

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)

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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

WILLOW GLEN BRANCH LIBRARY HISTORY

1930

Opens at Episcopal Church



1937

Willow Glen becomes part of
San José Free Public Library

1947

Moves to 1157 Minnesota Ave.
location



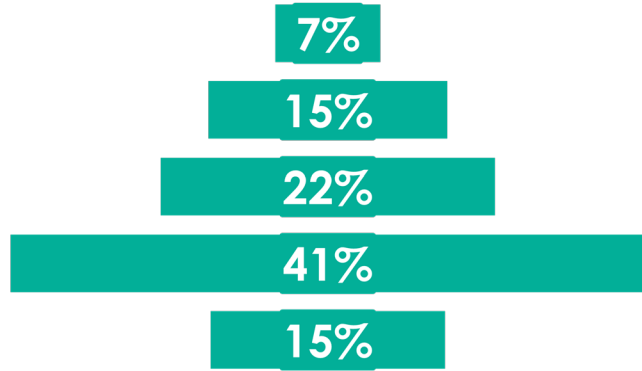
2006

Closes for rebuild

Willow Glen Branch Library re-opens August 23, 2008



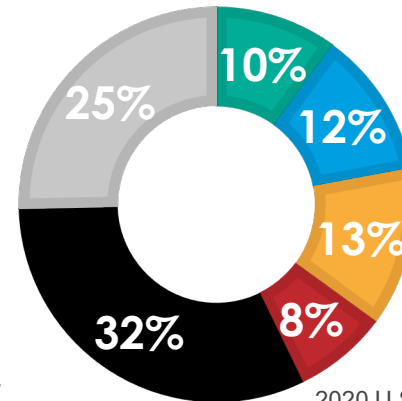
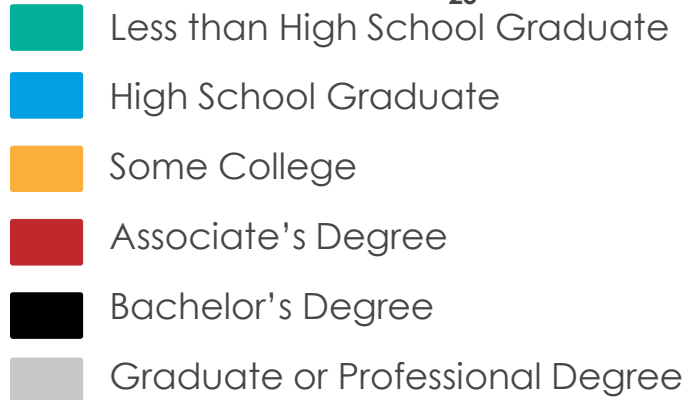
WILLOW GLEN COMMUNITY POPULATION



Under 5 years	2,965
5-19 years	6,749
20-34 years	9,451
35-64 years	17,936
>65 years	6,616
TOTAL	43,717

