

# LIBRARY AND EDUCATION COMMISSION

SEPTEMBER 18, 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 AND 09/18/2024 AGENDAS**

**B. APPROVE MINUTES FOR THE REGULAR MEETINGS OF  
06/12/2024 AND 08/21/2024**

### 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: YOUTH COMMISSION  
UPDATE (M. MALOY)**

CITY OF SAN JOSÉ  
YOUTH COMMISSION

# YOUTH COMMISSION WORK PLAN REPORT

LIBRARY & EDUCATION COMMISSION

SEPTEMBER 18, 2024







COMMISSIONER KUCHAREWSKI



Citywide



COMMISSIONER MISHRA

District 1

COMMISSIONER  
MASCARENHAS



District 10, Chair



COMMISSIONER  
PRADEEPKUMAR

District 2, Outreach

COMMISSIONER SINGH



District 9



COMMISSIONER SANCHEZ

District 3

# Youth Commission

CITY OF SAN JOSE

COMMISSIONER  
GONZALES-MUÑIZ



District 8



COMMISSIONER ARROYO

District 4

COMMISSIONER VU



District 7



COMMISSIONER LIEU

District 5, Vice Chair

COMMISSIONER BANSAL

District 6, Communications

CITY OF SAN JOSÉ  
YOUTH COMMISSION

# TOPIC 1

Explore and understand gender-based  
violence resources and services.

## ACTIONS

Collaborate with local organizations and city departments to conduct research and support an awareness campaign by youth around issues such as:

- Sexual harassment
- Assault / domestic violence
- Healthy relationships





CITY OF SAN JOSÉ  
YOUTH COMMISSION

# TOPIC 2

To foster environmental literacy and youth stewardship to create a more sustainable San José.

## ACTIONS

- Collaborate with local organizations and city departments to launch an awareness campaign by youth in order to show the impact of environmental issues, such as:
  - Invasive plant species
  - Microplastics
  - Recycling and composting



CITY OF SAN JOSÉ  
YOUTH COMMISSION

# TOPIC 3

Evaluate and study College and Career Pathways and literacy opportunities in San José.

## ACTIONS

- Receive reports on programs and initiatives related to College and Career Pathways including, but not limited to:
- Resilience Corps Learning Pathway
- SJ Aspires
- San José Works Youth Jobs Initiative
- Teen programs





CITY OF SAN JOSÉ  
YOUTH COMMISSION

# TOPIC 4

Establish and implement the San José Youth  
Commission Innovation Committee.



## ACTIONS

- Establish committee structure and develop a comprehensive engagement strategy:
  - Define membership and schedule
  - Identify presentation format
  - Plan outreach to schools and city departments
  - Form partnerships with external stakeholders



ONGOING

ESTABLISH AND IMPLEMENT A YOUTH COMMISSION  
INNOVATION AD-HOC

WINTER 2025

HOST A YOUTH-LED BUDGET PRIORITIES SUMMIT

WINTER 2025

COLLABORATE WITH LOCAL AGENCIES TO RAISE AWARENESS  
ABOUT MICROPLASTICS

SPRING 2025

HOST A RESOURCE FAIR/WORKSHOP FEATURING COMMUNITY  
PARTNERS AND ORGANIZATIONS

SPRING 2025

PRESENT ANNUAL YOUTH COMMISSION REPORT TO NSE

Next Steps

# Thank you!

## WEBSITE

[www.sjpl.org/YouthCommission](http://www.sjpl.org/YouthCommission)

## EMAIL ADDRESS

[youthcommission@sanjoseca.gov](mailto:youthcommission@sanjoseca.gov)



**Youth  
Commission**

CITY OF SAN JOSE

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

# Agenda Item

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**B) INFORMATION: BRANCH SPOTLIGHT:  
BIBLIOTECA LATINOAMERICANA  
LIBRARY BRANCH (M. CLARK)**

