

LIBRARY AND EDUCATION COMMISSION

February 21, 2024
7:00 PM to 9:00 PM

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

A. APPROVE THE 04/17/2024 AGENDA

B. APPROVE MINUTES FOR REGULAR MEETING OF 03/20/2024

C. APPROVE MINUTES FOR REGULAR MEETING OF 02/21/2024

D. APPROVE MINUTES FOR REGULAR MEETING OF 01/17/2024

E. APPROVE THE EQUITY AND INCLUSION SERVICES UPDATE FROM THE FEBRUARY 21, 2024, MEETING

F. APPROVE THE ADOPTION OF THE ANNUAL COMMISSION BUDGET POSITION MESSAGE TO COUNCIL

III. PUBLIC RECORD

IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

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V. DISCUSSION/ACTION ITEMS

**A) INFORMATION: STAFF SPOTLIGHT:
ROSE GARDEN LIBRARY (T. RICHBOURG)**



ROSE GARDEN BRANCH

ROSE GARDEN BRANCH FACTS

Branch Hours	
Monday	2 PM – 6 PM
Tuesday	10 AM – 7 PM
Wednesday	10 AM – 7 PM
Thursday	10 AM – 7 PM
Friday	2 PM – 6 PM
Saturday	10 AM – 6 PM
Sunday	Closed

LEEC Commissioner

Patricia Gardner

Library Features

Public Computers

21

Group Study Rooms 1

Quiet Study Rooms 1

Community Room Capacity 78



43 Service Hours

Council District
6

Councilmember
Devora Davis



12 Staff Members
(7.6 FTE)

ABOUT THE COMMUNITY

Race/ Ethnicity

Caucasian/White 52%
Hispanic/Latinx 19%
East Asian 12%
Decline to state 11%

Median Household
Income
\$120,797

Population	44,584
Children under 5	5%
Children 5 to 14	10%
Teens 15 to 17	3%
Adults 18 to 24	14%
Adults 25 to 54	47%
Adults 55 and over	22%

*Census 2020 Branch Service Areas

FY 2022/23 USAGE STATISTICS

Gate Count

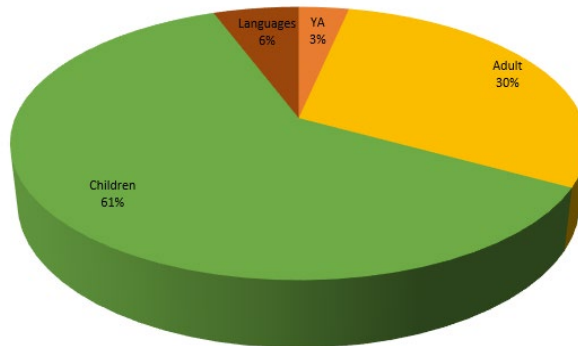
78,681

Circulation

Total 164,553

Total Programs	128
Total Program Attendance	2,677

Total Computer Bookings	6,372
Ranking compared to all other branches	15th Highest



Top 3 languages other than English in circulation:
Spanish, Vietnamese, Chinese

ABOUT THE COMMUNITY

Language Spoken at Home %	
English Only	59%
Spanish	19%
Mandarin and Cantonese	5%
Other Indo-European	5%
Vietnamese	2%

Service Area Schools	
Elementary Schools	4
Middle Schools	3
High Schools	2

*Census 2020 Branch Service Areas

PROGRAMS AND SERVICES

Digital Literacy

- One on One Computer Help – offered twice a week
- Navigating SJPL.org workshops

Early Education

- Family Storytime
- Las Madres Stay 'n Play
- Baby Lapsit Storytime

Expanded Learning

- WiSTEM workshops
- Young Art Lessons
- Rose's Book Club for Kids



PROGRAMS AND SERVICES

Cultural Enrichment

- Little Explorers Petting Zoo
- MesoAmerican Tsikuli workshop

College and Career Readiness

- TeensReach
- College Day
- Teen Writing Boxes

Adult Services

- Compost Workshop
- Rugmakers
- Full Bloom Book Club



VOLUNTEERS AND FRIENDS OF THE LIBRARY

Rose Garden Friends and Volunteers	
Number of Friends and Volunteers	9
Total Volunteer Hours	332

