LIBRARY AND EDUCATION COMMISSION

April 19, 2023
7:00 PM to 9:00 PM
I. CALL TO ORDER & ORDERS OF THE DAY
II. CONSENT CALENDAR

A. APPROVE THE 04/19/2023 AGENDA

B. APPROVE MINUTES FOR REGULAR MEETING OF 03/15/2023
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: STAFF SPOTLIGHT: WILLOW GLEN (N. DONNELL)
WILLOW GLEN BRANCH LIBRARY
<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1930</td>
<td>Opens at Episcopal Church</td>
</tr>
<tr>
<td>1937</td>
<td>Willow Glen becomes part of San José Free Public Library</td>
</tr>
<tr>
<td>1947</td>
<td>Moves to 1157 Minnesota Ave. location</td>
</tr>
<tr>
<td>2006</td>
<td>Closes for rebuild</td>
</tr>
</tbody>
</table>
Willow Glen Branch Library re-opens August 23, 2008
## WILLOW GLEN COMMUNITY POPULATION

<table>
<thead>
<tr>
<th>Age Group</th>
<th>Population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 5 years</td>
<td>2,965</td>
</tr>
<tr>
<td>5-19 years</td>
<td>6,749</td>
</tr>
<tr>
<td>20-34 years</td>
<td>9,451</td>
</tr>
<tr>
<td>35-64 years</td>
<td>17,936</td>
</tr>
<tr>
<td>&gt;65 years</td>
<td>6,616</td>
</tr>
<tr>
<td>TOTAL</td>
<td>43,717</td>
</tr>
</tbody>
</table>

### EDUCATIONAL ATTAINMENT OVER AGE 25

- **Less than High School Graduate**: 7%
- **High School Graduate**: 15%
- **Some College**: 22%
- **Associate’s Degree**: 41%
- **Bachelor’s Degree**: 15%
- **Graduate or Professional Degree**: 10%

2020 U.S. Census Data
WILLOW GLEN COMMUNITY POPULATION

HOUSEHOLD INCOME

- Less Than...
- $50K-$75K: 4217
- $75K-$100K: 2085
- $100K-...: 1657
- $150K-...: 3091
- $200K+: 1855
- 4984

MEDIAN INCOME
$117,145

HOUSING

- Owner Occupied: 52%
- Renter Occupied: 48%

2020 U.S. Census Data
San José Public Library
Usage Statistics

- Average Monthly Circulation: 22,149
- Circulation July 2021 - June 2022: 258,035
- Gate Count July 2021 - June 2022: 351,548
VOLUNTEER & PARTNER PROGRAMS

Poetry Center of San José
Reading to Children
English Language Conversation
Tech Assistance
Willow Glen Knitting Group
WILLOW GLEN FRIENDS OF THE LIBRARY

2022
Programs & Materials
Support

$3,750
OPPORTUNITIES

- 2nd English Language Conversation Club
- Future Coding Programs
- STEM Expanded Learning Programs
15th Anniversary

AUGUST

• Light refreshments are funded by the Willow Glen Friends of the Library
• Performers sponsored by the Willow Glen Friends of the Library.
THANK YOU
Agenda Item

Code of Conduct

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C) INFORMATION: SAN JOSÉ PUBLIC LIBRARY FOUNDATION UPDATE (D. COPPIN/H. THORSEN)
SJPLF provides advocacy, financial support, and leadership to our public libraries and educational programs throughout San José to create an educated, engaged, and empowered community.

EDUCATE
SJPLF supports a variety of education and enrichment programs that serve residents of all ages, from infants to seniors, making every Library a center for lifelong learning.

ENGAGE
SJPLF enhances the Library’s role as the heart of the community, strengthening its function as a dependable and vibrant neighborhood gathering place—a trusted hub for sharing ideas, resources, and information.