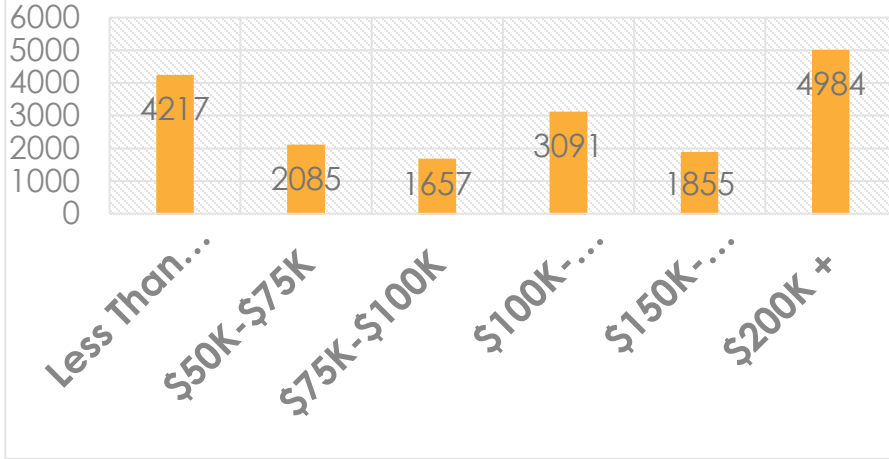
EDUCATIONAL ATTAINMENT OVER AGE

25

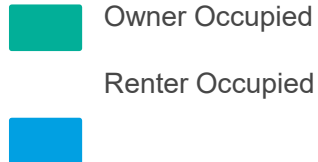


WILLOW GLEN COMMUNITY POPULATION

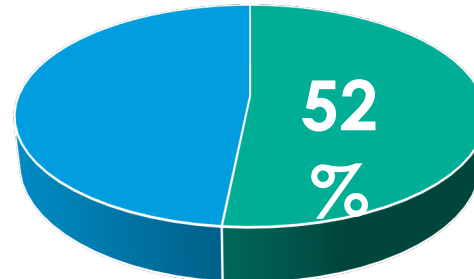
HOUSEHOLD INCOME



MEDIAN INCOME
\$117,145



HOUSING



USAGE STATISTICS

❖	Average Monthly Circulation	22,149
❖	Circulation July 2021 - June 2022	258,035
❖	Gate Count July 2021 - June 2022	351,548

PROGRAMS & SERVICES



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

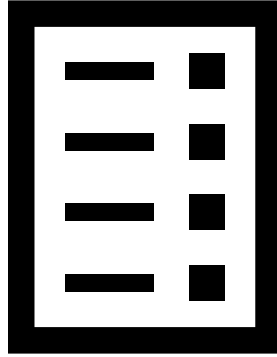
\$3,750

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



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Agenda Item

Code of Conduct

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**C) INFORMATION: SAN JOSÉ PUBLIC
LIBRARY FOUNDATION UPDATE
(D. COPPIN/H. THORSEN)**



San José Public Library
Foundation

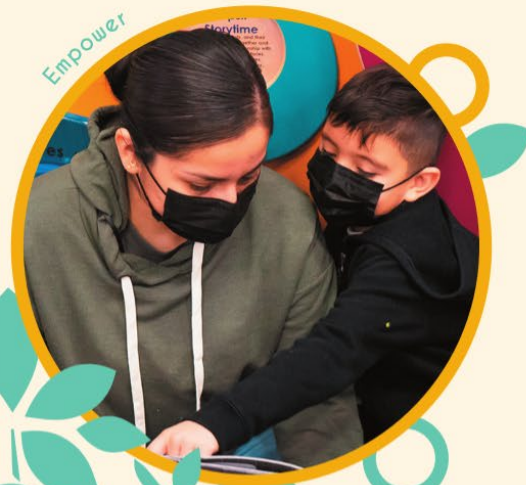
2022 Annual Report

Library and Education Commission

Educate



Empower



Engage





Our Mission

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-Reilley, *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*

