LIBRARY PARCEL TAX OVERSIGHT COMMITTEE

November 16, 2022
7:00 PM to 7:30 PM
I. CALL TO ORDER & ORDERS OF THE DAY
II. CONSENT CALENDAR

A. APPROVE THE 11/16/2022 AGENDA

B. APPROVE MINUTES FOR LIBRARY PARCEL TAX OVERSIGHT COMMITTEE OF 11/17/2021
III. PUBLIC RECORD
IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

2m 00s
V. DISCUSSION/ACTION ITEMS
A) ACTION ITEM: REVIEW THE INDEPENDENT AUDITOR’S REPORT ON LIBRARY PARCEL TAX FUND FOR FY 2021-2022 AND ADVISE THE CITY COUNCIL OF THE STATUS OF THE LIBRARY PARCEL TAX FUND (A. MAESTRE)
Parcel Tax Oversight Committee Meeting

November 16, 2022
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
2021-22 Expenditures

Library Operations
- FY 15-16 add public service staff = 36.83 FTE
- FY 21-22 add public service staff = 16.2 FTE
- FY 21-22 Budget = 73.27 FTE (20%)

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

Technology
- Systemwide Technology Contract & Licensing
- Data Storage Upgrade Project
2021-22 Revenues & Expenditures

+1.57% inflation applied to all parcel rates

$10,075,288 in annual revenue

<table>
<thead>
<tr>
<th>Use of Funds</th>
<th>Expenditures/Encumbrances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Services</td>
<td>$7,827,360</td>
</tr>
<tr>
<td>Materials Acquisition</td>
<td>1,261,631</td>
</tr>
<tr>
<td>Non-Personal Svcs/Equip</td>
<td>1,819,439</td>
</tr>
<tr>
<td>Automation Projects</td>
<td>485,216</td>
</tr>
<tr>
<td>Annual Audit</td>
<td>14,315</td>
</tr>
<tr>
<td>Transfers Out</td>
<td>46,341</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$11,454,302</strong></td>
</tr>
</tbody>
</table>
## 2021-22 Balance Sheet

<table>
<thead>
<tr>
<th>Activity</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning Fund Balance</td>
<td>$6,749,233</td>
</tr>
<tr>
<td>Total Revenues</td>
<td>$10,043,884</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>$11,454,302</td>
</tr>
<tr>
<td>Change in Fund Balance</td>
<td>(1,410,418)</td>
</tr>
<tr>
<td>Ending Fund Balance</td>
<td>$5,338,815</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
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 PARCEL TAX OVERSIGHT MEETING WILL BE NOVEMBER 15, 2023

VII. ADJOURNMENT
LIBRARY AND EDUCATION COMMISSION

November 16, 2022
7:30 PM to 9:00 PM
(To immediately follow the Library Parcel Tax Oversight Committee meeting)
I. CALL TO ORDER & ORDERS OF THE DAY
II. CONSENT CALENDAR

A. APPROVE THE 11/16/2022 AGENDA

B. APPROVE MINUTES FOR REGULAR MEETING OF 10/19/2022
III. PUBLIC RECORD
IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)
V. DISCUSSION/ACTION ITEMS
A) INFORMATION: COMMISSION BUDGET ACTIVITIES SUB-COMMITTEE APPOINTMENT TO PREPARE ANNUAL BUDGET POSITION MESSAGE TO COUNCIL (A. MAESTRE)
B) ACTION ITEM: DIGITAL LITERACY AND PUBLIC TECHNOLOGY INITIATIVES – OUTREACH & PERFORMANCE
(A. GRABAOWSKI)
Digital Equity & Public Technology Program Overview and Update
2022-2023 Workplan

8,031 Hotspots in Use

Community Wi-Fi
5 attendance areas operational (160k);
1 in construction (16.8k);
2 in pre-construction