# BIBLIOTECA LATINOAMERICANA

LIBRARY AND EDUCATION COMMISSION

SEPTEMBER 18, 2024

# 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	12 PM – 5 PM



47 Service Hours

LEC Commissioner

**José Magaña**

Council District  
3

Councilmember  
**Omar Torres**



14 Staff Members  
(9.3 FTE)

## Library Features

Public Computers: 26

Group Study Rooms: 1

Community Room Capacity: 60

Family Learning Center

# PUBLIC ART



*Los Viajeros Vienen a San Jose Maria Alquilat (1928-2014)*



# ABOUT THE COMMUNITY

Language Spoken at Home %	
English Only	35%
Spanish	49%
Mandarin and Cantonese	2%
Vietnamese	7%
Indian Languages	1%

Service Area Schools	
Elementary Schools	3
Middle Schools	3
High Schools	2
Post Secondary	0

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\*Census 2020 Branch Service Areas

# ABOUT THE COMMUNITY

## Race/ Ethnicity

34% "Some other race alone", 28% White,  
23% Two-or-more Races / 64% Latine

Median Household Income  
\$87,221

Population	(total)
Children under 5	7%
Children 5 to 14	13%
Teens 15 to 17	3%
Adults 18 to 24	12%
Adults 25 to 54	47%
Adults 55 and over	18%

\*Census 2020 Branch Service Areas

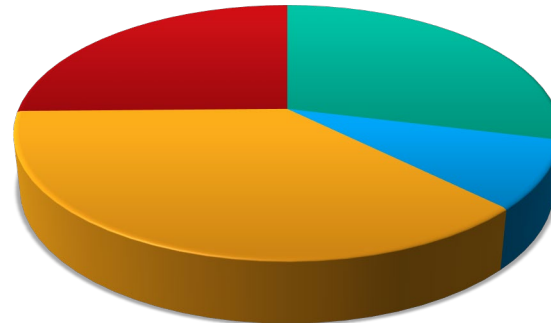
# FY 2023/24 USAGE STATISTICS

Gate Count
48,492

Circulation
24,482

Total Programs	479
Total Program Attendance	7,070

\*PowerBI



- Adults
- Young Adults

Top 2 languages other than English in circulation: Spanish, Vietnamese

# FY 2023/24 COMPUTER USAGE

Computer Bookings at  
Biblioteca Latinoamericana: 8,387



# PROGRAMS AND SERVICES

## Digital Literacy

- One-on-one Tech Mentor in Spanish
- Everyone Can Create – Creative iPad Programs
- Digital Skill-Building Pathways

## Early Education

- Bilingual (English-Spanish) Music and Movement
- Wee Play Outdoors
- Dia de los Niños Storytime and Craft

## Expanded Learning

- STEMMABLE Sundays
- Science is Elementary
- Summer Reading Fluency with Bay Area Tutors



# PROGRAMS AND SERVICES

## Cultural Enrichment

- Hispanic Heritage Celebration with Cascada de Flores
- Cirque du Soleil Kooza at Biblioteca
- San Jose's Opera Cultura's *La Llorona* Creative Panel Discussion
- San Jose Opera *Florencia en el Amazonas* Mini concert

## College and Career Readiness

- Study Smart Tutors

## Adult Services

- Citizenship Interview Prep
- Citizenship Prep (in Spanish)
- Resource Fair for the Unhoused
- Job Search and Application Help (in Spanish)



