LIBRARY AND EDUCATION COMMISSION

May 17, 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

C. APPROVE COMMISSIONER MENDOZA'S VIRTUAL ATTENDANCE
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: SUBMISSION OF TOPICS FOR FISCAL YEAR 2023-2024 LIBRARY AND EDUCATION COMMISSION WORK PLAN (W. MAHANEY-GURAHOO)
<table>
<thead>
<tr>
<th>Month</th>
<th>August 16, 2023</th>
<th>September 20, 2023</th>
<th>October 18, 2023</th>
<th>November 15, 2023</th>
<th>December 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location</td>
<td>@ Pearl</td>
<td>@ MLK, SJPL 3rd Floor</td>
<td>@ Edenvale</td>
<td>@ MLK, SJPL 3rd Floor</td>
<td></td>
</tr>
<tr>
<td>Public Services Overview</td>
<td>Budget Overview</td>
<td>Review of Bond and Audit Questions</td>
<td>Annual Measure S: Parcel Tax Oversight Review (Public Hearing)</td>
<td>NO MEETING</td>
<td></td>
</tr>
<tr>
<td>Children &amp; Youth Master Plan</td>
<td>Identify Ad-Hoc Committee to Review Bond and Audit</td>
<td>Education &amp; Digital Literacy Annual Update</td>
<td>Annual Library Bond Oversight Review (Public Hearing)</td>
<td>NO MEETING</td>
<td></td>
</tr>
<tr>
<td>Bond Program Plan</td>
<td>Security</td>
<td>Commission Budget Activities Sub- Committee Appointment to Prepare Annual Budget Position Message to Council</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Spotlight: Pearl Library</td>
<td>Staff Spotlight: (?)</td>
<td>Staff Spotlight: Edenvale</td>
<td>Staff Spotlight: (?)</td>
<td>Staff Spotlight: (?)</td>
<td></td>
</tr>
<tr>
<td>January 17, 2024</td>
<td>February 21, 2024</td>
<td>March 20, 2024</td>
<td>April 17, 2024</td>
<td>May 15, 2024</td>
<td>June 12, 2024</td>
</tr>
<tr>
<td>@ MLK, SJPL 3rd Floor</td>
<td>Propose @ Alum Rock</td>
<td>@ MLK, SJPL 3rd Floor</td>
<td>Propose @ Bascom</td>
<td>@ MLK, SJPL 3rd Floor</td>
<td>Propose @ Rosegarden</td>
</tr>
<tr>
<td>Library Budget Review</td>
<td>Adopt Annual Commission Budget Position Message to Council (Sub-Committee)</td>
<td>Volunteer Services Update</td>
<td>SJPLF Update (Exec. Director and Commissioner)</td>
<td>Submission of Topics for Fiscal Year 24-25 Work Plan</td>
<td>Election of Fiscal Year 24-25 Officers</td>
</tr>
<tr>
<td>College and Career Readiness</td>
<td>Equity and Inclusion Services Report</td>
<td>Digital Literacy and Public Technology Initiatives</td>
<td>Budget Update</td>
<td>Adult Literacy Programming (COHS, PAR, FLCs)</td>
<td>Adoption of Fiscal Year 24-25 Work Plan</td>
</tr>
<tr>
<td>Staff Spotlight: (?)</td>
<td>Staff Spotlight: Alum Rock Library</td>
<td>Staff Spotlight: (?)</td>
<td>Staff Spotlight: Bascom Library</td>
<td>Staff Spotlight: (?)</td>
<td>Staff Spotlight: Rosegarden Library</td>
</tr>
</tbody>
</table>

Note: June meeting moved to second Wednesday of the month, as it conflicts with 6/19/24 holiday.
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.
C) INFORMATION: ADULT LITERACY PROGRAMMING (V. KILAMBI)
Literacy and ESL Services:  
Partners in Reading  
and  
Family Learning Centers  

May 17, 2023  
Library and Education Commission
Partners in Reading

**Provide** literacy programming to adult learners

- One-to-one and small group instruction
- ESL classes
- Creative writing workshop and published anthology
- Digital tools and instruction
- Referrals to SJPL Works for career guidance

<table>
<thead>
<tr>
<th>Metric</th>
<th>FY 21-22</th>
<th>Change from FY 20-21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learners</td>
<td>107</td>
<td>+37%</td>
</tr>
<tr>
<td>Learner Goals Met</td>
<td>117</td>
<td>NA</td>
</tr>
<tr>
<td>Instructional Hours</td>
<td>3,868</td>
<td>+5%</td>
</tr>
<tr>
<td>Volunteer Tutors</td>
<td>82</td>
<td>+39%</td>
</tr>
<tr>
<td>Volunteer Hours</td>
<td>6,410</td>
<td>-40%</td>
</tr>
</tbody>
</table>