- Branch volunteers assist with storytime, facilitate One-on-One Computer Help and assist in keeping the branch tidy
- Friends of Rose Garden Branch have funded paid performer programs such as: Reindeer Zoom Room; Happy Hollow Go Wild; Sager Family Farms Backyard Bees and more





Members of the Rose Garden Team

QUESTIONS? THANK YOU!

Trina Richbourg
Trina.Richbourg@sjlibrary.org
(408) 808-3070
1580 Naglee Ave.

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Agenda Item

Code of Conduct

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Please unmute your device when your name is called.

**B) INFORMATION: SAN JOSÉ PUBLIC
LIBRARY FOUNDATION UPDATE (D.
COPPIN/A. RAMOS)**



San José Public Library
Foundation

We transform libraries. Libraries transform lives.

2023 ANNUAL REPORT

Library and Education Commission



About the **San José Public Library Foundation (SJPLF)**

MISSION The San José Public Library Foundation supports educational programs and resources through the public library, schools, and community-based organizations, to create an educated, equitable, empowered and engaged community.

WE STRIVE TO... EDUCATE

by supporting a variety of education and enrichment programs that serve residents of all ages, from infants to seniors, making every Library a center for lifelong learning.

ENGAGE

by enhancing the Library's role as the heart of the community, strengthening its function as a dependable and vibrant neighborhood gathering place – a hub for sharing ideas, resources, and information.

EMPOWER

by fortifying community members with the knowledge and skills to actively participate in democracy, bolstering their ability to move along life's path or to chart a new course entirely



Board of Directors

Board Executive Committee



Meri Maben

Board Chair
Commissioner,
Santa Clara County
CEDAW Commission



Lupita Garcia-
Reilley

Vice Chair
Program Manager,
Supply Chain
Operations Apple



Rebecca Lee

Secretary
Director, Accenture
Managing



Stephanie Birondo

Treasurer
Tax Director,
Klaviyo



Scott Whelton

Past Chair
Partner, Ernst &
Young



Marco Alvarez

Software Engineer, Intel
Corporation



Donoghue Clarke

Principal, Ernst & Young



Roy Eitan

Advisor, Scale VC



Erica Fensom

Vice President, Corporate
Affairs, Docusign



Orit Keinan-Nahon

Global Head of investor
Relations, HP



Jennifer Lee

A/P, Privacy Counsel at Ares
Management



Danny McLane Jr.

Founder & CEO, Jamill
Enterprises, Inc.



Kirsten Garginger

Assistant Director, Grants,
Partnerships & Operations,
Santa Clara County Office of
Education



Hitech Shah

Sr. Principal Architect, Adobe



Rebecca Turner

Retired Nursing Facility
Administrator



Pat Wolfe

Retired, R.N.



Staff



Dawn Coppin
Chief Executive Officer



Nicole Chitty
Chief Philanthropy Officer



Monique Garcia
Director of Programs



Yesenia Ramos
Resilience Corps, Director



Noelle Rabago
Boesenberg
Individual Major Gifts, Senior
Manager



Cynthia Cruz
Resilience Corps, Manager



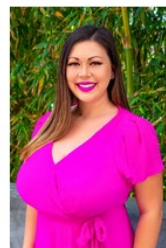
Kavitha Kavuri
Database and Operations
Manager



