

LIBRARY AND EDUCATION COMMISSION

November 19, 2025

7:00 PM

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

**A. APPROVE MINUTES FOR REGULAR MEETING OF
09/17/2025**

III. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

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IV. DISCUSSION/ACTION ITEMS

**A) INFORMATION: BRANCH SPOTLIGHT –
TULLY LIBRARY
(M. DATU)**



TULLY COMMUNITY BRANCH LIBRARY

NOVEMBER 19, 2025

TULLY COMMUNITY BRANCH FACTS

BRANCH HOURS

Monday	1 PM – 7 PM
Tuesday	10 AM – 7 PM
Wednesday	10 AM – 7 PM
Thursday	10 AM – 7 PM
Friday	12 PM – 6 PM
Saturday	10 AM – 6 PM
Sunday	12 PM – 5 PM



52 Service Hours

LEC Commissioner

Ramnik Saandal

Council District
7

Councilmember
Bien Doan

Library Features

Public Computers: 33

Group Study Rooms: 2

Quiet Study Rooms: 1

Community Room Capacity: 109

Family Learning Center: 1



18 Staff Members
(12 FTE)

ABOUT THE COMMUNITY

Population	41,026
Children under 5	5%
Children 5 to 14	13%
Teens 15 to 17	4%
Adults 18 to 24	9%
Adults 25 to 54	40%
Adults 55 and over	31%

Language Spoken at Home %	
Vietnamese	35%
Spanish	30%
English Only	23%
Tagalog	4%
Chinese	3%

Race	
Asian Alone	46%
Two or More Races	21%
Some Other Race	18%
White	10%
Black	2%
American Indian	2%

Ethnicity	
Latinx	37%
Non-Latinx	63%

Medium Household Income
\$88,818

Avg Per Capita Income
\$32,972

Schools
Elementary: 11
Middle: 5
High School: 3

*Census 2020 Branch Service Areas

FY 2024/25 USAGE STATISTICS

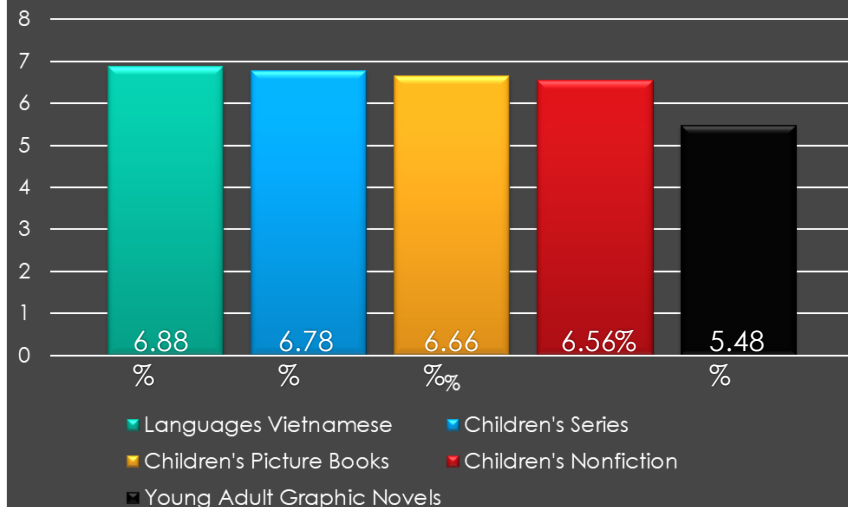
	2024/25
Membership Count	23,444
Visits	122,915
Total Programs	1,175
Program Attendance	21,940

Total Computer Bookings	15,605
Ranking compared to all other SJPL Branches	2nd Highest

Circulation

146,320

Top Five Circulating Collections



PROGRAMS AND SERVICES

Digital Literacy

- Introduction to Coding with Python
- Introduction to Web Design
- Tech Help
- Maker Lab

Early Education

- Family Storytime
- Wee Love Art and Wee Love Science
- Paseo Daycare Storytime Outreach

Expanded Learning

- Friday Fun and Lego Fun
- Everyone Can Cook and Everyone Can Create
- Virtual Reality
- Family Games



