LIBRARY PARCEL TAX OVERSIGHT COMMITTEE

November 16, 2022
7:00 PM to 7:30 PM

San José Public Library

I. CALL TO ORDER & ORDERS OF THE DAY

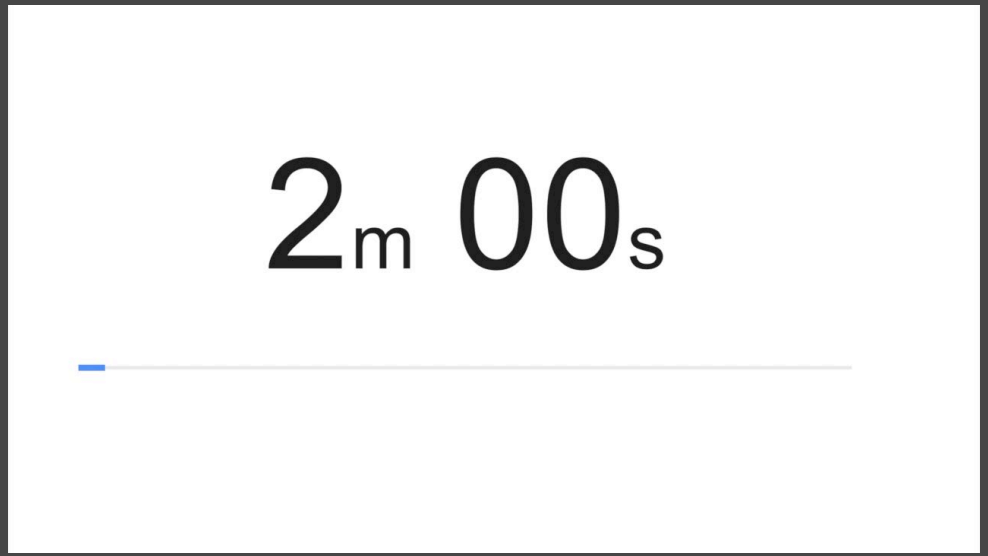
II. CONSENT CALENDAR

A. APPROVE THE 11/16/2022 AGENDA

B. APPROVE MINUTES FOR LIBRARY PARCEL TAX OVERSIGHT COMMITTEE OF 11/17/2021

III. PUBLIC RECORD

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



V. DISCUSSION/ACTION ITEMS

A) ACTION ITEM:
REVIEW THE INDEPENDENT AUDITOR'S REPORT ON LIBRARY PARCEL TAX FUND FOR FY 2021-2022 AND ADVISE THE CITY COUNCIL OF THE STATUS OF THE LIBRARY PARCEL TAX FUND
(A. MAESTRE)

San José Public Library

Parcel Tax Oversight Committee Meeting

November 16, 2022

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

2021-22 Expenditures

Library Operations

- FY 15-16 add public service staff = 36.83 FTE
- FY 21-22 add public service staff = 16.2 FTE
- FY 21-22 Budget = 73.27 FTE (20%)

Collection

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

Technology

- Systemwide Technology Contract & Licensing
- Data Storage Upgrade Project

2021-22 Revenues & Expenditures

+1.57% inflation applied to all parcel rates

$10,075,288 in annual revenue

Use of Funds	Expenditures/ Encumbrances
Personal Services	$7,827,360
Materials Acquisition	1,261,631
Non-Personal Svcs/Equip	1,819,439
Automation Projects	485,216
Annual Audit	14,315
Transfers Out	46,341
TOTAL	**$11,454,302**

2021-22 Balance Sheet

Activity	Balance
Beginning Fund Balance	$6,749,233
Total Revenues	10,043,884
Total Expenditures	11,454,302
Change in Fund Balance	(1,410,418)
Ending Fund Balance	$5,338,815

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

San José Public Library

Thank you!

November 16, 2022

Library and Education Commission

2m 00s

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.

Please unmute your device when your name is called. Phone in callers, please press *6 to unmute.

VI. THE NEXT LIBRARY PARCEL TAX OVERSIGHT MEETING WILL BE NOVEMBER 15, 2023

VII. ADJOURNMENT

LIBRARY AND EDUCATION COMMISSION

November 16, 2022
7:30 PM to 9:00 PM
(To immediately follow the Library Parcel Tax Oversight Committee meeting)