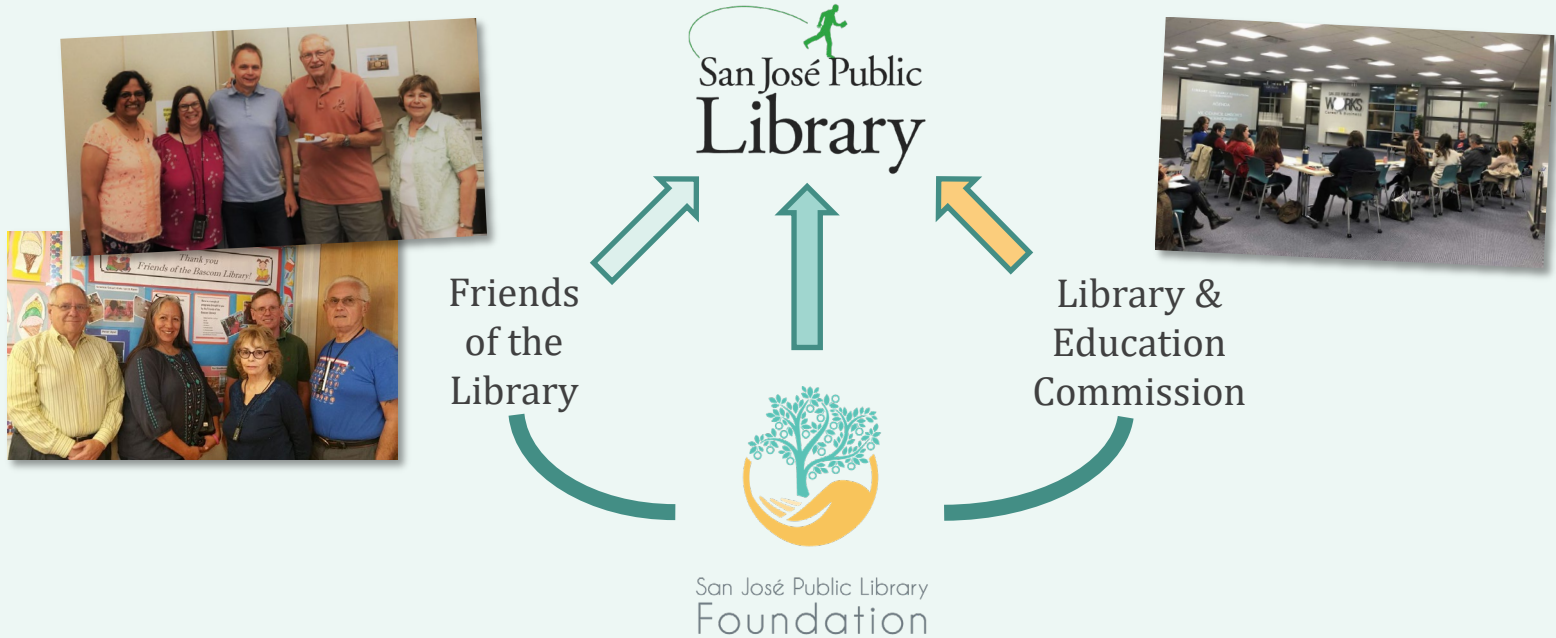
Jodie Pulliam, *Corporate Partnerships Manager*

Yesenia Ramos, *Resilience Corps Director*

Loree Watanabe, *Institutional Development Manager*



A System of Support for the Library



Joint Advocacy



First advocacy press conference in March, councilmember meetings, and public comment at budget hearings led to partially restored and new Sunday open hours





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.

More 2022 Highlights

Resilience Corps EDU

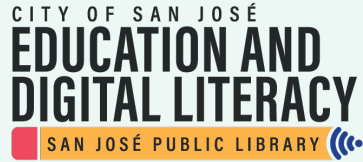
Expanded workforce development program for young adults with 177 hired so far. They earn a living wage and get professional development as they provide educational support for 6,000+ K-12 students in under-resourced neighborhoods.



35th Anniversary Gala

Hosted first-ever large-scale event that attracted 330 guests and raised \$335,000

Program Support 2022



\$205,000



\$362,600



\$247,900



\$2.8M

2022 Financial Snapshot



Individuals	\$588,282	5%
Foundation	\$881,192	7%
Corporate	\$1,999,268	16%
Government	\$8,935,502	71%
Other	\$146,074	1%
Total Revenue	\$12,550,318	100%

