LIBRARY AND EDUCATION COMMISSION

May 21, 2025 7:00 PM to 9:00 PM



I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

A. APPROVE THE 05/21/2025 AGENDA

B. APPROVE MINUTES FOR THE REGULAR MEETING OF 04/16/2025



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

2m 00s

V. DISCUSSION/ACTION ITEMS

A) INFORMATION: YOUTH COMMISSION UPDATE (N. MASCARENHAS/A. LIEU)





2024-2025 Annual Report

MAY 21, 2025
LIBRARY & EDUCATION COMMISSION

COMMISSIONER KUCHAREWSKI

Citywide

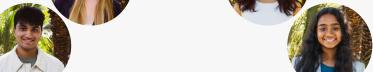
COMMISSIONER MASCARENHAS

District 10, Chair



COMMISSIONER MISHRA

District 1



COMMISSIONER PRADEEPKUMAR

District 2, Outreach

COMMISSIONER SINGH

District 9



Youth CITY OF SAN JOSE

COMMISSIONER SANCHEZ

District 3, Chair

COMMISSIONER GONZALES-MUÑIZ



District 8

COMMISSIONER VU

District 7



COMMISSIONER ARROYO

District 4

COMMISSIONER LIEU

District 5, Vice Chair

COMMISSIONER BANSAL

District 6, Communications

OUTREACH PLAN

Promote Youth Commission and Youth Advisory Council (YAC) events, connect with communitybased organizations, and develop partnerships to support the Youth Commission work plan.









Objectives

Increase the number of youths who know about the Youth Commission and participate in YACs.

Strategies

Promote via social media, develop flyers, and share information with schools and youth organizations.

Channels

Youth Commission social media, school distribution lists, local libraries, community centers, Councilmember newsletters, attending community events, and hosting town halls and summits.

Metrics for Success

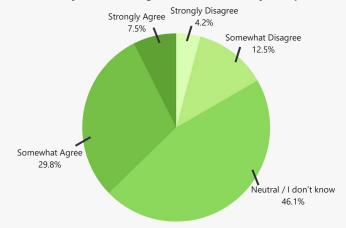
Engagement across social media, youth participation in District YACs and Youth Commission events, District YAC and Youth Commission applications, and YAC Participation Survey.

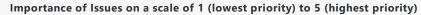
Do you agree with the following statement: The local City of San José government reflects youth priorities.

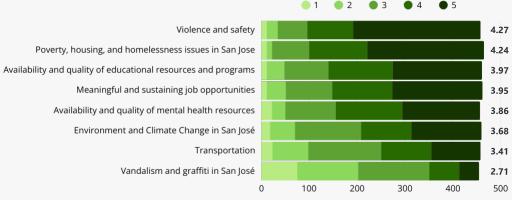
YOUTH PRIORITIES SURVEY

The Youth Commission creates and distributes an annual survey to youth throughout San José. The survey serves as a tool for gauging youth priorities and sentiments toward various issues and Commission activities. This year, the survey collected **463** responses.

These responses illustrate opportunities for outreach around program and resource awareness. The Youth Commission's work plan supports increasing youth engagement in the design and implementation of community programs and overall participation in local government.







EXPLORE AND UNDERSTAND GENDER-BASED VIOLENCE RESOURCES & SERVICES

- Collaborate with local organizations and city departments to conduct research and support a youth-led awareness campaign addressing sexual harassment, assault/domestic violence, and healthy relationships.
- Host and event featuring community partners and organizations that provide support services and resources for mental health, safety, and drug awareness education.



FOSTER ENVIRONMENTAL LITERACY AND YOUTH STEWARDSHIP TO CREATE A MORE SUSTAINABLE SAN JOSÉ

- Collaborate with local organizations and city departments to launch a youth-led awareness campaign demonstrating the impact of environmental issues like invasive plant species, microplastics, and recycling and composting practices.
- Collaborate with BeautifySJ and Youth Empowerment Alliance to participate in litter pick-ups, dumpster days, etc.







