<tr>
<td><strong>INSIDERS Committee</strong></td>
<td>Programming for teens and adults with intellectual and learning disabilities</td>
</tr>
<tr>
<td><strong>LGBTQ+ Committee</strong></td>
<td>Amplifying LGBTQ+ voices throughout the year</td>
</tr>
<tr>
<td><strong>Racial Equity Team</strong></td>
<td>Share information, deepen conversations, and increase racial equity in library service delivery</td>
</tr>
</tbody>
</table>
• December 2020 – SJ Access/Digital Divide

• Jan-March 2021 – COVID-19 vaccine information featuring presentations from local medical professionals

• Apr-Jun 2021 – Preparing for indoor Library access to the public

• Jul-Sept 2021 – SJ Access/Digital Divide

• Oct-Dec 2021 – Race and Inequity, featuring guest speakers’ work to advance racial equity and support for communities of color
Fiscal Year 2021-2022 Projects

- Equity, Diversity and Inclusion Quality Standards, tools and trainings
- Staff-led EDI working groups
- Collaborations with other City departments
- Program impact analysis
- Expansion of Equity Index
Thank you

Gracias

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Equity and Inclusion Services

Karla Alvarez, M.A.
karla.alvarez@sjlibrary.org
VI. COUNCIL LIAISON’S ANNOUNCEMENTS (M. GARCIA)
VII. CHAIR’S ANNOUNCEMENTS
VIII. LIBRARY DIRECTOR’S ANNOUNCEMENTS (J. CHOI)
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 19TH, 2022
XIII. ADJOURNMENT