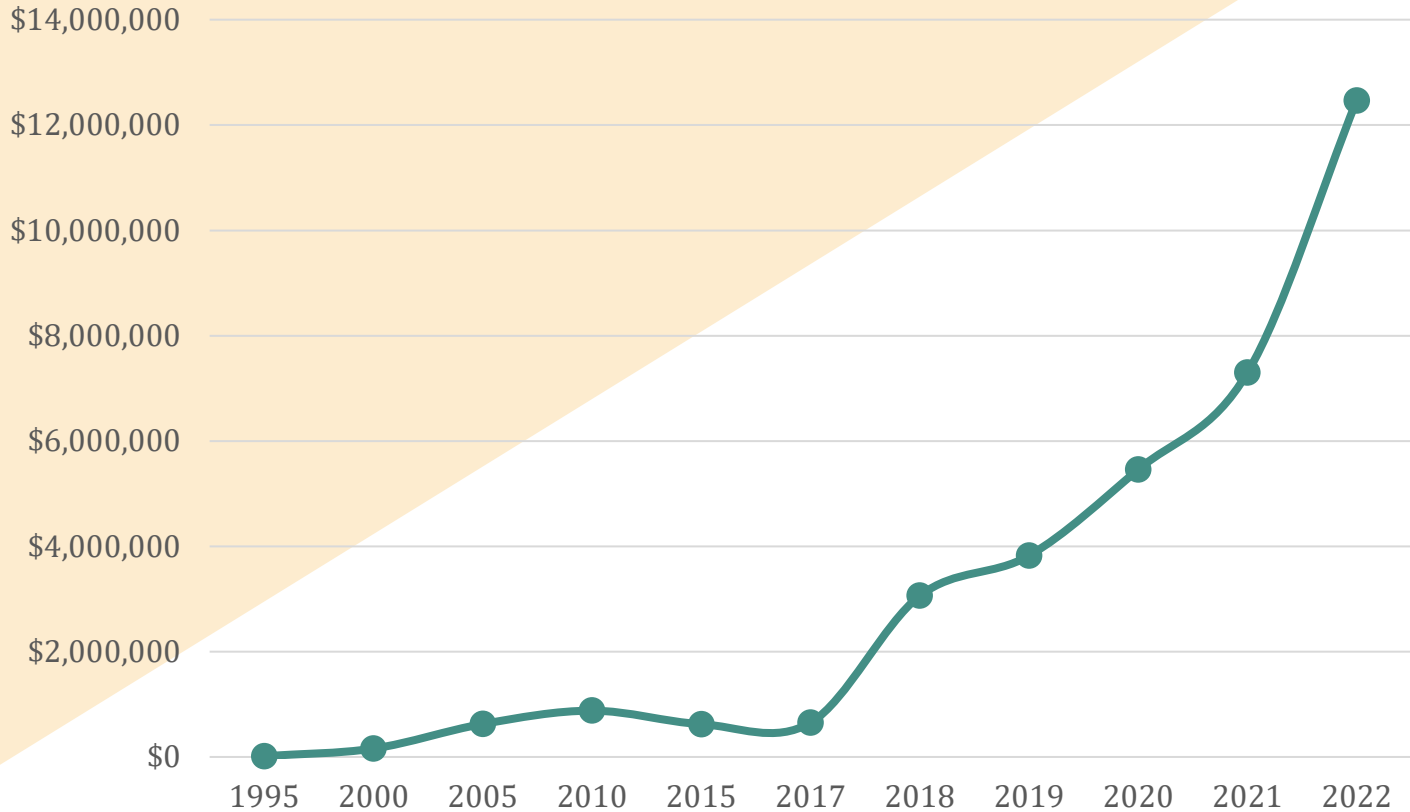
Program	\$4,542,049	80%
Management	\$460,908	8%
Fundraising	\$679,613	12%
Total Expenses	\$5,682,570	100%
Net Revenue	\$6,867,748	