EVALUATE AND STUDY COLLEGE AND CAREER PATHWAYS AND LITERACY OPPORTUNITIES IN SAN JOSÉ

- Receive reports on College and Career Pathways programs and initiatives, including the Resilience Corps Learning Pathway, San José Works Youth Jobs Initiative, and teen programs.
- Conduct a Youth Budget Priority Session and citywide youth survey to gather insight and input from youth on budget priorities.









ESTABLISH AND IMPLEMENT THE SAN JOSÉ YOUTH COMMISSION INNOVATION COMMITTEE

- Establish a committee structure, develop a comprehensive engagement strategy, and provide regular Youth Commission updates.
- Encourage innovative approaches to identify community issues relating to homelessness, creek clean-up, and pedestrian safety.



YOUTH ADVISORY COUNCILS (YAC)

These councils provide valuable input and insights on policies and programs directly impacting young people.

From June 2024 to April 2025, Youth Commission and Youth Advisory Council members volunteered a combined **1,085** service hours in dedication to Youth Commission activities and events.



13

The average number of hours spent by 41 Youth Advisory Council members across San José was spent on activities such as attending YAC meetings, supporting district events, and doing policy research.

51

The average number of hours spent by the 11 Youth Commissioners on activities such as attending general meetings, coordinating YAC meetings, conducting community outreach, and crafting policy recommendations.

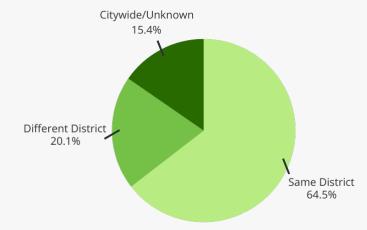


YAC PARTICIPATION

This year, the Youth Commission established an online application to encourage participation and boost YAC recruitment efforts citywide. This digital approach has helped streamline the YAC recruitment process and increase accessibility for interested youth, receiving over 235 applications since August 2024.

Additionally, the Youth Commission established a participation survey for youth volunteers who participated in individual District YAC meetings or Youth Commission events to better understand who is participating and gather program feedback.

Is District YAC Preference Different from the District the Applicant Resides



YAC Program Satisfaction from 1 (lowest) to 5 (highest)



YOUTH IN ACTION

In addition to the work plan, the Youth Commission has:

- Participated in a joint special meeting with the Library and Education Commission, receiving an update on the Children and Youth Services Master Plan,
- And hosted multiple youth-focused community events, including the Creative Futures Fair.









Joint Commission Meeting

Joined the Library and Education Commission for a Joint Special Meeting on March 19, 2024, to review and discuss the Children and Youth Services Master Plan update.

Creative Futures Fair

The Creative Futures Fair brought together 34 youth-led businesses, 30 student musicians, and 60 high school volunteers to create a powerful platform for young entrepreneurs that attracted nearly 300 community members and featured inspiring speeches from Councilmembers Doan and Campos. This event is in it's second year.

Community Events

Organized diverse community events including the Youth Budget Summit, park cleanups, an Eco-Swap, a Gender-Based Violence awareness event, the A.I.M. career conference, tree planting initiatives, clothing and food drives, a Youth Voter Summit, and various cultural celebrations and educational workshops.



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Agenda Item

Code of Conduct

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B) INFORMATION: ADULT LITERACY PROGRAMMING (V. KILAMBI/O. MEDINA/M. CERDA)

Adult Literacy, ESL and Family Learning Centers

May 21, 2025 Library and Education Commission











Adult Literacy and ESL



Adult Literacy & ESL

- Provides English reading, writing and speaking programs and services.
- 1:1 Tutoring
- Small & large group classes
- Creative writing workshops
- Digital tools and instruction
- Referrals to SJPL Works and Career Online High School.