2,225 Chromebooks & iPads in circulation to residents

SJ311 Service Add - Outreach Campaign

~95%

Hotspots in circulation to residents

Updated Needs Assessment & Evaluation
### Hotspots & Devices

<table>
<thead>
<tr>
<th>Device</th>
<th>Quantity</th>
<th>Check-Out Rate</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hotspot - Unfiltered</td>
<td>4,090</td>
<td>99%</td>
<td>American Rescue Plan</td>
</tr>
<tr>
<td>Hotspot – Filtered</td>
<td>3,941</td>
<td>77%</td>
<td>Emergency Connectivity Fund</td>
</tr>
<tr>
<td>Wi-Fi Chromebook – Unfiltered</td>
<td>600</td>
<td>80%</td>
<td>General Fund (2021 purchases)</td>
</tr>
<tr>
<td>LTE Chromebook – Filtered</td>
<td>1,500</td>
<td>45%</td>
<td>Emergency Connectivity Fund</td>
</tr>
<tr>
<td>Wi-Fi iPads</td>
<td>120</td>
<td>100%</td>
<td>Grant Funded</td>
</tr>
<tr>
<td>Laptop Kits</td>
<td>35</td>
<td>100%</td>
<td>Grant Funded</td>
</tr>
</tbody>
</table>

8,031 filtered and unfiltered hotspots, and 2,255 computing devices available at Library branches.
<table>
<thead>
<tr>
<th>ESUHSD Attendance Area</th>
<th>Procurement</th>
<th>Planning and Design</th>
<th>Construction Start</th>
<th>Open for Public Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Lick</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overfelt</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Yerba Buena</td>
<td></td>
<td></td>
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<tr>
<td>Independence</td>
<td></td>
<td></td>
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<tr>
<td>Andrew P. Hill</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Oak Grove</td>
<td></td>
<td></td>
<td></td>
<td>Dec. 2022</td>
</tr>
<tr>
<td>Mt. Pleasant</td>
<td></td>
<td></td>
<td>Dec. 2022</td>
<td>March 2023</td>
</tr>
<tr>
<td>Silver Creek</td>
<td></td>
<td></td>
<td>Jan. 2023</td>
<td>April 2023</td>
</tr>
</tbody>
</table>
## SJ Access – Community Wi-Fi

Network Name: SJ Access Free Wi-Fi  
Currently Serving: ~ 176,800 residents

<table>
<thead>
<tr>
<th>Location</th>
<th>APs</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Lick</td>
<td>200 APs</td>
<td></td>
</tr>
<tr>
<td>Overfelt</td>
<td>200 Aps</td>
<td>40,000 Households</td>
</tr>
<tr>
<td>Yerba Buena</td>
<td>200 APs</td>
<td>~ 160,000 residents</td>
</tr>
<tr>
<td>Independence</td>
<td>340 APs</td>
<td></td>
</tr>
<tr>
<td>Andrew P Hill</td>
<td>200 APs</td>
<td></td>
</tr>
<tr>
<td>Oak Grove</td>
<td>243 APs</td>
<td>4,200 Households</td>
</tr>
<tr>
<td>Mt Pleasant</td>
<td>200 APs</td>
<td>~ 16,800 residents</td>
</tr>
<tr>
<td>Silver Creek</td>
<td>200 APs</td>
<td></td>
</tr>
</tbody>
</table>

Current speed: up to 20 Mbps.

Currently scoping infrastructure changes to increase speeds to 100/100 Mbps, Citywide.
Future Actions: Spring 2023

- Continue and finalize the Digital Equity and Broadband Strategy Assessment and Report
- 2023-2023 Budget Proposal to continue SJ Access

- Consideration of Federal and State Grants
  - California Public Utilities Commission
    - Local Agency Technical Assistance Grant (Infrastructure Design/Planning)
    - Broadband Equity, Access, and Deployment (Infrastructure)
  - Federal Communications Commission
    - Outreach and Enrollment:
      - Affordable Connectivity Program: National Competitive Outreach Grant Pilot Program
      - Affordable Connectivity Program: Your Home, Your Internet Grant Pilot Program
    - Devices & Service:
      - Emergency Connectivity Fund
SJ Access
Agenda Item

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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 JANUARY 18, 2023 AT 7PM.
XIII. ADJOURNMENT