

# LIBRARY AND EDUCATION COMMISSION

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

# I. CALL TO ORDER & ORDERS OF THE DAY

## **II. CONSENT CALENDAR**

**A. APPROVE THE 08/21/2024 AGENDA**

**B. APPROVE MINUTES FOR REGULAR MEETING OF 06/12/2024**

### **III. PUBLIC RECORD**

## IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

2<sub>m</sub> 00<sub>s</sub>



## V. DISCUSSION/ACTION ITEMS

**A) INFORMATION: PUBLIC SERVICES  
OVERVIEW  
(M. AMORES, A. GRABOWSKI, J.  
HERRIGES & V. KILAMBI)**

# PUBLIC SERVICES UPDATE

Library and Education Commission  
August 21, 2024

Michelle Amores, Ann Grabowski, Jean Herriges & Vidya Kilambi



**FY 2023-2024**  
**YEAR-IN-REVIEW**

**Service Hours:** No Change

**Library Visits:** Outperformed 22-23 by 20%

**Circulation:** Outperformed 22-23 by 2.2%

- Within the overall increase:
  - 28% increase in e-material circulation
  - 15% increase in circulation at Hillview Branch
- **More items circulated on Sundays than any other day of the week.**

**Membership:** Outperformed 22-23 by  
14.4%

## 3,580,900 Visits during Fiscal Year 2023-2024

**Total Visits – Up 20% from 2022-23**

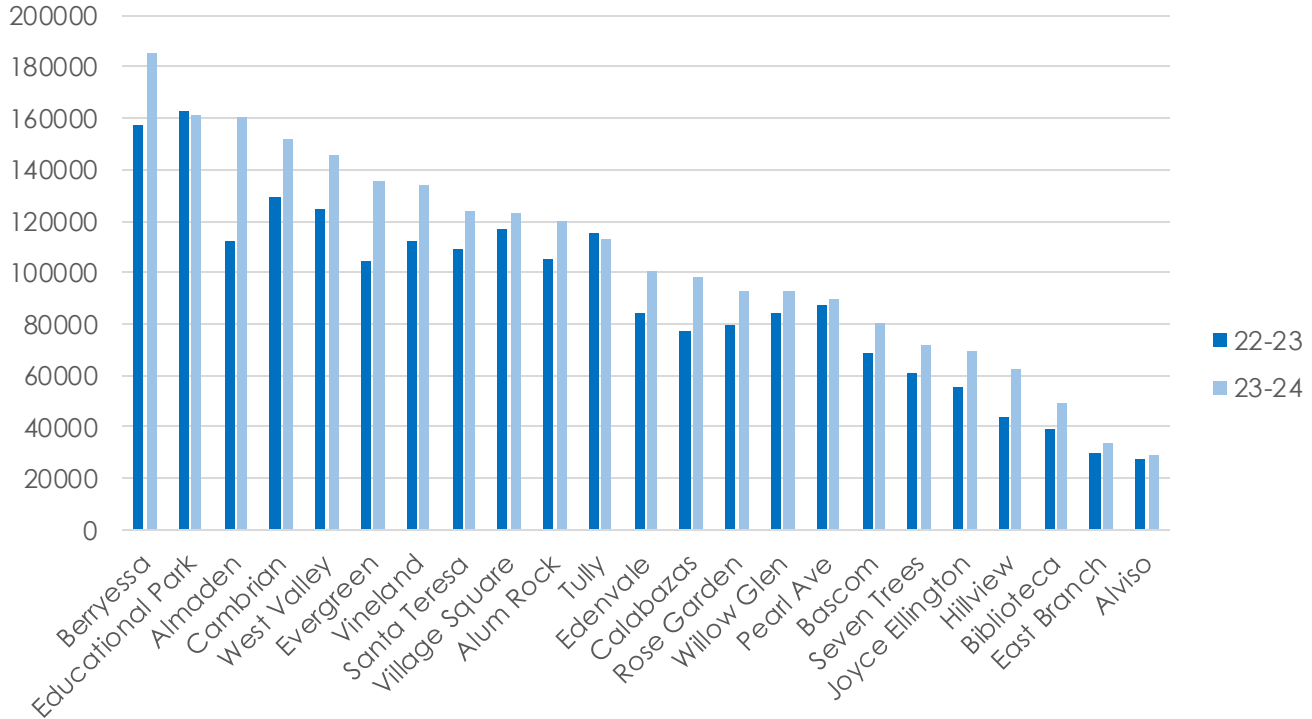
Location	FY 22-23	FY 23-24
Branches	2,012,815	2,332,867
King	966,670	1,248,033