San José Public Library

I. CALL TO ORDER & ORDERS OF THE DAY

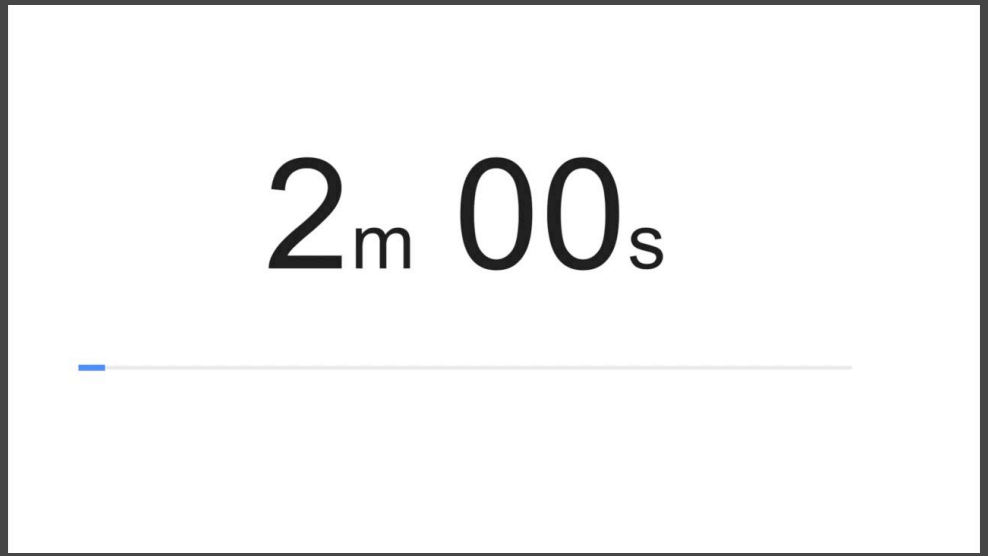
II. CONSENT CALENDAR

A. APPROVE THE 11/16/2022 AGENDA

B. APPROVE MINUTES FOR REGULAR MEETING OF 10/19/2022

III. PUBLIC RECORD

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



V. DISCUSSION/ACTION ITEMS

A) INFORMATION: COMMSSION BUDGET ACTIVITIES SUB-COMMITTEE APPOINTMENT TO PREPARE ANNUAL BUDGET POSITION MESSAGE TO COUNCIL (A. MAESTRE)

B) ACTION ITEM: DIGITAL LITERACY AND PUBLIC TECHNOLOGY INITIATIVES – OUTREACH & PERFORMANCE (A. GRABOWSKI)

Digital Equity & Public Technology Program Overview and Update

2022-2023 Workplan

8,031 Hotspots in Use

2,225 Chromebooks & iPads in circulation to residents

~95%

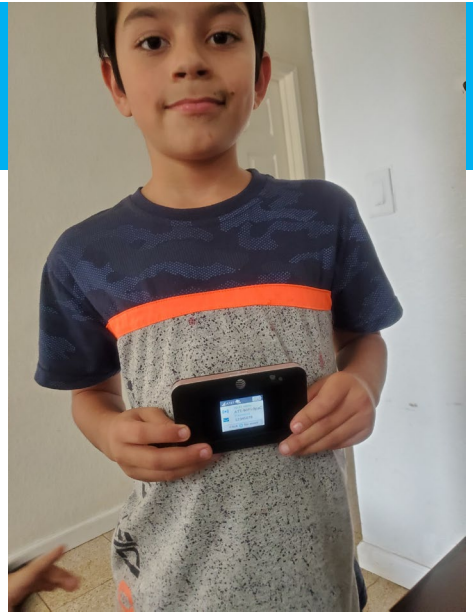
Hotspots in circulation to residents

Community Wi-Fi
5 attendance areas operational (160k);
1 in construction (16.8k);
2 in pre-construction

SJ311 Service Add
-
Outreach Campaign

Updated Needs Assessment & Evaluation

Hotspots & Devices



Device	Quantity	Check-Out Rate	Funding Source
Hotspot - Unfiltered	4,090	99%	American Rescue Plan
Hotspot – Filtered	3,941	77%	Emergency Connectivity Fund
Wi-Fi Chromebook – Unfiltered	600	80%	General Fund (2021 purchases)
LTE Chromebook – Filtered	1,500	45%	Emergency Connectivity Fund
Wi-Fi iPads	120	100%	Grant Funded
Laptop Kits	35	100%	Grant Funded

8,031 filtered and unfiltered hotspots, and 2,255 computing devices available at Library branches

SJ Access Community Wi-Fi Buildout schedule

ESUHSD Attendance Area	Procurement	Planning and Design	Construction Start	Open for Public Use
James Lick				
Overfelt				
Yerba Buena				
Independence				
Andrew P. Hill				
Oak Grove				Dec. 2022
Mt. Pleasant			Dec. 2022	March 2023
Silver Creek			Jan. 2023	April 2023