Metric	FY 22-23	FY 23-24	Change
Learners	108	243	+125%
Learner Goals Met	117	245	+109.4%
Instructional Hours	5,220	10,055.5	+92.6%
Volunteer Tutors	135	126	-6.7%
Total Volunteer Hours	6729	9,650.5	+43.4%

Adult Literacy and ESL

Need	Response
ESL Programs for beginner level language learners	Developed training and curriculum to provide beginning level ESL programs for zero level language learners.
Build capacity to serve additional ESL and Adult Literacy Learners	Trained additional staff to lead and coordinate more programs for adult language learners.
Small group, large group and classes for ESL learners	Developed more opportunities and programs for adult learners to receive ESL instruction with trained and dedicated tutors and staff.
Partner ESL Programs	In person ESL classes in high need communities via community partners.
Tutor Orientations and Training	Virtual and in person orientation and tutor trainings provided at a various times including evenings and weekends to reach and onboard new tutors.

Adult Literacy and ESL

Program	Description	Impact
ESL	Provides English as a Second Language 1:1 tutoring, small group and classes to beginning to intermediate adult learners	152 Learners
Adult Basic Education (ABE)	Provides one-on-one and small group literacy tutoring to adult learners	91 Learners
Together We Read	Provides Adult Learners with children between 0-17 yrs. of age with free books throughout the year	66 Families 102 Children & Youth
Community Outreach	Promote Adult Literacy and ESL programs and services throughout San José	21Outreach Events; 2,251 Books distributed

Achievements FY 2024-25

Adult Literacy and ESL

- Served 62 Adult Basic Education Learners, 244 ESL Learners
 - Total: 306
- 104 Active Volunteer Tutors providing ESL and Adult Literacy services
- Served 5 dedicated learners in Pre-ESL pilot program for Spanish speakers at Alum Rock Branch (48 tutor led programs & a total attendance of 94)
- In collaboration with FLCs hosted 276 NEW Beginning Level ESL Classes for 1,620 Zerolevel English learners
- **5** Together We Read Family Literacy Events & Book Distributions to reach **229** participants
- NEW Learner Interest Form on our website launched in December 2024 (334 Submissions)
- Initial stages of rebranding, restructuring, and training process to merge Adult Literacy, ESL and FLC programs and services.







Family Learning Centers

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
- Bliblioteca Latinoamericana
- Dr. Roberto Cruz Alum Rock
- East San José Carnegie
- Edenvale
- Educational Park
- Hillview
- Seven Trees
- Tully



Family Learning Centers

Served **29,873** patrons during FY 2023-24:

- ESL Classes & ELL Conversation Clubs
- Computer Instruction/Tech Help
- Citizenship Classes, & Partnerships for Legal Services
- Parenting Workshops, & Support Groups
- Nutrition, Health, & Wellness
- Arts & Cultural Heritage
- Multi-Lingual Programming
- Dedicated Spaces for Collections, Technology & Classes





Family Learning Centers

Program	Description	Attendance
Digital Equity Tech Help	Multi-lingual digital Literacy classes and support with email retrieval, software installation, basic troubleshooting	1,759
English Language Learning	Conversation clubs, grammar clubs, collections, software programs. Partnerships with adult education institutes (Overfelt Adult Education)	1,710
Citizenship	Citizenship classes, workshops, study sessions, mock interviews, and application and fee waiver assistance with immigration experts (PARS Equality, USCIS)	1,377
VITA Tax Program	Volunteer Income Tax Assistance (VITA) providing free basic tax preparation for low- and moderate- income taxpayers at Hillview, Seven Trees, Biblioteca Branch	505
Support Group for Women	Tiempo Para Mi program is an informal Spanish support group for women. Participants learn about library and community resources based on their interests and requests.	433