PROGRAMS AND SERVICES

Cultural Enrichment

- Moon Festival
- Halloween Festival
- Winter Holidays Festival
- Easter and Lunar New Year Celebrations

College and Career Readiness

- Teen Reach meetings
- Math & Science Tutoring for Middle & High School Students
- Virtual Practice Tests for SAT and ACT

Adult Services

- Citizenship Class
- ESL Writing Classes and ELL Conversation Club
- Meditation for Adults



VOLUNTEERS OF TULLY COMMUNITY LIBRARY

Volunteers	
Number of Volunteers	71
Weekly Programs	13
Total Volunteer Hours	2080

Volunteer-led programs:

- Mathema
- Vietnamese Class for Kids
- Family Games and Lego Fun
- Crochet Club and Meditation
- Math & Science Coaching for Teens
- Beginning English, ESL, Citizenship, Writing Classes and Conversation Clubs



Tully has 25 Teens Reach members

FRIENDS OF THE LIBRARY

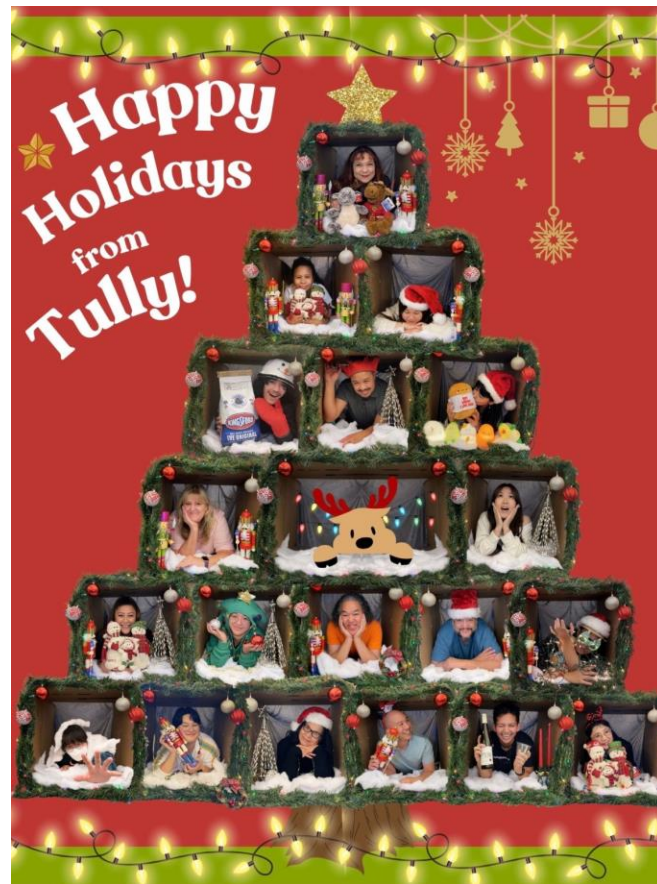
Tully Friends Group has five members

- 1-2 book sales a year
- Recently funded programs:
 - Illuminated Crafts
 - Adults Arts & Crafts
 - Friday Fun
 - All holiday/cultural events





Members of the Tully Team



QUESTIONS? THANK YOU!

Melissa Datu
melissa.datu@sjlibrary.org
408-808-3030
880 Tully Rd.
San Jose, CA 95111



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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.

**B) INFORMATION: PROGRAM
SPOTLIGHT: DISABILITY ACCESS
COMMITTEE (R. GONZALEZ)**

SJPL DISABILITY ACCESS COMMITTEE

LIBRARY AND EDUCATION COMMISSION

November 19, 2025

SJPL DISABILITY ACCESS COMMITTEE (DAC)

- SJPL staff committee convened in December of 2019
- **Charge:** Make recommendations and implement improvements based on the evaluation of equitable disability access to services, resources, and technology
- **Focus:**
 - Accessibility of programs, events, technology, and services
 - Developing staff guidance and procedures for related services
 - Considerations for policies or modifications
 - Address and respond to Americans with Disabilities Act (ADA) accommodation requests, complaints, and concerns