Christy La
Development and Digital
Marketing Coordinator



Sam Perry
Annual Fund
Manager



Jodie Pulliam
Corporate Partnerships,
Senior Manager



Kayla Cordill
Digital Marketing and
Communications Intern



Julia Liu
Digital Marketing and
Communications Intern

VISIT US ONLINE

www.SJPLF.org

FACEBOOK facebook.com/SJPLF

LINKEDIN linkedin.com/company/SJPLF

TWITTER twitter.com/SJPLF

YOUTUBE bit.ly/watchSJPLF

INSTAGRAM [@SJPLFoundation](https://www.instagram.com/SJPLFoundation)



A System of Support for the Library



Joint Advocacy

SJPLF, LEC, and Friends successfully advocated to preserve Sunday hours and maintain funding for essential Library programs in the 2023-2024 city budget.

Investing in our libraries is an investment in our community.





2024 Joint Advocacy

Schedule a meeting with
your Councilmember
ASAP



Programs Supported by SJPLF

Educate

2022: \$ 1,798,528

2023: \$ 2,253,680



SJ Tutoring Matters

Engage

2022: \$149,887

2023: \$ 581,713

Branch Support



Arts & Culture

Empower

2022: \$ 2,331,324

2023: \$ 1,560,121

SJ.access



Major Gift Spotlight

NBC BAY AREA
PROUD SPOTLIGHTS
THE LEGACY BEHIND
THE MERCURY
NEWS DIGITAL
ARCHIVE



Scan here
with your
smartphone
to watch the
story!



SCAN ME



San José History
at Your Fingertips

Available to SVVC Members

San Jose Mercury News
1900-1995

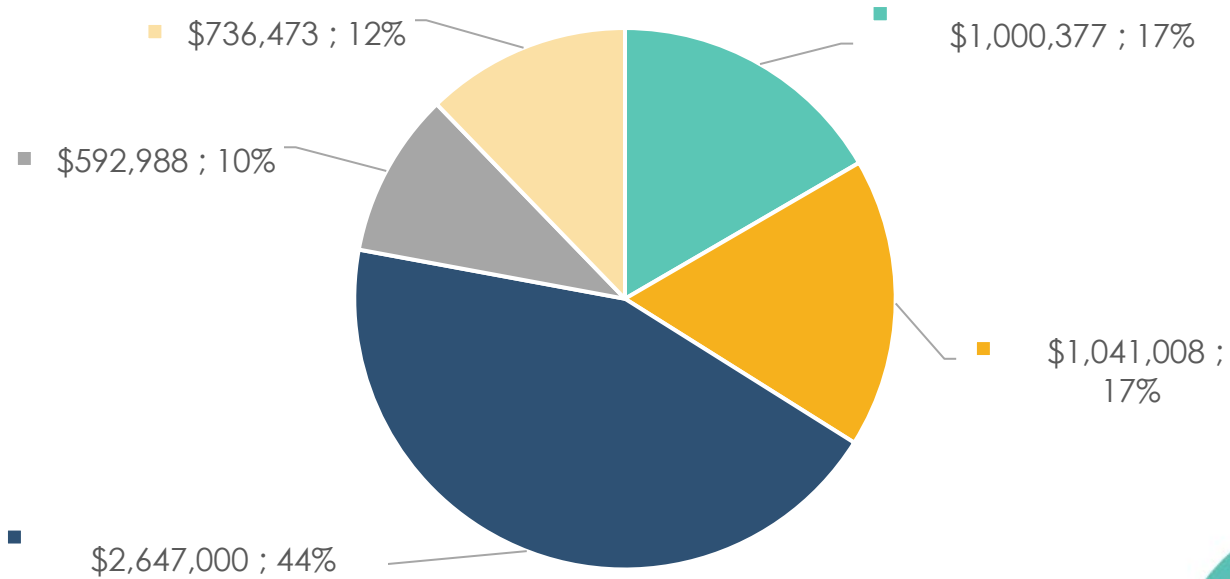


Read the full story!

Metro Silicon Valley
spread the word about the
new digital archives of the
San José Mercury News
now available to all library
cardholders.



