

LIBRARY PARCEL TAX OVERSIGHT COMMITTEE

November 17, 2021

7:00 PM to 7:30 PM

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

**APPROVE MINUTES OF THE NOVEMBER 18, 2020
MEETING**

III. PUBLIC RECORD

IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

V. DISCUSSION/ACTION ITEMS

**A)ACTION:
REVIEW THE INDEPENDENT AUDITOR'S
REPORT ON LIBRARY PARCEL TAX FUND
FOR FY 2020-2021 AND ADVISE THE
CITY COUNCIL OF THE STATUS OF THE
LIBRARY PARCEL TAX FUND
(A. MAESTRE)**



Parcel Tax Oversight Committee Meeting

November 17, 2021

Library and Education Commission



Oversight Role

- Understand the allowable costs
- Review expenditures for compliance with ballot language
- Review and approve outside audit of expenditures





Parcel Tax History

- 1995-2005: Library Benefit Assessment District
- November 2004 – Measure S approved
 - Parcel Tax: Sunset in 2015
- June 2014 – Measure B approved
 - Parcel Tax, subject to inflation
 - \$25 per year per single family home
 - Proportional assessment for other property types
 - Effective July 2015 - 2040



Appropriate Expenditures



Library Operations

- Open Hours
- Administration
- Repair and equipping of libraries



Homework and Educational Programming

- Children's reading programs/story times
- Teens, Senior, and Educational Programming
- Adult Literacy & Job Readiness Programming



Access and Collection

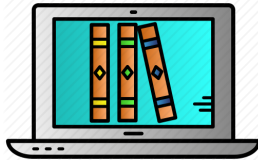
- Books & Materials
- Technology

2020-21 Expenditures



Library Operations

- FY 15-16 add public service staff = 36.83 FTE
- FY 20-21 Budget = 75.74 FTE (20%)



Collection

- Books & materials, including e-resources
- Annual fees and software upgrades to Catalog



Technology

- Systemwide Technology Contract & Licensing
- Data Storage Upgrade Project

2020-21 Revenues & Expenditures



+2.91% inflation applied to all parcel rates



\$9,904,881 in annual revenue

| Use of Funds | Expenditures/ Encumbrances |
|-------------------------|-------------------------------|
| Personal Services | \$7,282,818 |
| Materials Acquisition | 1,148,516 |
| Non-Personal Svcs/Equip | 1,126,332 |
| Automation Projects | 459,066 |
| Annual Audit | 14,159 |
| Transfers Out | 49,307 |
| TOTAL | \$10,080,198 |



2020-21 Balance Sheet

| Activity | Balance |
|------------------------|-------------|
| Beginning Fund Balance | \$6,956,144 |
| Total Revenues | 9,873,287 |
| Total Expenditures | 10,080,198 |
| Change in Fund Balance | (206,911) |
| Ending Fund Balance | \$6,749,233 |



Audit Basis

- Financial Records
- Justification and backup documentation related to project management costs. Examples include:
 - Documentation of contracts
 - Invoice support for expenditures
 - Inquiries of liquidations
- Internal controls

No audit findings of inappropriate expenditures





Thank you!

November 17, 2021

Library and Education Commission

**VI. THE NEXT LIBRARY PARCEL TAX
OVERSIGHT MEETING WILL BE
NOVEMBER 16TH, 2022**

VII. ADJOURNMENT

LIBRARY BOND OVERSIGHT COMMITTEE

November 17, 2021

7:30 PM to 8:00 PM

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

**APPROVE MINUTES OF THE NOVEMBER 18, 2020
MEETING**

III. PUBLIC RECORD

IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

V. DISCUSSION/ACTION ITEMS

**A) ACTION:
REVIEW THE INDEPENDENT AUDITOR'S
REPORT ON LIBRARY BOND PROJECTS
FUND FOR FY 2020-2021 AND ADVISE
THE CITY COUNCIL OF THE STATUS OF
THE LIBRARY BOND PROJECTS FUND.
(A. MAESTRE)**



Bond Oversight Committee Meeting

November 17, 2021

Library and Education Commission



Oversight Role

- Understand the allowable costs
- Review expenditures for compliance with ballot language
- Review and approve outside audit of expenditures





Bond History & Scope

- November 2000: Measure O approved
 - \$211,790,000 general obligation bond
- Restricted for the purchase of property and construction of improvements to libraries
 - × No administration/staffing
 - × New in 2019-2020, capital project management staff charges no longer allowed by the City - Previously capital project management staff could be charged to Bond Funds



2020-21 Expenditures

\$323,490 of Expenditures



Security Cameras

- Cambrian
- Edenvale
- Pearl Avenue
- Rose Garden
- Vineland



Roof Replacement

- Hillview





Audit Basis

- Financial Records
- Justification and backup documentation related to project management costs. Examples include:
 - Documentation of contracts
 - Invoice support for expenditures
 - Inquiries of liquidations
 - Tasks performed by capital project staff
- Internal controls

No audit findings of inappropriate expenditures





Thank you!