EMPOWER
SJPLF programs envision true equity by fortifying community members with the knowledge and skills to actively participate in democracy, bolstering their ability to move along life’s path or to chart a new course entirely.
Board of Directors

Scott Whelton, Board Chair, Partner, Ernst & Young
Lupita Garcia-Reiley, Vice Chair, Program Manager, Supply Chain Operations Apple
Rebecca Lee, Secretary, Director Managing, Accenture
Roy Eitan, Treasurer, Chief Operating Officer, Augury
Stephanie Birondo, Tax Director, Klaviyo
Kimberly Ellis-Thompson, Public Affairs Advisor, Aera Energy
Erica Fensom, Senior Director, Integrated Marketing Intercom
Orit Keinan-Nahon, Global Head of Investor Relations, HP
Jay Landrum, Partner, Berliner Cohen
Meri Maben, Commissioner Santa Clara County, CEDAW Commission
Danny McLane Jr., Founder & CEO, Jamii Enterprises, Inc.
Constance von Muehlen, Chief Operating Officer, Alaska Airlines
Michelle Peacock, Head of Global Public Policy, Waymo
Anne Raimondi, Chief Operating Officer & Head of Business, Asana
Anthony Rodriguez, Law Student
Hitesh Shah, Sr. Principal Architect, Adobe
Rebecca Turner, Retired Nursing Facility Administration, Lincoln Glen Manor for Senior Citizens
Pat Wolfe Retired, R.N.

Staff

Cindy Balbuena, Resilience Corps Peer Mentor
Nicole Chitty, Vice President, Strategy & Engagement
Dawn Coppin, Chief Executive Officer
Cynthia Cruz, Resilience Corps Manager
Charman Gaines, Grants Assistant
Josh Hayes-Fugal, Executive Assistant and Board Liaison
Kavitha Kavuri, Database and Grant Manager
Kendra O’Donoghue, Vice President, External Affairs
Sam Perry, Development Coordinator
Jodie Pulliam, Corporate Partnerships Manager
Yesenia Ramos, Resilience Corps Director
Loree Watanabe, Institutional Development Manager
A System of Support for the Library

San José Public Library

Friends of the Library

Library & Education Commission

San José Public Library Foundation
First advocacy press conference in March, councilmember meetings, and public comment at budget hearings led to partially restored and new Sunday open hours.
More 2022 Highlights

Resilience Corps EDU
Expanded workforce development program for young adults with 177 hired so far. They earn a living wage and get professional development as they provide educational support for 6,000+ K-12 students in under-resourced neighborhoods.

Tutoring Matters
Launched new competitive grant program with 3 awards to help 795 4-12th graders from low-income families to become proficient in key academic courses.

35th Anniversary Gala
Hosted first-ever large-scale event that attracted 330 guests and raised $335,000
Program Support 2022

City of San José
Education and Digital Literacy
San José Public Library

$205,000  $362,600  $247,900  $2.8M
2022 Financial Snapshot

Support & Revenue

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals</td>
<td>$588,282</td>
<td>5%</td>
</tr>
<tr>
<td>Foundation</td>
<td>$881,192</td>
<td>7%</td>
</tr>
<tr>
<td>Corporate</td>
<td>$1,999,268</td>
<td>16%</td>
</tr>
<tr>
<td>Government</td>
<td>$8,935,502</td>
<td>71%</td>
</tr>
<tr>
<td>Other</td>
<td>$146,074</td>
<td>1%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>$12,550,318</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Expenses

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program</td>
<td>$4,542,049</td>
<td>80%</td>
</tr>
<tr>
<td>Management</td>
<td>$460,908</td>
<td>8%</td>
</tr>
<tr>
<td>Fundraising</td>
<td>$679,613</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td><strong>$5,682,570</strong></td>
<td><strong>100%</strong></td>
</tr>
<tr>
<td><strong>Net Revenue</strong></td>
<td><strong>$6,867,748</strong></td>
<td></td>
</tr>
</tbody>
</table>

Balance Sheet

- Assets: $16,562,112
- Liabilities: $823,700
- Net Assets: $15,738,412

Numbers above are unaudited. For our most recent financial audit, please visit sjplf.org.
Ways to Support the Library Foundation

Visit sjplf.org/ways-to-give/ for more
Agenda Item

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D) INFORMATION: SUMMER PROGRAMMING/LEARNING UPDATE (V. KILAMBI)
SUMMER PROGRAMS 2023