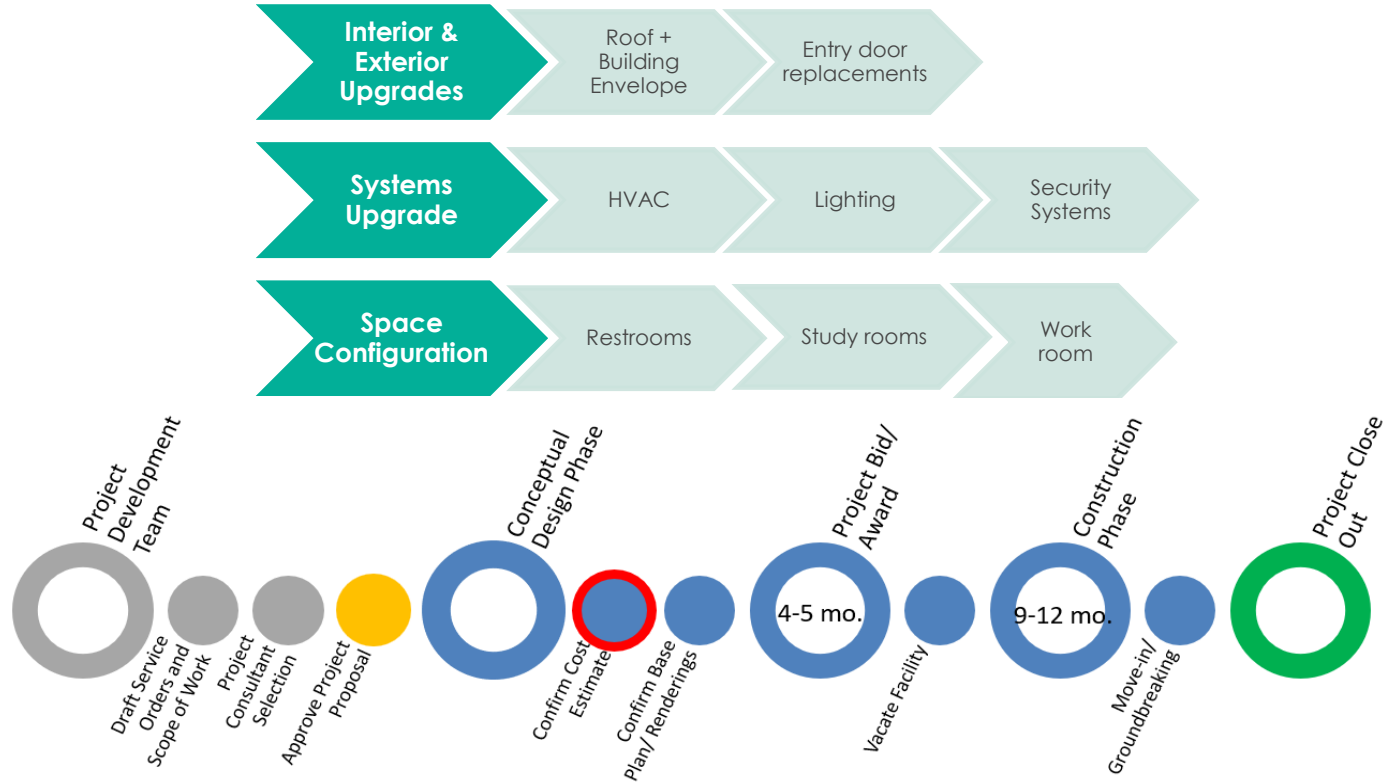
# VOLUNTEERS AND FRIENDS OF THE LIBRARY

Volunteers	
Number of Volunteers	11
Total Volunteer Hours	96

- Lego Club Saturdays
- MLK Day of Service 2024
- Tech Mentors
- Citizenship Prep Volunteer of the Year



# UPCOMING INFRASTRUCTURE IMPROVEMENTS







# QUESTIONS? THANK YOU!

Michelle Clark  
michelle.clark@sjlibrary.org  
408-294-1237  
921 South First Street

