LIBRARY AND EDUCATION COMMISSION

September 21st, 2022
7:00 PM to 9:00 PM
I. CALL TO ORDER & ORDERS OF THE DAY
II. CONSENT CALENDAR

A. APPROVE THE 09/21/2022 AGENDA

B. APPROVE MINUTES FOR REGULAR MEETING OF 08/17/2022
III. PUBLIC RECORD
IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

2m 00s
V. DISCUSSION/ACTION ITEMS
A) INFORMATION: YOUTH COMMISSION ANNOUNCEMENTS & UPDATES (CHAIR CHEN)
B) INFORMATION: SECURITY (A. TRAN)
SECURITY STAFFING UPDATE

Program Manager

Security Services Supervisor

Sr. Security Officer
Sr. Security Officer
Sr. Security Officer
Sr. Security Officer
Security Officer
BEHAVIOR IN THE LIBRARY

“The library serves all customers equally and is open to everyone. Our goal is to create a secure, relaxing, and pleasant place to learn and explore.”
<table>
<thead>
<tr>
<th>Item</th>
<th>Topic</th>
<th>Lead</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Privacy Policy Surveillance/Law Enforcement</td>
<td>Jenny</td>
</tr>
<tr>
<td>2</td>
<td>Staff Security &amp; Workplace Violence Training</td>
<td>Ann/ Jenny</td>
</tr>
<tr>
<td>3</td>
<td>TIROC</td>
<td>Jean</td>
</tr>
<tr>
<td>4</td>
<td>Behavior Policy-Staff Procedures</td>
<td>Anh</td>
</tr>
<tr>
<td>5</td>
<td>SharePoint Security Page Revamp</td>
<td>Anh</td>
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</tbody>
</table>
Incident Communication IS SO Important

Library Privacy Policy → CSJ Public Records Policy → CSJ Code of Ethics → Media/ Media Requests
Security Training Stats

<table>
<thead>
<tr>
<th>Counts Resilience vs. Violence Training</th>
<th>Total Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Resilience/Trauma</td>
<td>709</td>
</tr>
<tr>
<td>All Violence/Active Shooter trainings</td>
<td>448</td>
</tr>
</tbody>
</table>

Disruptive & Dangerous Incidents

- Building Resilience: Workplace Trauma
- Workplace Violence / Active Shooter
- On-Site Active Shooter Training
- Run, Hide, Defend: Workplace and Schools
- Building Emergency Team (King)
Thank You

Anh T. Tran
Manager
Facilities, Fleet, and Safety
(415) 205-8084
Anht.tran@sjlibrary.org
C) INFORMATION: BUDGET OVERVIEW
(A. MAESTRE)
## FY 22-23 LIBRARY ADOPTED BUDGET OVERVIEW

<table>
<thead>
<tr>
<th>Operating Budget</th>
<th>Capital Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>$66.1 Million</td>
<td>$28.9 Million</td>
</tr>
<tr>
<td>General Fund - $48.4 Million</td>
<td></td>
</tr>
<tr>
<td>Library Parcel Tax - $11.0 Million</td>
<td></td>
</tr>
<tr>
<td>Capital Funds - $946,456</td>
<td></td>
</tr>
<tr>
<td>Gift Trust Fund - $8155,000</td>
<td></td>
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<tr>
<td>American Rescue Plan - $5.7 Million</td>
<td></td>
</tr>
<tr>
<td>Personnel Services (salaries) – 396.47 FTE (78% of budget)</td>
<td></td>
</tr>
<tr>
<td>Core Services Support – Access, Education, Strategic Support</td>
<td></td>
</tr>
<tr>
<td>• Branch Libraries Bond Projects Fund $6.7 Million</td>
<td></td>
</tr>
<tr>
<td>• Construction and Conveyance Tax $19.9 Million</td>
<td></td>
</tr>
<tr>
<td>• Library Parcel Tax - $2.4 Million</td>
<td></td>
</tr>
<tr>
<td>Capital Improvement Program – 2022-2027: $48.5 Million</td>
<td></td>
</tr>
<tr>
<td>Branch Library Bond Projects</td>
<td></td>
</tr>
<tr>
<td>Facilities Improvements &amp; Equipment</td>
<td></td>
</tr>
<tr>
<td>Acquisition of Materials</td>
<td></td>
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</tbody>
</table>
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**
  - 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 $1.1 M**