DAC HIGHLIGHTS

Outreach, Programs, and Events

- Adaptive Adult Programs (formerly called INSIDERS), Inclusive Storytime, ASL Storytime
- City of San Jose Disability Awareness Day, Parents Helping Parents, World Disability Day, Annual Superhero Summer Festival & 5k/10k - Walk, Run, Roll, Resource Fairs

Disability Awareness Blogs

Collections

- Alternative Formats: Braille books for youth, audiobooks/eAudiobooks, eBooks (adjustable font), Large Print, Read-a-longs, Closed Captioned and Sound Descriptive Videos

Staff Training

- Staff education, procedures – service animal guidance, ASL interpretation requests
- Workshops/Webinars: customer service, disability equity, accessibility

Assistive Technology

- Magnifiers, wheelchair accessible workstations

Language Access

- ASL Interpretation (In-Person and Video Remote Interpreting)

LIBRARY-BY-MAIL AT SJPL

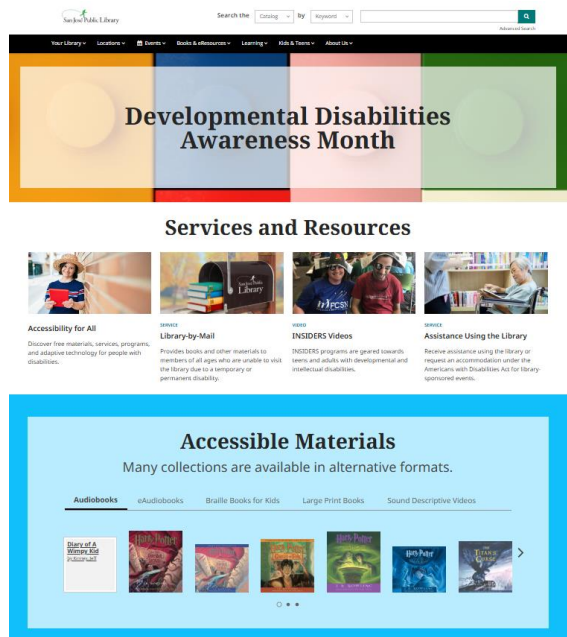


Library service that provides books and other materials by mail to SJPL members of all ages who are unable to visit the library due to a temporary or permanent disability.

LIBRARY-BY-MAIL AT SJPL

LBM FY 2024-25 Summary	
Active Participants	42
# Materials Mailed	318
Annual Postage Cost (average)	\$320

SJPL WEBSITE: ACCESSIBILITY



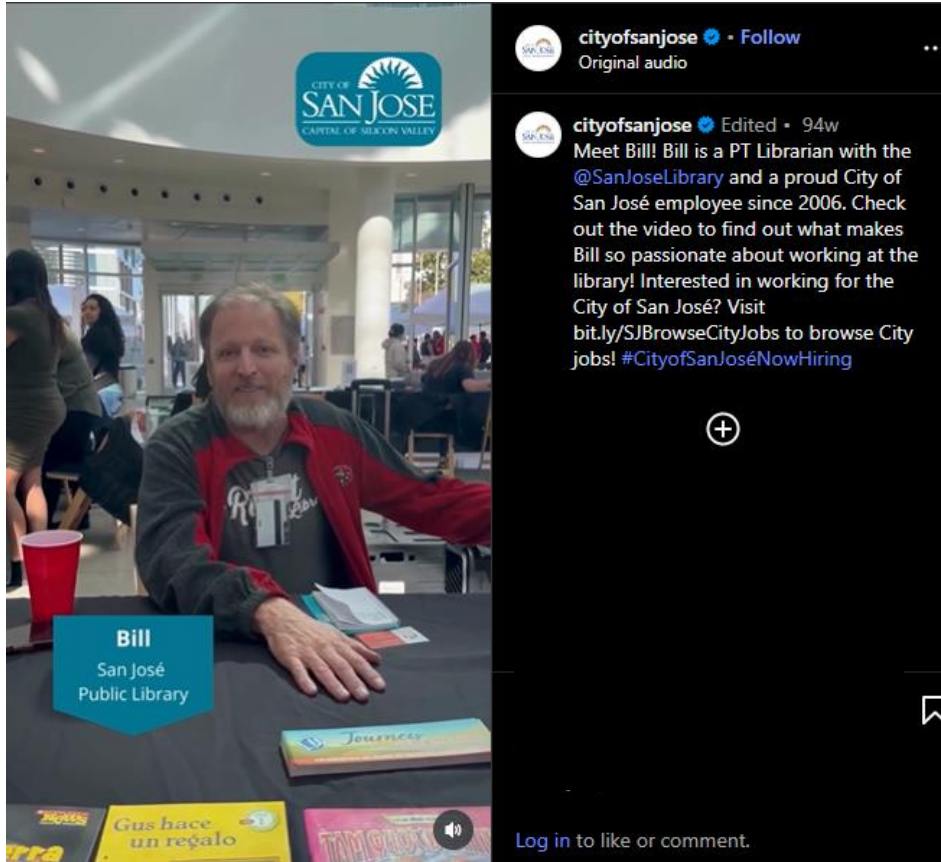
Learn More: <https://www.sjpl.org/accessibility/>

