

# LIBRARY AND EDUCATION COMMISSION

September 21<sup>st</sup>, 2022  
7:00 PM to 9:00 PM

# I. CALL TO ORDER & ORDERS OF THE DAY

## **II. CONSENT CALENDAR**

**A. APPROVE THE 09/21/2022 AGENDA**

**B. APPROVE MINUTES FOR REGULAR MEETING OF  
08/17/2022**

### **III. PUBLIC RECORD**

## IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

2<sub>m</sub> 00<sub>s</sub>



## V. DISCUSSION/ACTION ITEMS

**A) INFORMATION: YOUTH COMMISSION  
ANNOUNCEMENTS & UPDATES  
(CHAIR CHEN)**

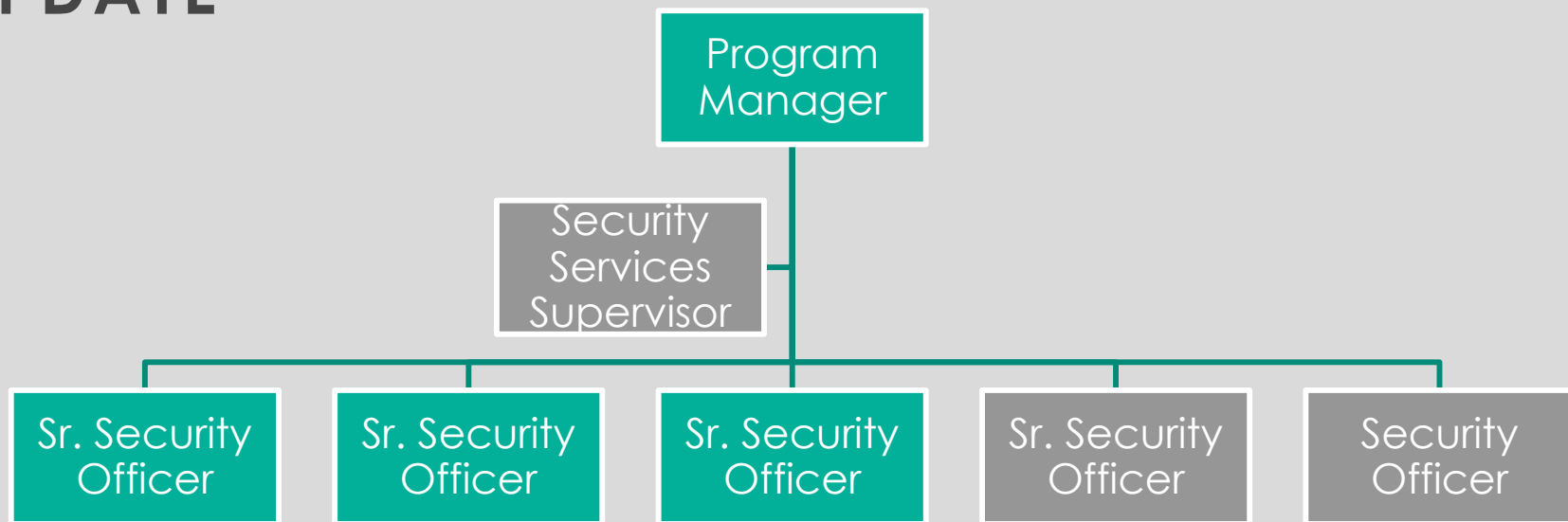
**B) INFORMATION: SECURITY  
(A. TRAN)**



# LIBRARY SAFETY & SECURITY

September 21, 2022

# SECURITY STAFFING UPDATE



## BEHAVIOR IN THE LIBRARY

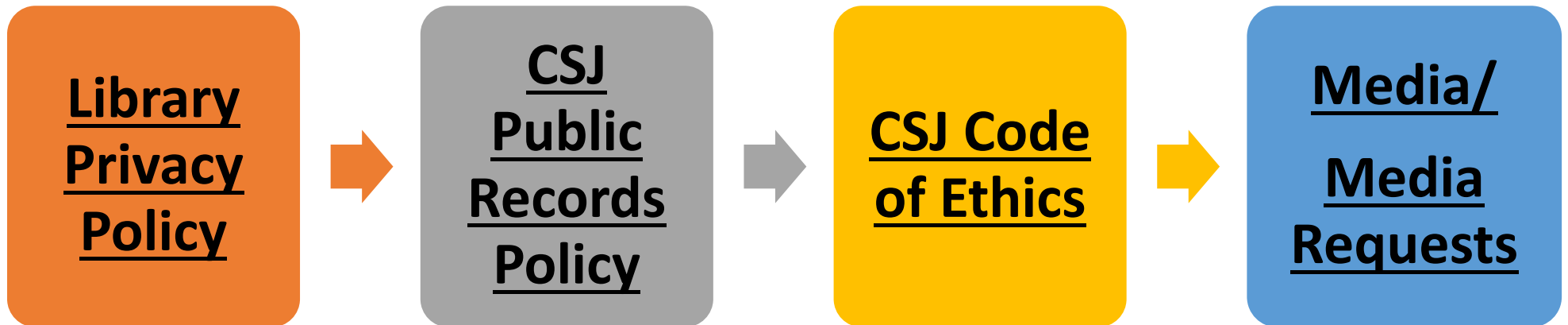
“The library serves all customers equally and is open to everyone. Our goal is to create a secure, relaxing, and pleasant place to learn and explore.”