Library and Education Commission
April 19, 2023
<table>
<thead>
<tr>
<th>QUALITY PRINCIPALS</th>
<th>AGE GROUPS</th>
<th>TRACKING METHODS</th>
<th>READING GOALS</th>
<th>PRIZES</th>
<th>OUTREACH</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Builds strong communities</td>
<td>Pre-Readers 0-5 years</td>
<td><strong>Beanstack</strong> Web/App</td>
<td>8 books</td>
<td>1 free Prize Book + 1 Free Sign Up Prize + Grand Prize Entry</td>
<td>PRNS Community Centers &amp; Summer Camps</td>
</tr>
<tr>
<td>• Provides opportunities for learning</td>
<td>Readers 5-10 years</td>
<td><strong>Paper Logs</strong> English, Spanish, Chinese, Vietnamese</td>
<td>NEW! Reader’s Choice</td>
<td></td>
<td>Schools &amp; Local Education Partners</td>
</tr>
<tr>
<td>• Celebrates reading and literacy</td>
<td>Pre-Teens 10-12 years</td>
<td></td>
<td>8 hours Or 8 books</td>
<td></td>
<td>Community Partners</td>
</tr>
<tr>
<td>• Designed to reach &amp; engage everyone</td>
<td>Teens 12-18 years</td>
<td></td>
<td></td>
<td>1 Free Sign Up Prize + Grand Prize Entry</td>
<td>Cultural Centers</td>
</tr>
<tr>
<td></td>
<td>Adults 18+</td>
<td></td>
<td></td>
<td></td>
<td>Early Childcare Centers</td>
</tr>
</tbody>
</table>

**www.sjpl.org/summer**
San José Public Library

#SJPLSummer
SJPL School Outreach in the Summer

• Lunch at the Library Grant from California State Library
  — Pop up Libraries at community lunch sites
  — June 12 - July 31, 2023

• Alum Rock
• Biblioteca Latinoamericano
• East San Jose Carnegie
• Educational Park
• Edenvale
• Evergreen
• Hillview
• Joyce Ellington
• King Youth Services
• Seven Trees
• Tully Community
• Vineland
• West Valley
SJPL SUMMER LEARNING FOR EARLY EDUCATION

• Multi-week program

• Promotes literacy and learning for children 0-5 in formal and informal childcare settings.

• **Be A Maker** by Katey Howes – a picture book.

• Classroom Bingo Grid to bridge ideas from the book to the child’s everyday routines and habits.

SUMMER COMMUNITY PLAYDATES:

• Every Sunday in June, July & August at rotating branch locations

• The Great Read Outside: Saturday, June 17th, 10:30 am - 11:30 am at Bascom Branch Library

• Teddy Bear Picnic: Saturday, July 29th, 10:30 am - 11:30 am at Berryessa Branch Library
C5K Summer Camps
• 8 Coding5K summer camps will be held, including three girls-only camps. 6 camps will be in person, and will be 2 virtual camps.

READ, WRITE, DISCOVER
• Bascom, Berryessa, Biblioteca Latinoamericana, Educational Park & Santa Teresa

SJ LEARNS GRANT PROGRAM
• Funding summer programs in the Alum Rock Union School District, Franklin-McKinley School District, and Luther Burbank School District serving 600 students.
• WeThrive High School Entrepreneur Summer Camp
  – Summer Camp focused on helping youth start their own business
  – Parent support available in Spanish
  – Includes $50 in seed money per student
  – June 13, 2023 through August 1, 2023 at TeenHQ, King Library

• SJ Works: Interns at the Library
  – 6-Week Youth Work Experience
  – June 26 – August 4
  – 20 hours/week at $18/hr.
  – SJ Works is actively recruiting mentors to be paired with interns (8 hour commitment over 6-week period)
SJPL's 15th Annual GNMC Event
June 1- July 31, 2023

• Submissions are judged by a panel of library staff and industry professionals
• Entries are published online via BiblioBoard
• Winning entries also published in booklet available for circulation at all SJPL locations
• A complementary schedule of programs helps participants increase knowledge and skills pertaining to comics creation
• 2022 results totaled 72 programs with 1,348 program participants & 214 contest entries across five age groupings (0-7, 8-9, 10-12, 13-17 & 18+)
• Staff distributed 970 Sketchbook Kits

2023 GNMC Awards Ceremony
Saturday, September 9, TBD, 2-4 PM
Winners announced by City Librarian Jill Bourne
Featuring guest speakers from the comics and publishing industry.
www.sjpl.org/graphicnovels
2:00 pm.