November 17, 2021

Library and Education Commission

**VI. THE NEXT LIBRARY BOND OVERSIGHT
MEETING WILL BE NOVEMBER 16TH, 2022**

VII. ADJOURNMENT

LIBRARY AND EDUCATION COMMISSION

November 17, 2021
8:00 PM to 9:00 PM

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

APPROVAL OF 11/17/2021 AGENDA DISCUSSION/ACTION ITEMS:

- A. APPOINT COMMITTEE TO PREPARE ANNUAL LIBRARY BUDGET MESSAGE TO CITY COUNCIL.
- B. EQUITY, DIVERSITY, AND INCLUSION REPORT.

APPROVE MINUTES OF 10/25/2021 MEETING

III. PUBLIC RECORD

IV. OPEN FORUM
(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

V. DISCUSSION/ACTION ITEMS

**A) APPOINT COMMITTEE TO PREPARE
ANNUAL LIBRARY BUDGET MESSAGE TO
CITY COUNCIL.
(A. MAESTRE)**

**B) EQUITY, DIVERSITY, AND INCLUSION
REPORT.
(K. ALVAREZ)**



**Equity and Inclusion Services
November 2021**

PANDEMIC RECOVERY WITH EQUITY LENS



- Understanding the emerging needs
- Rebuilding relationships
- Creating supportive programs and partnerships

QUALITY STANDARDS – AD HOC COMMITTEE

- Subject matter expertise and/or lived experiences to consider for the development of equity, diversity, and inclusion quality standards.
- Creation of quality standards to inform program and grant development that are City-sponsored
- Recommend quality assessments, tools, processes, and experience surveys to inform future decision making.