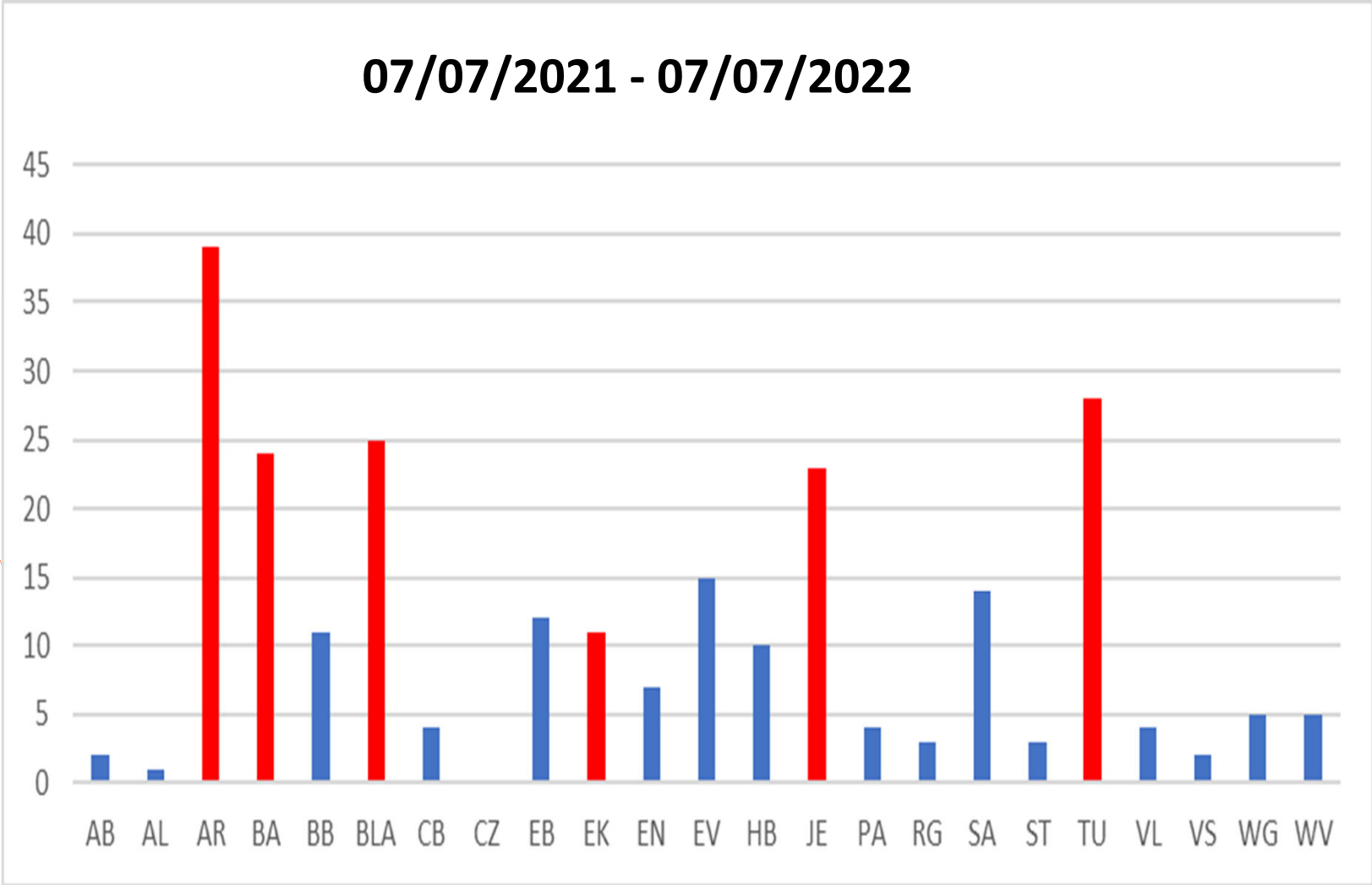
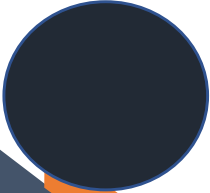
# SAFETY & SECURITY COMMITTEE FOCUS GROUP WORK

