LIBRARY AND EDUCATION COMMISSION

MARCH 15, 2023
7:00 PM to 9:00 PM
I. Call to Order & Orders of the Day
II. CONSENT CALENDAR

A. APPROVE THE 03/15/2023 AGENDA

B. APPROVE MINUTES FOR REGULAR MEETING OF 02/15/2023
III. PUBLIC RECORD
IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)
V. DISCUSSION/ACTION ITEMS
A) INFORMATION: YOUTH COMMISSION ANNOUNCEMENTS & UPDATES (CHAIR G. CHEN)
B) INFORMATION: VOLUNTEER SERVICES UPDATE (J. PELL)
VOLUNTEER SERVICES

MARCH 15, 2023
Library and Education Commission
• **March 2020** Library branches closed due to the pandemic
• **April 2020** SJPL started engaging virtual volunteers
• **July 2021** Select branches piloted In-Person Volunteering (4 weeks)
• **August 2021** In-person Volunteer Engagement Expanded including COVID Safety Training and Procedures
• **August 2021** CSJ COVID-19 Vaccine Mandate released
• **January 2022** CSJ Booster Mandate Released
• **February 2022** All Library Volunteers Booster Verified
• **September 2022** CSJ Ends Volunteer Vaccination Requirement
• **September 2022** CSJ Ends Mandatory Indoor Masking
• **February 2023** CSJ Ends Online Health Screening
OVERVIEW OF SJPL VOLUNTEER PROGRAM 21/22

Totals

27,600 Hours

1,200 Volunteers

21,500 Programmatic Hours

4,500 Friends Hours

1,500 Library Services Hours
OVERVIEW OF SJPL VOLUNTEER PROGRAM 21/22

Totals
27,600 Hours
1,200 Volunteers

19,300 In-Person Hours
8,200 Virtual Hours

San José Public Library
IMPACT OF VOLUNTEER PROGRAMS

- **2,984** people improved their English language skills at ESL Conversation Clubs

- **427** children had important literacy experiences through Reading to Children

- **708** people received computer help through the Tech Mentor Program
AMERICORPS VISTA
WHAT IS VISTA?

- Volunteers in Service to America
- A part of AmeriCorps
- Run by the Center for National and Community Service
- Library Project Initiated in 2019
- Focused on Capacity Building in library units that Support the Education & Digital Literacy Strategy
Focus on increasing unit capacity through:

• volunteer recruitment and management
• development of community partnerships
• marketing and promotion
• resource development
“Working at the library as a VISTA this year has reinforced my career goals. I was already considering getting an MLIS degree to become a librarian before this year, and now that I have experience working in a library branch, I am even more confident in my decision to pursue this path.”

– Laura Dion, SJPL VISTA Alum
“I think that being an AmeriCorps VISTA is a really great experience, and being a VISTA at SJPL is even better! Working with the library is really great and you can really see how your project impacts those around you.”

-Yui Jenkins SJPL VISTA Alum
VOLUNTEERISM AND EQUITY
WHAT WE KNOW FROM VOLUNTEER DEMOGRAPHIC DATA

- SJPL Volunteers are diverse in race/ethnicity, gender identity, and age

- Some demographic groups are under-represented in our volunteer program when compared to City Census data

  For Example:
  - Latinx/Hispanic
  - Men
  - Adults ages 18-49

- Volunteers, including those who are in under-represented groups, continue to report having overwhelmingly positive experiences at SJPL
SJPL Equity and Inclusion Principles

The Library is committed to these four principles of Equity, Diversity, Inclusion and Anti-Racism:

- **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,
• Pilot Year: February 2023 – November 2023

• Goal: Highlight the experiences and contributions of volunteers from all communities, with a focus on those that are otherwise underrepresented at the Library.
FRIENDS OF THE LIBRARY

San José Public Library
• Friends of the Library are independent volunteer-led partner organizations.
• Each branch provides Friends with a donation sorting area and dedicated space in the Library where users can purchase items.
• Branch staff accept donations; Friends volunteers sort and sell.

<table>
<thead>
<tr>
<th>BRANCHES WITH FRIENDS GROUPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almaden</td>
</tr>
<tr>
<td>Alum Rock</td>
</tr>
<tr>
<td>Bascom</td>
</tr>
<tr>
<td>Berryessa</td>
</tr>
<tr>
<td>Calabazas</td>
</tr>
<tr>
<td>Cambrian</td>
</tr>
<tr>
<td>East SJ Carnegie</td>
</tr>
</tbody>
</table>
Friends of the Library raise funds through book sale events and passive "book nook" sales in the branches.