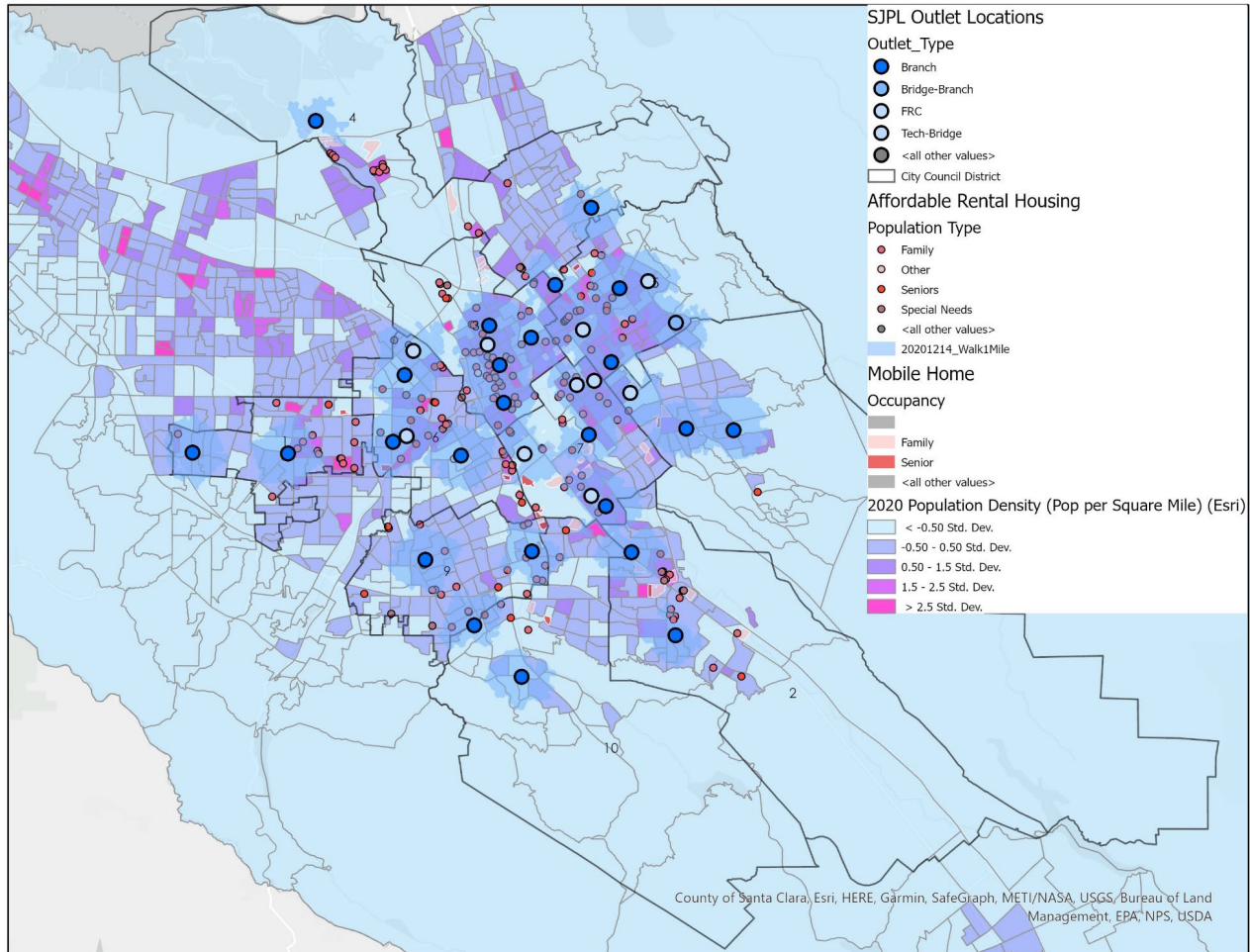


PROGRAM QUALITY STANDARD AREAS

Provide the foundation for quality assessments and the outcomes, indicators, and metrics in alignment with the City's Education and Digital Literacy Strategy.

- **Anti-Racist Approach**
- **Inclusive Programming**
- **Data Collection and Analysis**
- **Culturally-Relevant Pedagogy**
- **Community Involved in Programming**
- **Outreach as Key to Inclusion**

EQUITY INDEX





Anti-racism Resources
Recursos Antirracismo

Anti-Racism Resources
Our expert Librarians have compiled a list of anti-racism resources and reading recommendations.



Accessibility
Explore our free materials, services, programs, and adaptive technology for people with disabilities.



Library-by-Mail
The Library-by-Mail service provides books and other library materials to members of all ages who are unable to visit the library due to a temporary or permanent physical disability.



Disability Inclusion Events
We have a variety of inclusive programs (currently virtual) designed for people of all ages and abilities.



Community Conversations: Your Voice Matters
If you are looking for a way to have your voice heard, join our new Community Conversations.



Family Learning Centers
Family Learning Centers offer free learning opportunities for adults and families who are English language learners, immigrants, low-income, with different abilities, and active adults/tenants.



Resources Within Walking Distance of King Library For Those In Need
Find free public services and resources in downtown San Jose, including information for housing assistance.



24 Hours: Free Internet & Tech Services
Borrow digital devices like Chromebooks, iPads and WiFi hotspots, enroll in computer classes or find tech assistance.



Equity and Inclusion Services Unit
Learn how we are working to create a more equitable and inclusive Library.

sjpl.org/equity-inclusion

•**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, and People of Color. We must actively work to fight against racism. This includes recognizing personal biases and learning how to overcome them.

STAFF-LED WORKING GROUPS

Disability Access Committee

- Equitable disability access to services, resources, technology, and staff guidelines

INSIDERS Committee

- Programming for teens and adults with intellectual and learning disabilities

LGBTQ+ Committee

- Amplifying LGBTQ+ voices throughout the year

Racial Equity Team

- Share information, deepen conversations, and increase racial Equity in library service delivery

- **December 2020** – SJ Access/Digital Divide
- **Jan-March 2021** – COVID-19 vaccine information featuring presentations from local medical professionals
- **Apr-Jun 2021** – Preparing for indoor Library access to the public
- **Jul-Sept 2021** – SJ Access/Digital Divide
- **Oct-Dec 2021** – Race and Inequity, featuring guest speakers' work to advance racial equity and support for communities of color



- **Equity, Diversity and Inclusion Quality Standards, tools and trainings**
- **Staff-led EDI working groups**
- **Collaborations with other City departments**
- **Program impact analysis**
- **Expansion of Equity Index**

Thank you

Gracias

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Equity and Inclusion Services

Karla Alvarez, M.A.
karla.alvarez@sjlibrary.org

**VI. COUNCIL LIAISON'S
ANNOUNCEMENTS
(M. GARCIA)**

VII. CHAIR'S ANNOUNCEMENTS

**VIII. LIBRARY DIRECTOR'S
ANNOUNCEMENTS
(J. CHOI)**

**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 JANUARY 19TH, 2022**

XIII. ADJOURNMENT