San José Public Library
#SJPLSummer
THANK YOU!
Agenda Item

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E) INFORMATION: BUDGET UPDATE
(A. MAESTRE)
BUDGET UPDATE

Library and Education Commission
April 19, 2023
BUDGET UPDATE REVIEW

• FY 22-23 Library Adopted Budget Outcomes
• FY 23-24 City Manager's Budget Direction
• FY 23-24 Library Operating Budget Proposals – Anticipated Inclusion in the Proposed Budget
• FY 23-24 Library Capital Budget Proposals - Anticipated Inclusion in the Proposed Budget
• Annual Budget Process/Timeline
FY 23-24 City Manager's Budget Direction

- Consideration of annualization of FY 22-23 One-Time Funded Items & Workstreams

- Proposals that Address Specific City Council Direction, Significant Community/Organizational Risk
  - City Auditor’s Annual Report: Community Survey indicated Public Library Services as Second Highest Rated out of All City Services!
  - Community Priorities: Addressing homelessness, affordable housing production, public safety, and beautification.
FY 23-24 City Manager’s Budget Direction (Cont’d)

- Proposals that address a Limited Number of High Priority Needs through a combination of:
  - Internal Efficiencies
  - Restructure
  - Reallocation/Net Zero Shifts – Proposed budget adds need to be offset with an equivalent department reduction.
FY 23-24 LIBRARY OPERATING BUDGET PROPOSALS

Anticipated Inclusion in Proposed Budget

Address Limited Number of High Priority Needs through Internal Efficiencies, Restructure, and Reallocation/Net-Zero Shifts – Cost Neutral

- Library Facilities Staffing Realignment
  Partner with Public Works to ensure appropriate staffing for library facility maintenance

- Public Engagement Staffing Restructure
  Classification updates in Web Team & MarCom

- Family, Friend, and Neighbor (FFN) Program
  Annualize currently funded position.

- Technical Services eResources Staffing Realignment
  Classification update in Tech Services

- Priority Community and Educational Program Efforts
  Annualize positions to support system programs
Anticipated Inclusion in Proposed Budget
(Continued)
Address Specific City Council Direction, Significant Community or Organizational Risks

- **Annualization of Library Sunday Hours at 16 Library Branches**
  23.2 FTE Ongoing
  Source: General Fund & Library Parcel Tax

- **Library Security/Public Safety**
  4.0 FTE Ongoing & Non-Personal/Equipment funding
  Source: General Fund

- **Digital Equity & Empowerment Program**
  Annualize 3.0 FTE & Add 1.0 FTE Ongoing
  Source: General Fund & Digital Inclusion Fund
FY 23-24 LIBRARY CAPITAL BUDGET PROPOSALS

Anticipated Inclusion in Proposed Budget

• **Branch Facility Maintenance & Improvements**
  - Boiler Replacements
  - HVAC System Replacements and Upgrades
  - Lighting System Upgrades
  - Roof Replacements and Repairs

• **IT Infrastructure Projects**
  - Digital Storage Upgrade
  - Indoor WiFi Equipment Upgrade

• **Collection Budget**
  - Maintain eResources (eBooks/eAudio books for all age levels and languages)
CITY ANNUAL BUDGET PROCESS

- **December:** Budget Direction Memo Released by the City Manager
- **January:** 1/27: Operating + Capital budget submission to City Manager
- **February:** 2/15: annual Commission Budget Position Message reviewed and adopted by LEC
- **March:** 3/13: Mayor's March Budget Message
  - 3/21: Public Hearing at City Council
  - Finalize City Manager’s Proposed Budget and Capital Improvement Program
- **May:** 5/1: Release of City Manager's Proposed Operating + Capital Budgets
  - 5/8-5/26: Community Budget Meetings
  - 5/10-5/17: Public Study Sessions
  - 5/16: Public hearing at City Council
  - 5/24: City Council Budget Request Process
- **June:** 6/5: Mayor's June Budget Message
  - 6/12: Final Public Hearing
  - 6/13: Mayor’s June Budget Message + budget approval
  - 6/20: Final budget adoption
QUESTIONS
Agenda Item

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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, MAY 17, 2023, AT 7PM AT DR. MARTIN LUTHER KING JR. LIBRARY, 3RD FLOOR, SJPL WORKS
XIII. ADJOURNMENT