Balance Sheet

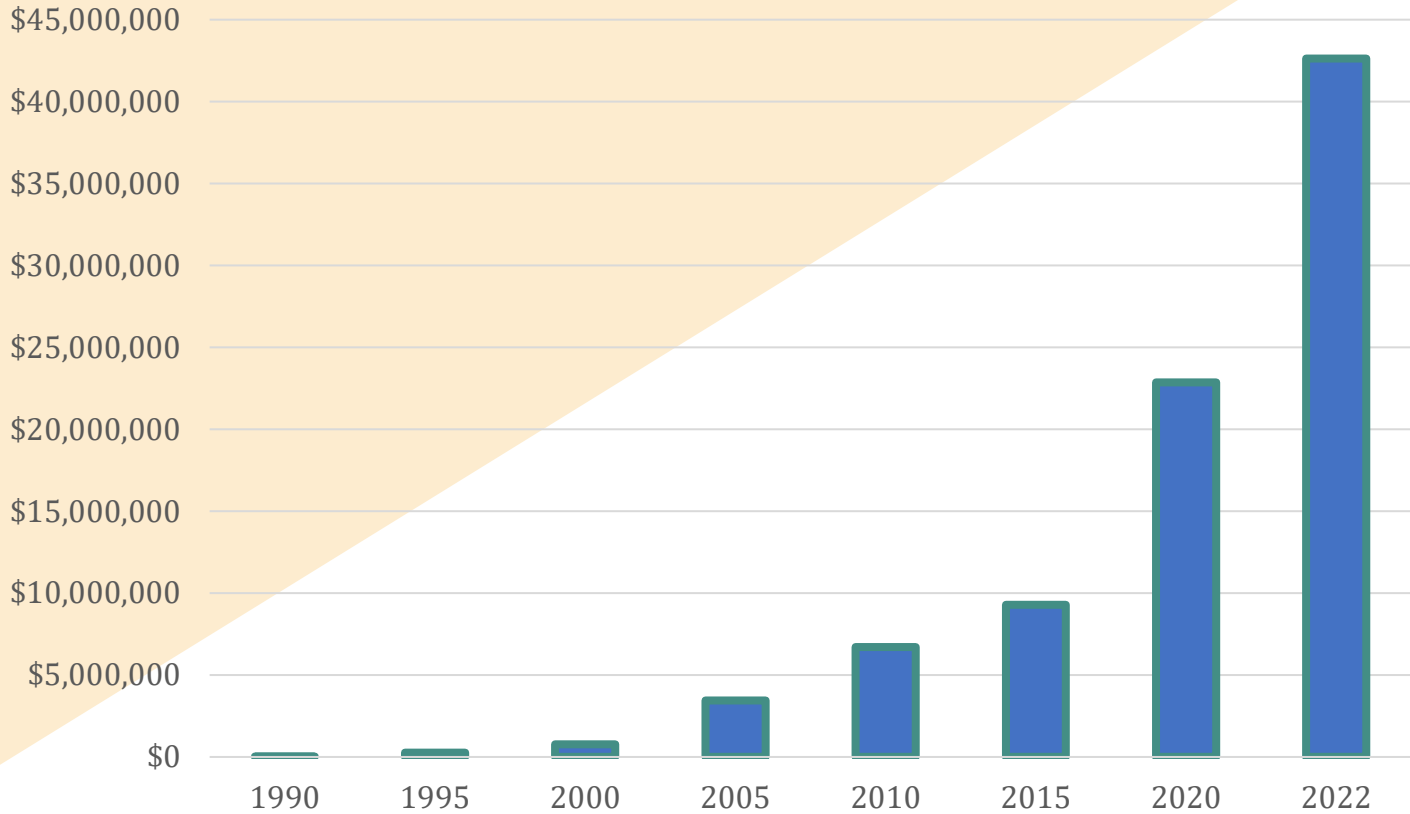
Assets: \$16,562,112 Liabilities: \$823,700
 Net Assets: \$15,738,412

Numbers above are unaudited. For our most recent financial audit, please visit sjplf.org.

Funds Raised Annually by SJPLF



Funds Raised Cumulatively by SJPLF



Ways to Support the Library Foundation



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

408.808.2081 | P.O. Box 611540 | San José, CA 95161



Our Website & Social Media!

Scan this QR
code with your
smartphone
camera to visit
our website and
social media!



Platinum
Transparency
2022

Candid.



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Agenda Item

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

SUMMER PROGRAMS 2023

Library and Education Commission
April 19, 2023

SUMMER LEARNING: JUNE 1 – JULY 31, 2023

QUALITY PRINCIPALS	AGE GROUPS	TRACKING METHODS	READING GOALS	PRIZES	OUTREACH
<ul style="list-style-type: none"> Builds strong communities Provides opportunities for learning Celebrates reading and literacy Designed to reach & engage everyone 	Pre-Readers 0-5 years	<p><u>Beanstack</u> Web/App</p> <p><u>Paper Logs</u> English, Spanish, Chinese, Vietnamese</p> 	8 books	1 free Prize Book + 1 Free Sign Up Prize + Grand Prize Entry	PRNS Community Centers & Summer Camps Schools & Local Education Partners Community Partners
	Readers 5-10 years		NEW! Reader's Choice		
	Pre-Teens 10-12 years		1 Free Sign Up Prize + Grand Prize Entry	Cultural Centers Early Childcare Centers Bridge Libraries	
	Teens 12-18 years				8 hours Or 8 books
	Adults 18+				

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



EARLY EDUCATION

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

San José Public Library
EARLY ED
Idea Sheet



SUMMER LEARNING FOR EARLY EDUCATION SITES 2023

EARLY EDUCATION ACTIVITIES

Read the story <i>Be a Maker</i> .	Ask the children to fill in the blank: "Today I made _____"	Build with blocks, to make a tall tower, a reading fort, a house, a castle.	Using just the illustrations in the book, create a whole new story!
Make a map of the classroom. Go on a treasure hunt with it.	Talk about the vocabulary words on the Idea Sheet.	Talk about the library. Encourage the children who have visited to share their stories.	Paint outside with water and paintbrushes.
Make a classroom collage from old magazines and newspapers.	Play with mold, clay, or Play-Doh.	Make a picture for someone special.	Make up a story about an favorite classroom toy or activity.
Make up a song or silly dance.	Make a spaceship out of cardboard boxes.	What is the role of the author? What is the role of the illustrator?	Talk about the parts of the book—front and back cover, spine, title, author, etc.