- **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
CITY ANNUAL BUDGET PROCESS, KEY DATES

- **September – October**: Annual Report Adjustments
- **November – December**: Mid-Year Budget Review
- **October – January**: Departments prepare & submit Budget Proposals
  - Late January: Operating + Capital budget submission to City Manager
  - December – January: LEC Prepares Budget Position Message
- **February**:
  - Mayor’s Budget Town Hall Meeting
  - Mid-Year Budget Review at City Council
  - LEC Submits Budget Position Message
- **March**: Mayor’s March Budget Message Released
  - Public Hearing at City Council to review Mayor’s March Budget Message
- **April**: Finalize City Manager's Proposed Capital and Operating Budgets
- **May**: Proposed Capital and Operating Budgets, Fees & Charges released
- **June**: Mayor’s June Budget Message Released
  - Budget Approval & Adoption by City Council
QUESTIONS
D) ACTION: IDENTIFY AD-HOC COMMITTEE TO REVIEW BOND AND AUDIT (A. MAESTRE)
E) INFORMATION: STAFF SPOTLIGHT:
WEST VALLEY LIBRARY BRANCH (R. GONZALEZ)
West Valley Branch Library: Staff Spotlight
Disability Access Committee (DAC)

• **ELT Sponsor**
  – Deputy Director of Operations: Jenny Choi

• **Committee Lead**
  – Senior Librarian: Rebekah Gonzalez

• **Committee Mission:**
  Make recommendations based on the evaluation of equitable disability access to services, resources, technology, and staff guidelines at SJPL.

• **Recent Projects:**
  – Staff Service Animal Guidelines
  – Mask – Medical Exemption Accommodation
  – Library-By-Mail
  – Video Remote Interpreting (VRI)
BRANCH HIGHLIGHTS
WE WERE THE PIONEERS!
MEET THE TEAM!

RANDALL STUDSTILL - LIBRARIAN

JESSICA CHUNG - LIBRARIAN

AFSANEH NASIRI - LIBRARY ASSISTANT

CAROL OKANO - FT CLERK

*NEW* HELEN KAHN - PT LIBRARIAN
“PHASE 1” BRANCH

EXPRESS PICK-UP

GRAB & GO PILOT

VIRTUAL PROGRAMMING

LIMITED CAPACITY TECH ACCESS & RE-OPENING

47-HOUR EXPANSION

IN-PERSON BOOK SALES

OUTDOOR PROGRAMMING
SCHOOL PARTNERSHIPS & OUTREACH
DISTRICTS IN OUR SERVICE AREA

- Student Library Cards
  - Moreland School District
    - 7 Schools
    - 4,683 Students
  - Fremont Union High School District
    - 6 Schools
    - 11,071 Students
  - Campbell Union High School District
    - 8 Schools
    - 8,465 Students
  - Cupertino School District
    - 25 Schools
    - 16,718 Students

- Outreach events and class visits
  - Virtual and in-person
  - 27 events/visits in 2022 (as of 9/17/22)
  - 1,100+ students/family members/educators
PROGRAM HIGHLIGHTS
PERSIAN NEW YEAR CELEBRATION
VIRTUAL ZUMBA
 GIRLS WHO CODE
GRAB & GO CRAFTS
INTRODUCTION TO MACHINE LEARNING
LITTLE EXPLORERS PETTING ZOO
INDOOR/OUTDOOR STORYTIME

READING TO CHILDREN IN JAPANESE

TECH MENTOR

MATH OLYMPIAD

SUMMER LEARNING KICK-OFF EVENT

SUMMER LUNCH/SNACKS
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 OCTOBER 19, 2022 AT 7PM.
XIII. ADJOURNMENT