**Most Popular Day of Week:** Wednesday

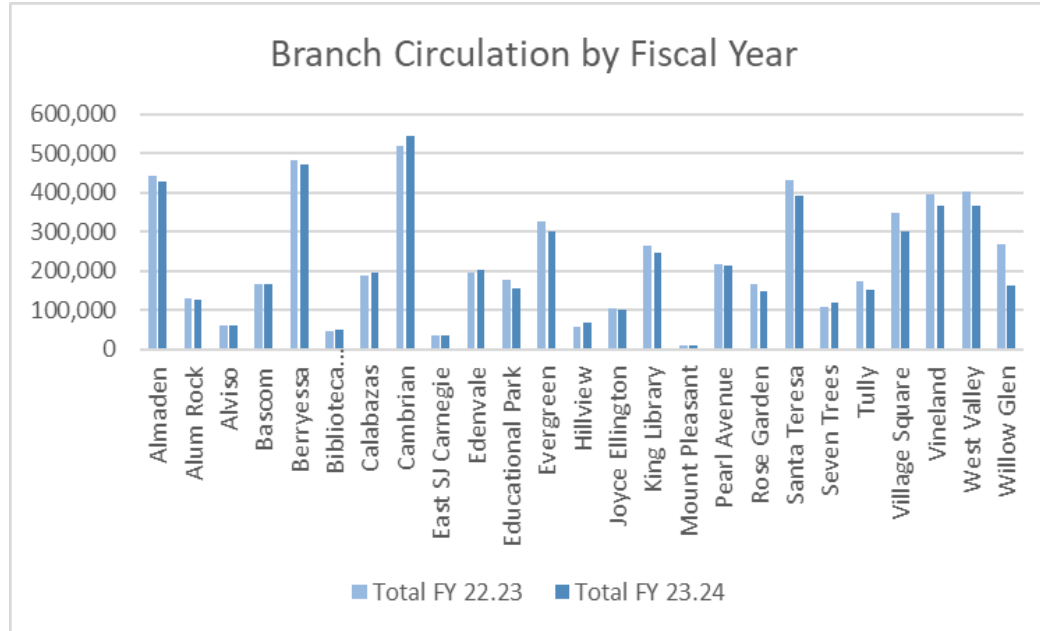
**Most Popular Time of Day:** 3pm

## FY 2023-2024 Branch Visits



# CIRCULATION

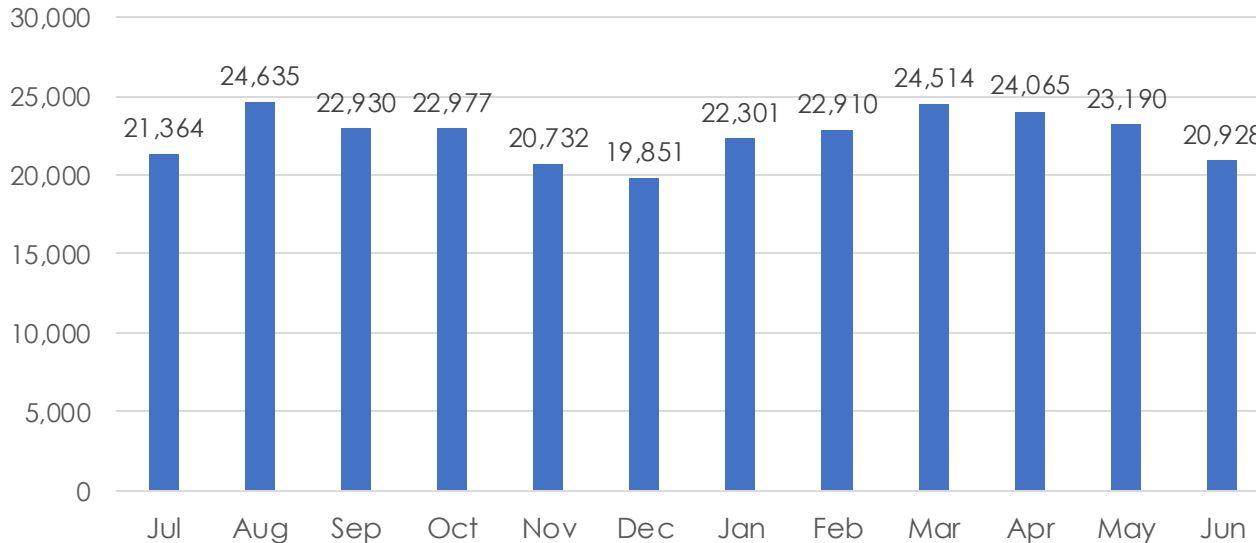
Circulation Type	FY 22-23	FY 23-24
Total Physical Circulation	5,708,004	5,379,222
E-book Circulation	1,759,720	2,311,904
Total Circulation	7,467,724	7,691,126