Achievements FY 2024-25

Family Learning Centers

- FLC coordinators trained on Adult literacy and ESI
- Hosted 254 non-credit ESL classes through our partnership with Evergreen Valley Community College to serve 2,905 participants at 5 branches:
 - Alum Rock, Edenvale, Educational Park, Hillview & Tully
- Provided 20 Beginning Level ESL
 Conversation Clubs to serve 188 learners at Seven Trees Branch.
- Hosted 106 Digital Skills Pathways programs to provide instruction for 468 participants
- Hosted 269 Citizenship Programs to assist 1,377 participants
- Partnered with the Office of Racial Equity to help promote and connect community to the City's Civics Master Plan





Workplan FY 2025-26

- ESL/ELL programs for Beginner to Intermediate Level learners
- Technology Enrichment Programs & Opportunities
- Personal Development and LifeSkills Programs
- Community Resource tablings and programs
- Program Assessments and Quality Improvement Plans
- Complete rebrand and merger of Adult Literacy, ESL and FLC programs and services





THANK YOU!

Ofelia Medina: ofelia.medina@sjlibrary.org

Mayra Cerda: mayra.cerda@sjlibrary.org



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C) INFORMATION: VOLUNTEER SERVICES UPDATE (R. MIRANDA)

VOLUNTEER SERVICES

May 21, 2025
Library and Education Commission





HOW DO YOU CARRY OUT THE MISSION?

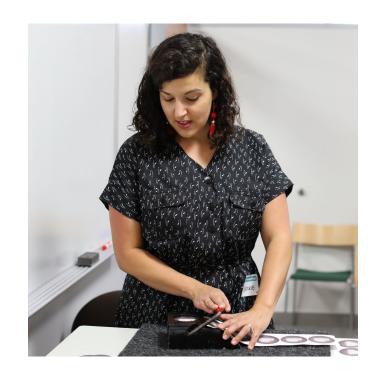
- Supporting Literacy and Education
- Providing Tech Assistance
- Facilitating Programs and Events
- Offering Personalized Assistance
- Creating a Welcoming Environment
- Promoting Library Services



WHAT WE OFFER VOLUNTEERS

WHAT WE OFFER VOLUNTEERS

- Our commitment to growing their skills through training and support
- A welcoming environment that helps them feel a part of the team and library family
- Students receive community service hours
- Volunteers are also invited to attend Volunteer University events to deepen their understanding about the library's programs and services



FY 23-24 Totals 1,669 Volunteers 55,353 Hours



Totals 1,669 Volunteers Hours

39,338
Programmatic Hours

9,538
Friends Hours

6,477Library Services Hours



51,685 In-Person Hours

3,668
Virtual Hours



1,124Teenagers

408Adults 55+

137 Adults 18-54

IMPACT OF VOLUNTEER PROGRAMS

- 2,540 people improved their English language skills at ELL Conversation Clubs
- 3,817 children had important literacy experiences through Reading to Children/ Buddies
- 1,538 people received computer help through the Tech Mentor Program



We Your Tolunteers







POPULAR VOLUNTEER OPPORTUNITIES

- Adult Literacy Tutor
- Tech Mentor
- Teens Reach
- ESL Writing Class Instructor
- Homework Club Coach
- Job Search/Resume/Interview Coach
- Storytime Assistant
- Book Reviewer
- U.S. Citizenship Mock Interview Facilitator
- Program Assistant/Facilitator/Supervisor (e.g. Teach a hobby or craft, host a LEGO/chess/ book club, etc.)



FRIENDS OF THE LIBRARY

FRIENDS OF THE LIBRARY

Friends of the Library are groups of volunteers that help raise money for Library programming.

They also advocate for the Library and collaborate with the San José Public Library Foundation.

Currently 21 branches have Friends groups.