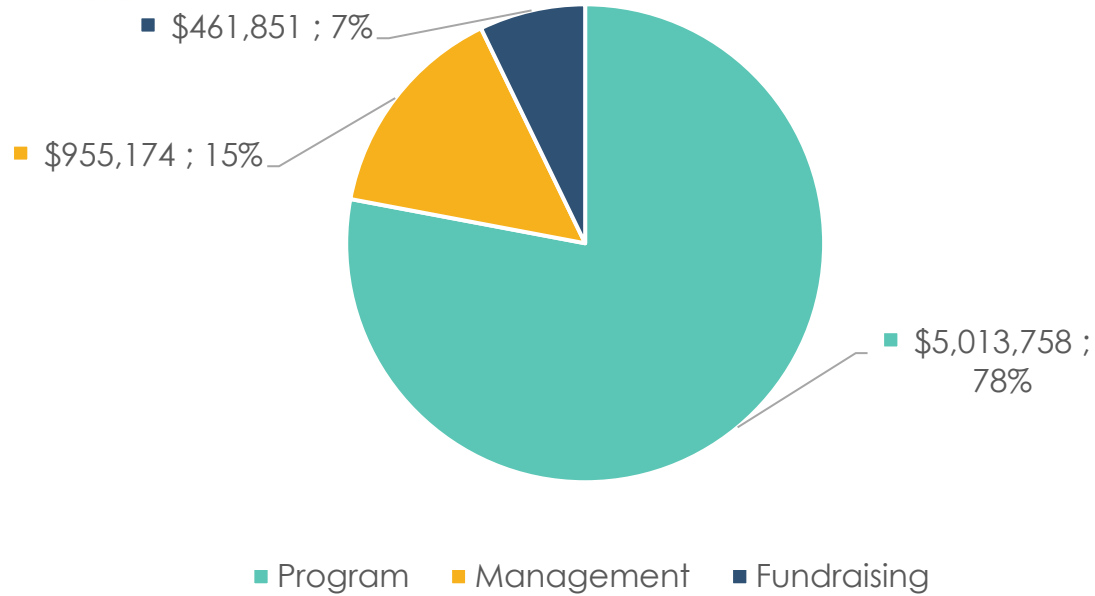
2023 Revenue Actuals



■ Individuals ■ Foundation ■ Government ■ Corporate ■ Other

Total Revenue = \$6.02M

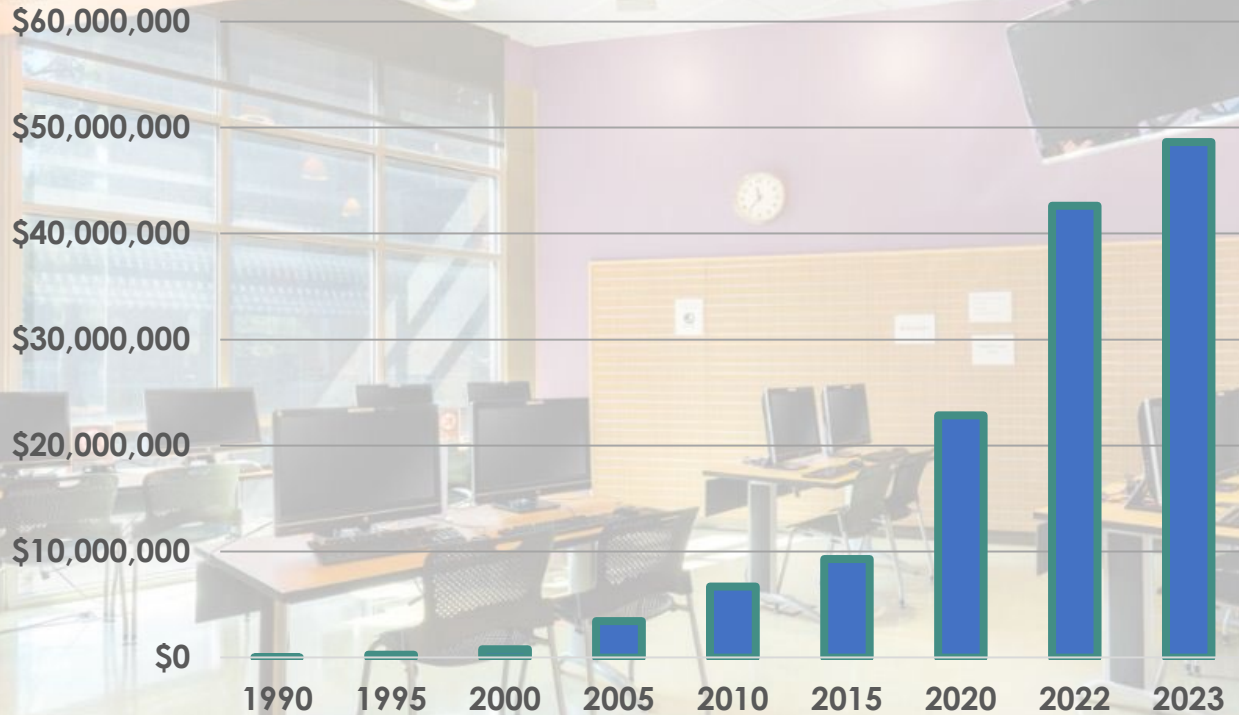
2023 Expenses Actuals



Total Expenses = \$6,430,783

Balance Sheet	2023
Assets	\$16,164,711
Liabilities	\$926,054
Net Assets	\$15,238,657

Funds Raised Cumulatively by SJPLF





For More Ways to Support the Library Foundation...

Visit sjplf.org/ways-to-give/

408.808.2081 | P.O. Box 611540 | San Jose, CA 95161



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**C) INFORMATION: SUMMER
PROGRAMMING/LEARNING UPDATE (V.
KILAMBI)**

SUMMER PROGRAMS 2024

SUMMER LEARNING: JUNE 1 – JULY 31, 2024

QUALITY PRINCIPLES	AGE GROUPS	TRACKING METHODS	READING GOALS	PRIZES	OUTREACH
<p>Builds strong communities</p> <p>Provides opportunities for fun learning</p> <p>Celebrates reading and literacy</p> <p>Designed to reach & engage everyone</p> <p><i>A SJPL Library card is NOT required for participation</i></p>	Pre-Readers 0-5 years	<p><u>Beanstack</u> Web/App</p> <p><u>Paper Logs</u> English, Spanish, Chinese, Vietnamese</p>	8 books	One Free Giveaway Prize book for sign up	PRNS Community Centers & Summer Camps
	Readers 5-10 years		Reader's Choice	+	