Item	Topic	Lead
1	Privacy Policy Surveillance/Law Enforcement	Jenny
2	Staff Security & Workplace Violence Training	Ann/ Jenny
3	TIROC	Jean
4	Behavior Policy-Staff Procedures	Anh
5	SharePoint Security Page Revamp	Anh

# Incident Communication IS SO Important



# Incident Tracker Data



# Security Training Stats

Counts Resilience vs. Violence Training	Total Attendance
All Resilience/Trauma	709
All Violence/Active Shooter trainings	448





**Anh T. Tran**

Manager

Facilities, Fleet, and Safety

(415) 205-8084

[Anht.tran@sjlibrary.org](mailto:Anht.tran@sjlibrary.org)



**C) INFORMATION: BUDGET OVERVIEW  
(A. MAESTRE)**

# BUDGET OVERVIEW

September 21, 2022

## FY 22-23 LIBRARY ADOPTED BUDGET OVERVIEW

Operating Budget	Capital Budget
\$66.1 Million	\$28.9 Million
General Fund - \$48.4 Million Library Parcel Tax - \$11.0 Million Capital Funds - \$946,456 Gift Trust Fund - \$8155,000 American Rescue Plan - \$5.7 Million	<ul style="list-style-type: none"> <li>• Branch Libraries Bond Projects Fund \$6.7 Million</li> <li>• Construction and Conveyance Tax \$19.9 Million</li> <li>• Library Parcel Tax - \$2.4 Million</li> </ul> Capital Improvement Program – 2022-2027: \$48.5 Million
Personnel Services (salaries) – 396.47 FTE (78% of budget) Core Services Support – Access, Education, Strategic Support	Branch Library Bond Projects Facilities Improvements & Equipment Acquisition of Materials

## FY 22-23 LIBRARY ADOPTED BUDGET OUTCOMES

### Ongoing Budget Actions

- **Annualized Library Hours Restoration for Lower Resourced Communities**
  - Restore hours to 47 weekly hours to 13 branches identified as serving lower resourced communities
  - 16.2 FTE (13.2 FTE Library Page PT, 1.0 FTE Librarian PT, and 2.0 FTE Literacy Program Specialist FT)
- **Library Security/Public Safety Staffing**
  - Funding for additional 2.0 FTE (Security Supervisor & Sr Security Officer)
- **Annualization of Equity, Diversity & Inclusion Staffing**
  - Funding for 1.0 FTE (Community Programs Administrator)
- **Family, Friend, and Neighbor (FFN) Program \$500,000**
  - Funding to reduce barriers and provide support for childcare providers
- **Staffing Conversions/Efficiencies to Improve Systemwide Support**

## FY 22-23 LIBRARY ADOPTED BUDGET OUTCOMES (CONT'D)

### One-Time Budget Actions

- **Sunday Hours**
  - Funding for 23.2 FTE (6.0 FTE Librarian FT, 1.0 FTE Librarian PT, 6.0 FTE Library Clerk FT, 2.0 FTE Library Clerk PT, 5.2 FTE Library Page PT, 1.0 FTE Senior Security Officer FT, 1.0 FTE Network Technician FT, 1.0 FTE Warehouse Worker FT)
- **SJ Aspires Program \$240,000**
  - Funding for 2.0 FTE (1.0 FTE Literacy Program Specialist FT, 1.0 FTE Library Clerk FT)
- **Device Access & Digital Equity \$1.1 M**
- **Childcare Initiatives Funding \$2.4M**
  - Funding for Summer Learning Program, Early Education & Expanded Learning Enrichment Programs, Tutoring, College Readiness, and Classroom Bundles for Educators
- **CaliforniansForAll Youth Workforce Program \$3.2M**
  - Grant funding to expand the Resilience Corps Youth Workforce Program in the Learning Loss Mitigation Pathway

## CITY ANNUAL BUDGET PROCESS, KEY DATES

- **September – October:** Annual Report Adjustments
- **November – December:** Mid-Year Budget Review
- **October – January:** Departments prepare & submit Budget Proposals
  - Late January: Operating + Capital budget submission to City Manager
  - December – January: LEC Prepares Budget Position Message
- **February:**
  - Mayor's Budget Town Hall Meeting
  - Mid-Year Budget Review at City Council
  - LEC Submits Budget Position Message
- **March:** Mayor's March Budget Message Released
  - Public Hearing at City Council to review Mayor's March Budget Message
- **April:** Finalize City Manager's Proposed Capital and Operating Budgets
- **May:** Proposed Capital and Operating Budgets, Fees & Charges released
- **June:** Mayor's June Budget Message Released
  - Budget Approval & Adoption by City Council