FRIENDS OF THE LIBRARY SUPPORT PUBLIC PROGRAMS



Friends support all types of programs:

- Nowruz Festival at Almaden (with funding from Almaden and West Valley Friends)
- Low Rider Trunk-or-Treat at Alum Rock
- Chinese Sugar Painting at Berryessa
- STEAM programs for all ages at Calabazas
- Rap as Storytelling at East SJ Carnegie
- Tea and Talk for Seniors at Joyce Ellington
- Lunar New Year Celebration at Tully
- New Hope Band at West Valley
- 20th Anniversary Celebrations at Vineland, Tully, and Berryessa Branches

ALL FRIENDS

Many of the Friends groups work together as the "**All Friends**"

- San José Public Library Foundation works with All Friends and other partners on advocacy efforts
- All Friends Group meets approximately once per quarter at libraries throughout the city

Looking forward:

- Continuing support for library programs
- Expanded partnership between Friends groups
- Increased support of systemwide programs



VOLUNTEER FEEDBACK SURVEY

 In July, we survey all "Accepted" volunteers

For FY 23-24:

- 248 total responses
- 5 volunteer experience questions
- 8 volunteer satisfaction questions
- 3 free answer questions
- 3 demographic questions



FY 23-24 Volunteer Feedback Survey

- 92% would recommend SJPL as a place to volunteer
- 96% feel comfortable approaching a staff member when they have a question
- 96% felt prepared for their volunteer role

"Even though I started just a few months ago, the experience has already been incredibly rewarding. I've been able to build meaningful connections with both the patrons and the staff — everyone has been so welcoming and supportive, which has really made me feel part of the team."

Chris - SJPI Volunteer



"I love how our local libraries offer events and readings that not only support the community but also create a safe space for people to share their stories. The peaceful environment and the friendly staff always make me want to come back."

Anh – returning SJPL Volunteer



QUESTIONS?



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D) INFORMATION: SUBMISSION OF TOPICS FOR FISCAL YEAR 2025-26 WORK PLAN (C. HUNTER)

DRAFT LIBRARY AND EDUCATION COMMISSION 2025-2026 WORK PLAN					
July 2025	August 20, 2025	September 17, 2025	October 27, 2025	November 19, 2025	December 2024
	@ Joyce Ellington	@ MLK, SJPL Works or Wing Conference Rooms	@ Wing Conference Rooms	@ Tully	
	Public Services Overview	Youth Commission Update	Education Strategy Annual Report	Annual Measure S: Parcel Tax Oversight Review (Public Hearing)	
	Branch Spotlight: Joyce Ellington Library	Budget Overview	Margaret Sullivan Studios Update (?)	Annual Library Bond Oversight Review (Public Hearing)	
NO MEETING				Commission Budget Activities Sub-Committee Appointment to Prepare Annual Budget Position Message to Council	NO MEETING
				Program Spotlight: Disability Access Committee Branch Spotlight: Tully Library	
January 21, 2026	February 18, 2026	March 18, 2026	April 15, 2026	May 20, 2026	June 17, 2026
@ MLK, SJPL Works or Wing Conference Rooms	@ Vineland	@ MLK, SJPL Works or Wing Conference Rooms	@ Village Square	@ MLK, SJPL Works or Wing Conference Rooms	@ Hillview
Youth Commission Update	Adopt Annual Commission Budget Position Message to Council (Sub-Committee)	Volunteer Services Update	SJPLF Update (Exec. Director and Commissioner)	Youth Commission Update	Adoption of Fiscal Year 26-27 Work Plan
Library Budget Review	Equity and Inclusion Services Report	Development/Personnel	Budget Update	Submission of Topics for Fiscal Year 26-27 Work Plan	Election of Fiscal Year 26-27 Officers
Library Collections	Library Security Update Branch Spotlight: Vineland Library	Services	Summer Programming/ Learning Update Branch Spotlight: Village Square Library	Library Bond Review (BLA Focus)	Branch Spotlight: Hillview Library

Bold: Written Report/Action Item

Red: No report/Action 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

A. ANNOUNCEMENTS & MEETINGS

ATTENDED BY COMMISSIONERS

B. SAN JOSE PUBLIC LIBRARY

FOUNDATION

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 18, 2025, AT CAMBRIAN LIBRARY
BRANCH

XIII. ADJOURNMENT