	Pre-Teens 10-12 years		8 hours	+	Community Partners
	Teens 12-18 years		<u>or</u>	Grand Prize Entry	
	Adults 18+		8 books	Free Prize for sign up	Bridge Libraries
		+			
				Free Prize for completing reading goal	
				+	
				Grand Prize Entry	

Lunch at the Library -- CA State Library

- Pop-Up Libraries at San Jose community meal sites
- Will run June 10 - July 31
- OFFERS BOOKS, STORYTIMES, CRAFTS & MORE



Participating Branches

- ❖ Alum Rock
- ❖ **Bascom (NEW)**
- ❖ Biblioteca Latinoamericana
- ❖ East San Jose Carnegie
- ❖ Educational Park
- ❖ Edenvale
- ❖ Evergreen
- ❖ Hillview
- ❖ King Youth Services
- ❖ **Mt. Pleasant (NEW)**
- ❖ **Rose Garden (NEW)**
- ❖ Seven Trees
- ❖ Tully Community
- ❖ Vineland
- ❖ West Valley



EARLY EDUCATION

SUMMER LEARNING FOR EARLY EDUCATION

- June 1st to August 31st.
- Aims to enhance literacy and educational experiences for children at childcare centers citywide.
- Participants receive a curated curriculum along with books, which includes diverse activities and discussion points to enrich the reading experience.
- Fosters community engagement, supports childcare providers, and bridges connections between libraries and formal and informal childcare providers.