# QUESTIONS

**D) ACTION: IDENTIFY AD-HOC  
COMMITTEE TO REVIEW BOND AND  
AUDIT (A. MAESTRE)**



**E) INFORMATION: STAFF SPOTLIGHT:  
WEST VALLEY LIBRARY BRANCH (R.  
GONZALEZ)**



## West Valley Branch Library: Staff Spotlight

## REBEKAH GONZALEZ – SENIOR LIBRARIAN

### Disability Access Committee (DAC)

- **ELT Sponsor**
  - Deputy Director of Operations: Jenny Choi
- **Committee Lead**
  - Senior Librarian: Rebekah Gonzalez

- **Committee Mission:**

Make recommendations based on the evaluation of equitable disability access to services, resources, technology, and staff guidelines at SJPL.

- **Recent Projects:**

- Staff Service Animal Guidelines
- Mask – Medical Exemption Accommodation
- Library-By-Mail
- Video Remote Interpreting (VRI)



**BRANCH HIGHLIGHTS**  
**WE WERE THE PIONEERS!**

## MEET THE TEAM!

**RANDALL  
STUDSTILL-**  
LIBRARIAN

**JESSICA CHUNG-**  
LIBRARIAN

**AFSANEH NASIRI-**  
LIBRARY  
ASSISTANT

**CAROL OKANO-**  
FT CLERK

**\*NEW\* HELEN  
KAHN- PT  
LIBRARIAN**





**“PHASE 1”  
BRANCH**

**EXPRESS  
PICK-UP**

**GRAB & GO  
PILOT**

**VIRTUAL  
PROGRAMMING**

**LIMITED  
CAPACITY TECH  
ACCESS &  
RE-OPENING**

**47-HOUR  
EXPANSION**

**IN-PERSON  
BOOK SALES**

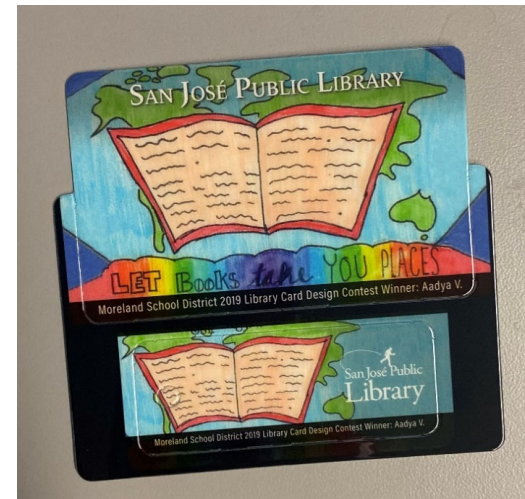
**OUTDOOR  
PROGRAMMING**



**SCHOOL PARTNERSHIPS  
& OUTREACH**

## DISTRICTS IN OUR SERVICE AREA

- Student Library Cards
  - Moreland School District
    - 7 Schools
    - 4,683 Students
  - Fremont Union High School District
    - 6 Schools
    - 11,071 Students
  - Campbell Union High School District
    - 8 Schools
    - 8,465 Students
  - Cupertino School District
    - 25 Schools
    - 16,718 Students
- Outreach events and class visits
  - Virtual and in-person
  - 27 events/visits in 2022 (as of 9/17/22)
  - 1,100+ students/family members/educators





# PROGRAM HIGHLIGHTS

PERSIAN NEW  
YEAR  
CELEBRATION

VIRTUAL  
ZUMBA

GIRLS WHO  
CODE

GRAB & GO  
CRAFTS

INTRODUCTIO  
N TO  
MACHINE  
LEARNING

LITTLE  
EXPLORERS  
PETTING ZOO



INDOOR/  
OUTDOOR  
STORYTIME

READING TO  
CHILDREN IN  
JAPANESE

TECH MENTOR

MATH  
OLYMPIAD

SUMMER  
LEARNING  
KICK-OFF  
EVENT

SUMMER  
LUNCH/  
SNACKS



THANK YOU.  
QUESTIONS?

REBEKAH.GONZALEZ@SJLIBRARY.ORG



**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 OCTOBER 19, 2022 AT  
7PM.**

## **XIII. ADJOURNMENT**