Campaign Highlight (March): <https://www.sjpl.org/disabilities-awareness-month/>

NEXT PRIORITIES

- **Updates to Accessibility webpage**
 - Blogs
 - Programs
 - Staff Pick Lists
- **Collections Access**
 - Analysis of Braille and large print collection
 - eResources and Audiobook considerations
- **Assistive Technology**
 - Magnifiers, screen readers, interpretation headsets
- **Continued outreach at community events**
- **City Disability Affairs Office**
 - work plan coordination, staff resources and trainings

DAC MEMBER SPOTLIGHT - MEET BILL BOWMAN ([VIDEO](#))



DISABILITY ACCESS COMMITTEE	
Co-Chairs	<ul style="list-style-type: none">• Jenny Choi, Deputy Director of Operations• Rebekah Gonzalez, Sr. Librarian
Members	Asia Ali, Karla Alvarez, Bill Bowman, Lisa Giannotti, Sue Kim, Ila Langer, Jennifer Luayon, Treasure Nguyen, Benjamin Martinez, Lori Tarkenton
Library-by-Mail Processing Team	Matt Lopez, Linda Jones, Janet Ly, Michael Heffernan-Zelaya

QUESTIONS?

THANK YOU!

Jenny Choi, Deputy Director of Operations
Rebekah Gonzalez, Senior Librarian

accessibility@sjlibrary.org





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**C) ACTION: COMMISSION BUDGET
ACTIVITIES SUB-COMMITTEE
APPOINTMENT TO PREPARE ANNUAL
BUDGET POSITION MESSAGE TO
COUNCIL
(F. CABANA)**

COMMISSION BUDGET ACTIVITIES SUB-COMMITTEE

November 19, 2025

FY2026-2027 SUB-COMMITTEE ROLE & BENEFITS

- **Role of Sub-Committee Members**
 - Draft Commission Annual Budget Position Message to City Council

- **Time Commitment: 3 Hours**
 - Sub-Committee Kickoff Meeting (Zoom, 30min)
 - Independent Time: Two hours to review & make edits to the Annual Budget Position Message
 - Sub-Committee Regroup & Prepare for February Commission (Zoom, 30min)

- **Benefits**
 - Learn about the City of San José's annual budget development process
 - Opportunity to advocate for Library services

FY2026-2027 SUB-COMMITTEE TIMELINE

▪ **November 2025**

- Two to Three Commission Members to Volunteer for the Budget Activities Sub-Committee
- Introduction Email to Sub-Committee Members



▪ **December 2025**

- Sub-Committee Kick-Off Meeting to Review Timeline and Discuss Library Priorities
- Sub-Committee Begins Drafting the Commission's Annual Budget Position Message



▪ **January 2026**

- Sub-Committee Meeting to Finalize the Commission's Annual Budget Position Message



▪ **February 2026: Commission Meeting**

- Review and Adopt Annual Commission Budget Position Message to Council



WHO WANTS TO VOLUNTEER?