PILOT: ESL STORYTME SERIES

- Six-week program tailored for caregivers and children ages 0-5 at King Library.
- Early Learning and School Readiness with a focus on foundational skills for school success.
- New Words Exploration to engage children and their caregivers in discovering and learning new vocabulary.
- Social Interaction opportunities to encourage interaction and cooperation among peers.
- Goal to replicate the program citywide in fiscal year 2024/2025.



EXPANDED LEARNING

Coding Learning Series

- SJPL's coding camp series will transition into a series of computer science-based learning labs, boot camps, and hackathons. These activities will take place at Branches across the city for elementary and middle school students, with some activities being girls only to assist with closing the gender gap in computer science fields.

SJ LEARNS GRANT PROGRAM

- Funding summer programs currently being distributed. Past grantees include programs at Alum Rock Union School District, Franklin-McKinley School District, and Luther Burbank School District serving 600 students.



COLLEGE AND CAREER



- WeThrive High School Entrepreneur Summer Camp
 - Summer Camp focused on helping youth start their own business
 - Includes PopUp market to sell products
 - Includes \$75 in seed money per student
 - June 11 through July 20 at TeenHQ, King Library

- SJ Works: Interns at the Library
 - 6-Week Youth Work Experience
 - June 24 – August 2
 - 20 hours/week at \$18/hr
 - SJ Works is actively recruiting mentors to be paired with interns (8 hour commitment over 6-week period)

GRAPHIC NOVEL MAKING CONTEST



SJPL's 16th Annual GNMC Event June 1- July 31, 2024

- Submissions are judged by a panel of library staff and industry professionals
- Entries are published online via SurveyMonkey or eMail
- Winning entries also published in booklet available for circulation at all SJPL locations
- A complementary schedule of programs helps participants increase knowledge and skills pertaining to comics creation
- 2023 results totaled 26 programs with 528 program participants & 170 contest entries across five age groupings (0-7, 8-9, 10-12, 13-17 & 18+)
- Staff distributed 1000 Sketchbook Kits

2024 GNMC Awards Ceremony Saturday, Sept. 14, Seven Trees CC, 2-4 PM

Winners announced by City Librarian Jill Bourne

Featuring guest speakers from the comics and publishing industry.

www.sjpl.org/graphicnovels

Cosplay on Display – 3rd Annual



More Information on
SJPL.org Blog!
Examples of previous year's
participants available on
Flickr!



- **Cosplay on Display**

- **May 23rd – August 10th, 2024**

- Open to California Residents
- All ages welcome
- Cosplayers pose with an SJPL card (front design visible) and submit up to 3 photos via Email OR SurveyMonkey Form
 - Email Entries must have a completed Signature Form
- More information available on the Website (sjpl.org/cosplay-on-display) & the [GNMC SharePoint](#)
- All eligible participants can claim a participation gift by attending the Graphic Novel Making Contest Awards Ceremony on Saturday, Sept. 14th, from 2-4 p.m., at the Seven Trees Community Center (3590 Cas Drive, San Jose, 95111).
- Questions can be sent to: graphicnovels@sjlibrary.org

SJPL Foundation Read to Raise Fundraiser



- Customers, families, community organizations and businesses can donate individually and/or sponsor others' summer reading in support of SJPL's ongoing reading programs and literacy efforts.
- Donate online via www.sjpl.org/summer or www.sjpl.beanstack.org.
- All donor information is private and secure.
- Donate once or repeatedly.
- A SJPL card is NOT required to donate.
- Those who collect \$50, \$100 and \$250 or more via their donation page are eligible to win cool gift card grand prizes!