READ TOGETHER



San José Public Library
SAN JOSE
sjpl.org/Summer
#sjplsummer #sjpllibrary


SJPL.ORG/EARLYEDUCATION

San José Public Library
EARLY ED
Idea Sheet

SUMMER LEARNING FOR EARLY EDUCATION SITES 2023

THIS YEAR'S BOOK SELECTION

BE A MAKER
Written & Illustrated by Katey Howes
Illustrated by Elizabeth Ukwic



How many things can you make in a day? A tower, a friend, a change? Rhyme, repetition, and a few seemingly straightforward questions engage young readers in a discussion about the many things we make — and the ways we can make a difference in the world. This simple, layered story celebrates creativity through beautiful rhyming verse and vibrant illustrations with a timely message.

MAKING A DIFFERENCE


Change comes from ideas. Our ideas can take the shape of many different things. They can be objects that we can build, design, and share.

How do we inspire ideas in children? By providing a space for children to be able to experiment, to fail, to try and to begin, we are giving children opportunities to think of new ideas for everyday problems.

BEFORE READING... GET THEM THINKING

Before introducing the book to students, you may wish to develop the background and promote participation by posing questions such as the following:

- How can we solve problems?
- What is a maker and what can a maker do?
- What are some things you have made today?
- Are some things we make harder to make than others?



SJPL.ORG/EARLYEDUCATION

EXPANDED LEARNING

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.



San José Public Library



#SJPLSummer

COLLEGE AND CAREER

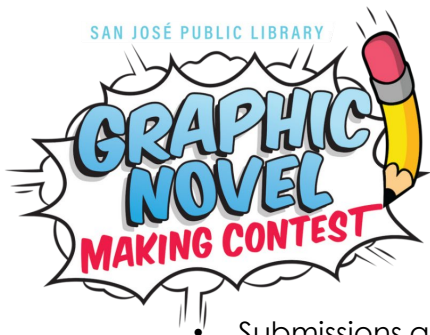


- WeThrive High School Entrepreneur Summer Camp
 - Summer Camp focused on helping youth start their own business
 - Parent support available in Spanish
 - Includes \$50 in seed money per student
 - June 13, 2023 through August 1, 2023 at TeenHQ, King Library



- 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)

GRAPHIC NOVEL MAKING CONTEST



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.

THANK YOU!



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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)

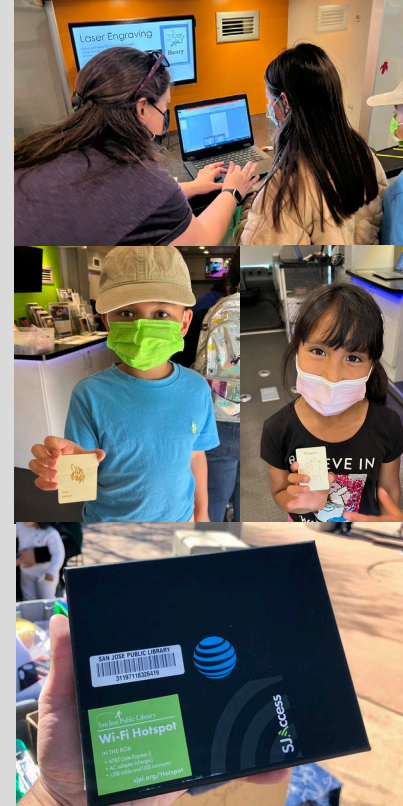
- Proposals that address a Limited Number of High Priority Needs through a combination of:
 - Internal Efficiencies
 - Restructure
 - Reallocation/Net Zero Shifts – Proposed budget adds need to be offset with an equivalent department reduction.

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



FY 23-24 LIBRARY OPERATING BUDGET PROPOSALS

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)

Original Biblioteca Branch Library



Current Biblioteca Branch Library



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

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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