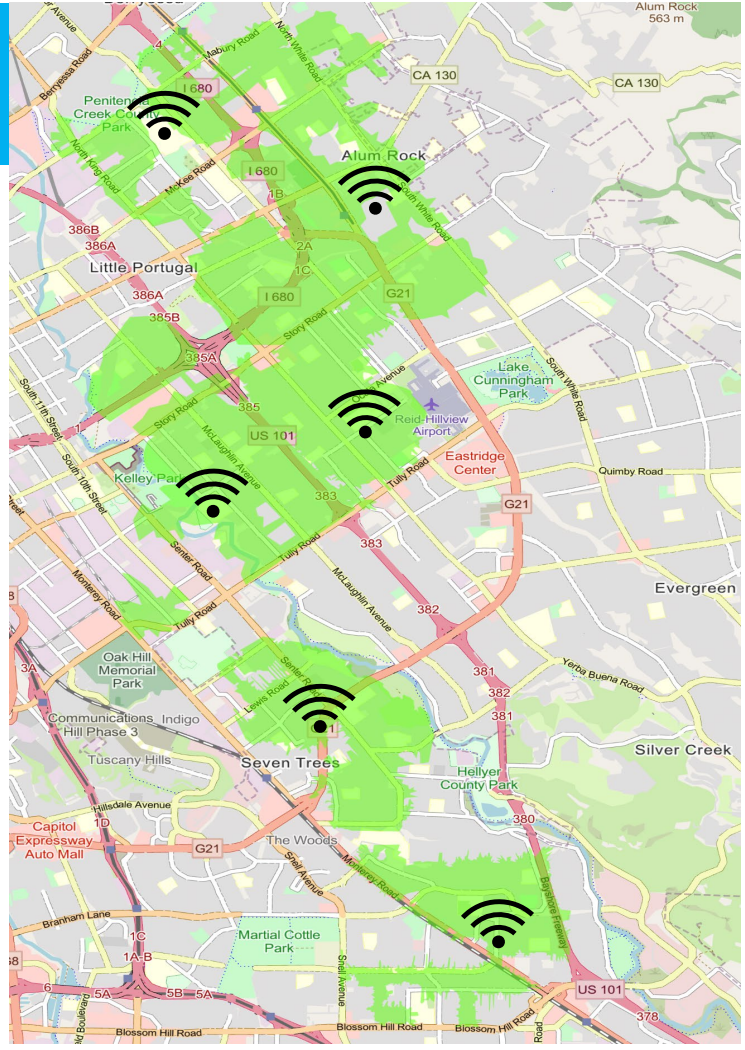
SJ Access – Community Wi-Fi

Network Name: SJ Access Free Wi-Fi
Currently Serving: ~ 176,800 residents

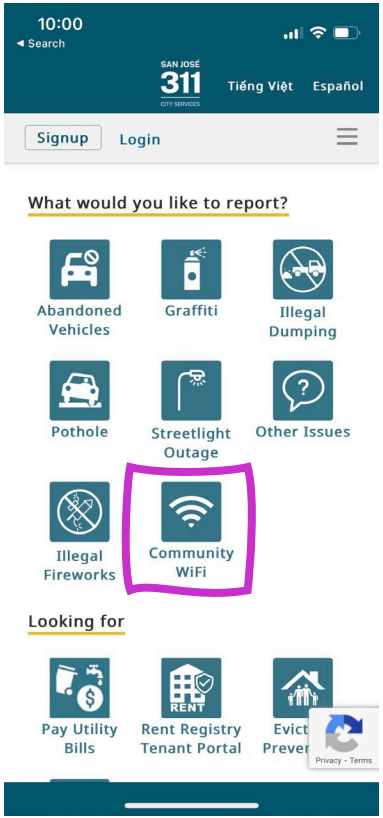
James Lick	200 APs	40,000 Households ~ 160,000 residents
Overfelt	200 Aps	
Yerba Buena	200 APs	
Independence	340 APs	
Andrew P Hill	200 APs	
Oak Grove	243 APs	- 4,200 Households
Mt Pleasant	200 APs	~ 16,800 residents
Silver Creek	200 APs	

Current speed: up to 20 Mbps.

Currently scoping infrastructure changes to increase speeds to 100/100 Mbps, Citywide.



SJ Access – Outreach & Engagement



Quick Links

- Get a Library Card
- Equity & Inclusion: You Belong
- Library-by-Mail
- Hotspots, Chromebooks, iPads, & Laptops
- eBooks & eMedia
- Online Learning
- For Children
- Ask for Help

Future Actions: Spring 2023

- Continue and finalize the Digital Equity and Broadband Strategy Assessment and Report
- 2023-2023 Budget Proposal to continue SJ Access

- Consideration of Federal and State Grants
  - California Public Utilities Commission
    - Local Agency Technical Assistance Grant (Infrastructure Design/Planning)
    - Broadband Equity, Access, and Deployment (Infrastructure)
  - Federal Communications Commission
    - Outreach and Enrollment:
      - Affordable Connectivity Program: National Competitive Outreach Grant Pilot Program
      - Affordable Connectivity Program: Your Home, Your Internet Grant Pilot Program
    - Devices & Service:
      - Emergency Connectivity Fund

SJ Access

2m 00s

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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 JANUARY 18, 2023 AT 7PM.

XIII. ADJOURNMENT