THANK YOU!



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**D) INFORMATION: BUDGET UPDATE
(J. CHOI)**

LIBRARY BUDGET UPDATE

Library and Education Commission
April 17, 2024

OVERVIEW

- FY 24-25 City Manager's Budget Direction
- FY 24-25 Library Operating Budget Proposals
- FY 24-25 Library Capital Budget Proposals
- Annual Budget Process/Timeline

CITYWIDE BUDGET DIRECTION

- Consider annualization of FY 2023-2024 One-Time Funded Items & Workstreams
- Evaluate department's highest priorities/risks & offer actions that could reallocate resources.
- Evaluate & recommend high-priority one-time programs in the General Fund & reallocate existing resources to these priorities.
- Allocate new resources to small number of key policy priority areas & organizational risk factors.
- Consider how the reallocation or continuation of existing resources impacts racial equity within our community.
- Citywide "Budgeting for Equity" review process.

LIBRARY OPERATING BUDGET PRIORITIES

Department Budget Proposals

- Fines-Free for all
- SJ Access (Digital Equity Program)
- Cybersecurity Compliance support
- Integrated Library System (ILS) Manager & funding for new system
- Early Education Staffing support
- Staffing Conversions/Efficiencies to Improve Systemwide Support



CITYWIDE BUDGET DIRECTION

- Consider annualization of FY 2023-2024 One-Time Funded Items & Workstreams
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- Evaluate & recommend high-priority one-time programs in the General Fund & reallocate existing resources to these priorities.
- Allocate new resources to small number of key policy priority areas & organizational risk factors.
- Consider how the reallocation or continuation of existing resources impacts racial equity within our community.
- Citywide "Budgeting for Equity" review process.
- Budget Reduction Scenarios to address anticipated deficit.

LIBRARY OPERATING BUDGET PRIORITIES

Anticipated Inclusion in Proposed Budget

- Fines-Free for all
- SJ Access (Digital Equity Program)
- Cybersecurity Compliance support
- Integrated Library System (ILS) Manager & funding for new system
- Early Education Staffing support
- Staffing Conversions/Efficiencies to Improve Systemwide Support



LIBRARY CAPITAL BUDGET PRIORITIES

Department Budget Proposals

- Vehicle Fleet Replacements
- Branch Facility Improvement & Maintenance
- MLK Facility Maintenance
- Maintain funding for Building Forward Library Grant match



LIBRARY CAPITAL BUDGET

Anticipated Inclusion in Proposed Budget

- Vehicle Fleet Replacements
- Branch Facility Improvement & Maintenance
- MLK Facility Maintenance
- Maintain funding for Building Forward Library Grant match



ANNUAL BUDGET PROCESS

- **December:** Budget Direction Memo Released by the City Manager
- **January:** 1/26: Operating + Capital budget submission to City Manager
- **February:** 2/21: annual Commission Budget Position Message reviewed and adopted by LEC
- **March:** 3/4: Mayor's March Budget Message
- 3/12: Public Hearing at City Council *3/19/24 City Council Hearing
 - Finalize City Manager's Proposed Budget and Capital Improvement Program
- **May:** 5/1: Release of City Manager's Proposed Operating + Capital Budgets
 - 5/6-5/31: Community Budget Meetings
 - 5/18-5/16: Public Study Sessions
 - 5/14: Public hearing at City Council
 - 5/23: City Council Budget Request Process
- **June:** 6/3: Mayor's June Budget Message
 - 6/10: Final Public Hearing
 - 6/11: Mayor's June Budget Message + budget approval
 - 6/18: Final budget adoption

QUESTIONS?

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VI. COUNCIL LIAISON'S ANNOUNCEMENTS

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,
MAY 15TH, 2024, 7PM
AT DR. MARTIN LUTHER KING JR. LIBRARY**

XIII. ADJOURNMENT