*Data is for FY 2021-22*
# Partners in Reading

<table>
<thead>
<tr>
<th>Need</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Devices</td>
<td>Chromebooks and Library Hotspots</td>
</tr>
<tr>
<td>Digital Literacy</td>
<td>Trained tutors and learners on how to use digital devices to hold and attend virtual sessions</td>
</tr>
<tr>
<td>Instructional Materials</td>
<td>Email and physical mailings to tutors and learners</td>
</tr>
<tr>
<td>Learner Support</td>
<td>Small-group class and virtual learning system Lexia Core 5</td>
</tr>
<tr>
<td>Training New Tutors</td>
<td>Virtual tutor trainings</td>
</tr>
<tr>
<td>Partner Facility Closure</td>
<td>Online ESL classes through community partners</td>
</tr>
<tr>
<td>Books</td>
<td>TWR mailings continued</td>
</tr>
<tr>
<td>COHS Screening</td>
<td>Virtual interviews, orientation, and graduations</td>
</tr>
</tbody>
</table>
## Partners in Reading

<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>COHS</td>
<td>Provides an online high school diploma and career certificate to adult learners</td>
<td>29 scholarships; 24 graduates</td>
</tr>
<tr>
<td>ESL</td>
<td>Provides English as a Second Language classes to beginning and intermediate ESL learners</td>
<td>12 learners</td>
</tr>
<tr>
<td>PAR</td>
<td>Provides one-on-one literacy tutoring to adult learners</td>
<td>107 Learners; 35 Waiting 82 Tutors</td>
</tr>
<tr>
<td>Together We Read</td>
<td>Provides PAR learners with children under the age of 14 with free books throughout the year</td>
<td>166 Books; 16 Families</td>
</tr>
<tr>
<td>Community Outreach</td>
<td>Promote PAR throughout San José</td>
<td>24 events; 7,623 books given away</td>
</tr>
</tbody>
</table>

*Data is for FY 2021-22*
Family Learning Centers

**PROVIDE** programs and services to improve the quality of life for historically underserved and underrepresented communities.

Nine locations throughout central and east San José in areas with higher socio-economic disparities:

- Bascom
- Biblioteca Latinoamericana
- Dr. Roberto Cruz Alum Rock
- East San José Carnegie
- Edenvale
- Educational Park
- Hillview
- Seven Trees
- Tully
Family Learning Centers

Served 4,698 patrons during FY 2021-22:

- Immigration status changes and partnerships for legal services
- ESL Classes, ELL Clubs
- Computer instruction
- Support groups
- Arts & cultural heritage
- Multi-lingual programming
- Dedicated spaces for collections, technology and classes
<table>
<thead>
<tr>
<th>Program</th>
<th>Description</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Digital Equity</td>
<td>Multi-lingual digital Literacy classes and support with email retrieval, software installation, basic troubleshooting</td>
<td>724</td>
</tr>
<tr>
<td>Immigration</td>
<td>Overview of immigration forms, citizenship study sessions and collections, mock interviews, workshops and application assistance with immigration experts (PARS Equality, USCIS)</td>
<td>365</td>
</tr>
<tr>
<td>English Language</td>
<td>Conversation clubs, grammar clubs, collections, software programs. Partnerships with adult education institutes (Overfelt Adult Education)</td>
<td>2,035</td>
</tr>
<tr>
<td>Learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VITA Tax Program</td>
<td>Volunteer Income Tax Assistance (VITA) providing free basic tax preparation for low- and moderate- income taxpayers at Hillview Branch</td>
<td>202</td>
</tr>
<tr>
<td>Chair Yoga &amp; Meditation</td>
<td>People with any physical type can learn and benefit from this practice to focus on body, breath, and mind leading to mindfulness and meditation.</td>
<td>68</td>
</tr>
</tbody>
</table>

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Digital Equity

I did not grow up with computers nor were they even available in college. It seemed that the world was passing me by. I didn’t know where to reach out for help.

But I finally found one-on-one tech help and it has been so helpful! Tiffany is great! I no longer feel that I’m obsolete!

– Janet, Library Member
Seven Trees Branch Library

#RightToLibrary
Work Plan for FY 2023-24

PAR
- Optimize ABE and ESL tutoring programs
  - 125 ABE learners, 150 ESL learners, and 100 total tutors between the two programs
- ESL classes at up to five branch libraries in partnership with Evergreen Valley Community College
- Programming centered around the California State Park Grant program
- Increase COHS scholarships awarded, with goal of 60 scholarships in 2023-24
- Maintain current community outreach levels (average of 2 per month)

FLC
- Pilot and revise enhanced Digital Skills Pathways programs
- Expand jobseeker support
- Virtual and in-person programming
- Equity, Diversity and Inclusion unit-wide assessment
THANK YOU!

Karla Alvarez, karla.alvarez@sjlibrary.org
Adrian McBride, adrian.mcbride@sjlibrary.org
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, JUNE 21, 2023, AT 7PM AT
BERRYESSA LIBRARY BRANCH
XIII. ADJOURNMENT