Highlighted Friends-funded or sponsored programs:

• For Goodness Snakes
• Challenge Island (STEAM)
• Silicon Valley Reads
• Black History Month speakers panel
• SJPL Summer Learning
• Bascom 10th Anniversary Celebration
Many of the Friends groups work together as the "All Friends"
• Members work with the San Jose Public Library Foundation to raise awareness of the Library during budget process
• All Friends Group meet on the 5th Saturday of the month

Looking forward:
• Additional book donations and sales
• Continuing support for library programs
• Working with existing Friends groups to add groups to all branches
VOLUNTEER FEEDBACK SURVEY
Online Survey distributed via email to all "Accepted" volunteers
Collected Feb 3 –17 2023
219 total responses
5 volunteer experience questions
8 volunteer satisfaction questions
3 free answer questions
3 demographic questions
VOLUNTEERS CONTINUE TO THRIVE AT SJPL

• 95% would recommend SJPL as a place to volunteer
  • 3% more than last year

• 93% feel comfortable approaching a staff member when they have a question
  • 3% more than last year

• 94% felt prepared for their volunteer role
  • 5% more than last year

"I find the library staff friendly, welcoming and always willing to help. I've observed them treat everyone with kindness and care."
NEXT STEPS
NEXT STEPS

• Support Teens Reach Coordinators as they engage community teens in volunteer opportunities

• Support SJPL Youth Commission members who engage Youth Advisory Committees

• Continue the Library VISTA program with the goal of addressing recruitment and retention challenges faced in the last service year period

• Re-launch the King Library Docent Tour Program, and SJPL System Wide Service Day
QUESTIONS?
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.
COMMISSIONERS' DISCUSSION
C) INFORMATION: LIBRARY BOND REVIEW (A. TRAN)
Library Bond Review

March 15, 2023
Library and Early Education Commission
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

FY 22-23
• Initiate Projects
Proposed Biblioteca Latinoamericana Library Renovation Project Process 22-23

- Establish Project Development Team
- Draft Service Orders and Scope of Work
- Project Consultant Selection
- Approve Project Proposal
- Conceptual Design phase
- Schematics / Base Plan selection
- Project Bid / Award
- Vacate Facility
- Construction Phase
- Move-in / Groundbreaking
- Project Close Out
Addressing Critical Infrastructure and Facilities Needs

$254M statewide grant program

Eligible project types:

- Life Safety
- Critical Infrastructure
- Critical Maintenance
- Other Non-Critical Repairs or Replacements
Library Branch and Project Selection Criteria

- California Poverty Measure Index
- Building Condition Assessments
- Lifespan of Equipment/Building
- Emergency and Accessibility
- Operational Impacts for Major Repairs

Initial Application:
- 9 Library Branches
- $23,016,538.75 in projects
## CA State Infrastructure Grant Award Breakdown

<table>
<thead>
<tr>
<th>Library Branch</th>
<th>Grant Fund Awarded</th>
<th>Library Match Obligation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alviso</td>
<td>$614,374.00</td>
<td>$614,374.00</td>
</tr>
<tr>
<td>Bascom</td>
<td>$652,746.00</td>
<td>$652,746.00</td>
</tr>
<tr>
<td>Biblioteca Latinoamericana</td>
<td>$3,625,045.00</td>
<td>$3,625,045.00</td>
</tr>
<tr>
<td>East San Jose Carnegie</td>
<td>$654,945.00</td>
<td>$654,945.00</td>
</tr>
<tr>
<td>Educational Park</td>
<td>$515,729.00</td>
<td>$515,729.00</td>
</tr>
<tr>
<td>Hillview</td>
<td>$265,021.00</td>
<td>$265,021.00</td>
</tr>
<tr>
<td>Joyce Ellington</td>
<td>$705,664.00</td>
<td>$705,664.00</td>
</tr>
<tr>
<td>Seven Trees</td>
<td>$1,487,606.00</td>
<td>$1,487,606.00</td>
</tr>
<tr>
<td>Tully</td>
<td>$147,757.00</td>
<td>$147,757.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$8,668,887</strong></td>
<td><strong>$8,668,887</strong></td>
</tr>
</tbody>
</table>
2023 BOND SPENDING PLAN

2021-2022
- Address Re-Opening of Facilities
- CA Building Forward Infrastructure Grant

2023-2024
- $5.9M Bond – BLA*
- $8.6M in Grant Match Obligation
- Prepare for Building Forward (Rd. 2)
- Implement Rd. 1 Grant
- Restructure CIP to Accommodate Building Forward Grant (Rd. 2)

2024-2025
- Continue to Implement Rd. 1 Grant

2025-2026
- Implement Rd. 2 Grant
- Finalize BLA Remodel
- Finalize Rd. 1 Grant Projects

2027-2028
- Finalize BLA Remodel
- Finalize Rd. 1 Grant Projects

* Biblioteca Latinoamericana Library
Thank you!

March 15, 2023
Library and Education Commission
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.
COMMISSIONERS' DISCUSSION
VI. COUNCIL LIAISON’S ANNOUNCEMENTS
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, APRIL 19, 2023, AT 7PM AT WILLOW GLEN LIBRARY BRANCH
XIII. ADJOURNMENT