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V. COUNCIL LIAISON'S ANNOUNCEMENTS

VI. CHAIR'S ANNOUNCEMENTS

VII. LIBRARY DIRECTOR'S ANNOUNCEMENTS

VIII. COMMENTS AND ANNOUNCEMENTS

**IX. INFORMATION AND
UPCOMING OPPORTUNITIES
FOR COMMISSION
PARTICIPATION**

**X. ITEM FOR FUTURE
COMMISSION MEETING
AGENDAS**

XI. MEETING SCHEDULE

**THE NEXT MEETING WILL BE WEDNESDAY
JANUARY 21, 2025, 7PM AT
DR. MARTIN LUTHER KING JR. LIBRARY**

XII. ADJOURNMENT

LIBRARY BOND OVERSIGHT COMMITTEE

November 19, 2025

(To immediately follow the Library and Education Commission meeting)

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

**A. APPROVE MINUTES FROM THE LIBRARY BOND
OVERSIGHT COMMITTEE MEETING OF 11/20/2024**

V. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

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IV. DISCUSSION/ACTION ITEMS

BOND OVERSIGHT COMMITTEE MEETING

November 19, 2025

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, construction, and capital improvements to libraries
 - No administration/staffing
 - New in 2019-2020, capital project management staff charges no longer allowed by the City. In prior years, capital project management staff could be charged to Bond Funds.

2024-2025 EXPENDITURES

- ✓ Tully and Hillview LED/LCP lighting
- ✓ Berryessa boiler replacement
- ✓ Almaden and Alum Rock boiler repairs
- ✓ Cambrian HVAC repairs and Tully HVAC replacement
- ✓ East Branch water heater replacement



Expenditures	Amount
Branch Efficiency Projects	\$590,645
Building Forward Library Infrastructure	\$190,909
Miscellaneous post-construction costs	\$4,365
TOTAL EXPENDITURES	\$785,919
Ending Fund Balance	\$5,667,141

AUDIT BASIS

- Financial Records
- Justification and backup documentation related to project management cost.
Examples include:
 - Documentation of contracts
 - Invoice support for expenditures
 - Inquiries of liquidations
 - Tasks performed by capital project staff
- Internal controls
 - **Result: No audit findings of inappropriate expenditures**



QUESTIONS?



**A) ACTION ITEM:
ANNUAL LIBRARY BOND OVERSIGHT
REVIEW (F. CABANA)**



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**V. THE NEXT LIBRARY BOND OVERSIGHT
MEETING WILL BE NOVEMBER 18, 2026**

VI. ADJOURNMENT

LIBRARY PARCEL TAX OVERSIGHT COMMITTEE

November 19, 2025

(To immediately follow the immediately follow Bond Oversight Committee)

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

**A. APPROVE MINUTES FOR LIBRARY PARCEL TAX
OVERSIGHT COMMITTEE OF 11/20/2024**

III. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

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IV. DISCUSSION/ACTION ITEMS

**A) ACTION ITEM:
ANNUAL MEASURE S: PARCEL TAX
OVERSIGHT (F. CABANA)**

PARCEL TAX OVERSIGHT COMMITTEE MEETING

November 19, 2025

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 staffing
- Repair and equipping of libraries
- Administration



- **Homework and Educational Programming**

- Children's, Teens, Seniors Educational Programming
- Adult Literacy & Job Readiness Programming



- **Access and Collection**

- Books & Materials
- Technology Access



2024-2025 BALANCE SHEET



+2.37% inflation applied to all parcels rates



\$11,108,134 in annual revenue

Use of Funds	Expenditures
Personal Services	\$9,347,563
Non-Personal Services/Equipment	\$918,224
Automation Projects	\$147,045
Annual Audit	\$15,733
Transfers Out	\$38,252
TOTAL	\$10,466,817

AUDIT BASIS

- Financial Records
- Justification and backup documentation related to project management cost.
Examples include:
 - Documentation of contracts
 - Invoice support for expenditures
 - Inquiries of liquidations
 - Tasks performed by capital project staff
- Internal controls
 - **Result: No audit findings of inappropriate expenditures**



QUESTIONS?





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**V. THE NEXT LIBRARY PARCEL TAX
OVERSIGHT MEETING WILL BE
NOVEMBER 18, 2026**

VI. ADJOURNMENT