## 270,397 Computer Sessions

Busiest locations: Alum Rock, Berryessa, Edenvale, Ed Park, Evergreen, Joyce Ellington, King, Tully, Vineland, West Valley

FY 23-24 Total Monthly Computer Use



**FY 2024-2025**

**SERVICE UPDATES**

- With the adoption of the FY 2024-25 budget, City Council approved the elimination of late fees for all customers on a one-year basis.
- As of July 1, 2024, customers will not accrue late fees when returning overdue materials which includes all books, magazines, and media; Chromebooks, laptops, iPads, and hotspots; and ILL and Link+ items.
- **All materials** checked out after July 1<sup>st</sup> will automatically be under the new loan rule and will not accrue any late fees when returned after their due date. Fees for lost materials will still be assessed.
- **What happens with late fees accrued before July 1?**
  - Customers with existing late and lost fees are still responsible for paying those fees. Customers can participate in [alternative](#) programs such as Volunteer Away Your Fines, Read Away Your Fines, or Book Replacement Program to paying those accrued late fees.





- Partners in Reading office at the King Library closed on July 5, 2024.
- Launched pilot at Hillview and Seven Trees Branch Libraries on Monday, July 8 to reimagine and enhance systemwide support of adult literacy, ESL, and adult basic education in alignment with California State Library Literacy Services and the CYSMP.
- The former PAR supervisor position will manage **Hillview Branch Library**, adult literacy services, and ESL. Lead for implementing CYSMP activities for the Poco Way/Mayfair area.
- A Community Programs Administrator position will be located at **Seven Trees Branch Library** providing supervision to the branch and leading implementation of CYSMP activities for the Santee/Seven Trees area.
- Three Literacy Program Specialist positions will be reassigned to Seven Trees (1) and Hillview (2) to support collaboration with Family Literacy Coordinators to provide adult literacy and ESL programs and services.

## DECOMMISSIONING THE MAKER[SPACE]SHIP

- The MSS first took flight in December 2016
- Since 2016 the MSS has blasted off to 1,392 events, reaching 111,237 participants
  - In FY 23-24 alone, the MSS served:
    - 414 early learners
    - 4,840 school-aged children
    - 4,250 teens
    - 1,088 adults
- SJPL continues to provide quality STEAM and coding programs at all our locations.
- Staff will continue to work with schools to bring their classes to the library or bring the library to their school



### **SJ Access Hotspot Circulation ended August 1, 2024**

#### Resource support for Community

- Newsletters, blog post, website updates with information about:
  - Free and low-cost home internet plans
  - Local non-profits that can help identify a plan that works best for families
  - Increased internet speeds at branch locations
  - Outdoor WiFi networks available to use when branches are closed
  - Eight free SJ Access Community WiFi networks available for residents in the network service area

### **Chromebook 4G Data Turn-Off: July 16, 2024**

- Mobile 4G data on all circulating Chromebooks was turned off
- Chromebooks are still available for checkouts by patrons
  - Must be connected to WiFi for internet access

### **Computer Upgrades**

- Upgrading all desktops to Windows 11 for better performance and security
- Secured 500 new computers for public use

### **Mobile Teleconferencing Units**

- Each branch and FLC to receive a Wireless Mobile Teleconferencing unit
  - 50-inch screen, WiFi computer, high-def camera/microphone/speaker on a mobile stand
- Available for meetings, programs, and customer use in study rooms or other spaces

### **Maker Equipment**

- Programming 3D Printers, Cricut machines, and iPads for each branch

### **WiFi Upgrades**

- 15 branches will receive WiFi upgrades for better services inside and outside
- 20Mbps speeds for each user

# QUESTIONS?



2<sub>m</sub> 00<sub>s</sub>

# 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.

## **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,  
SEPTEMBER 18<sup>TH</sup>, 2024, 7PM  
AT BIBLIOTECA LATINOAMERICANA  
LIBRARY**

## XIII. ADJOURNMENT