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

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**C) INFORMATION: BUDGET OVERVIEW  
(J. CHOI & A. GLUM)**

# LIBRARY BUDGET OVERVIEW

Library and Education Commission  
September 18, 2024

## FY 2024-2025 LIBRARY BUDGET OVERVIEW

Operating Budget		Capital Budget	
\$64.4 Million		\$25.0 Million	
General Fund	\$51.4 Million	Branch Libraries Bond Projects Fund	\$5.4 Million
Library Parcel Tax	\$11.7 Million	Construction and Conveyance Tax	\$19.6 Million
Capital Funds	\$1.1 Million	Library Parcel Tax Capital	<\$500k
Gift Trust Fund	\$115,000	Capital Improvement Program – 2024-2028:	\$59.6 Million
<ul style="list-style-type: none"> <li>Core Services Support – Access, Education, Strategic Support</li> </ul> <p>Personal Services (salaries): 396.02 FTE = approx 650 positions(80% of budget)</p>		<ul style="list-style-type: none"> <li>Facilities Improvements &amp; Equipment</li> <li>Acquisition of Materials</li> <li>Public Technology</li> <li>Building Forward Grant and Bond projects</li> </ul>	

# LIBRARY OPERATING BUDGET

## Included in Proposed Budget

- Integrated Library System (ILS) position & funding for new system
  - Early Education Staffing support (continue previously grant-funded positions as City-funded)
  - Staffing Conversions/Efficiencies to Improve Systemwide Support
- \* *Fines-Free for all (approved one-time)***



# LIBRARY OPERATING BUDGET

## Included in Proposed Budget

### Reductions (Savings)

- Partners in Reading, Adult & Family Literacy Center at King Library  
**Ongoing savings: \$459,951**
- Maker[Space]Ship  
**Ongoing savings: \$185,172**

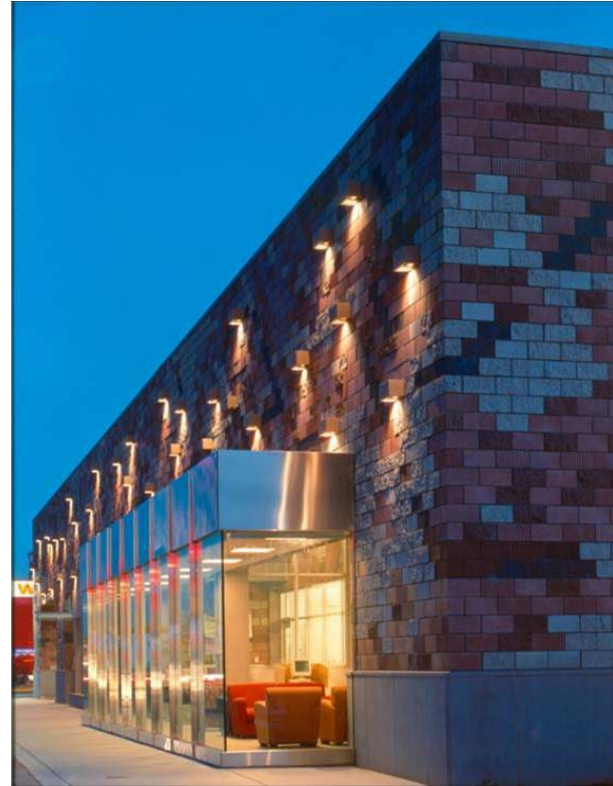




# LIBRARY CAPITAL BUDGET

## Included in Proposed Budget

- Maintain funding for Building Forward Library Grant match



## CITY ANNUAL BUDGET PROCESS

- **December:** Budget Direction Memo Released by the City Manager
- **January:** Departments Operating + Capital budget submission to City Manager
- **February:** annual Commission Budget Position Message reviewed and adopted by LEC
- **March:** Mayor's March Budget Message
  - Public Hearing at City Council
- **May:** Release of City Manager's Proposed Operating + Capital Budgets
  - 5/8-5/26: Community Budget Meetings
  - 5/10-5/15: Public Study Sessions
  - 5/16: Public hearing at City Council
  - 5/19: City Council Budget Request Process
- **June:** 6/3: Mayor's June Budget Message
  - 6/13: Final Public Hearing
  - 6/13: Mayor's June Budget Message + budget approval
  - 6/13-20: Final Proposed budget adoption

## DEPARTMENT ANNUAL BUDGET PROCESS(FY 25-26)

- **September - October:** Department Staff Engagement
- **November – December:** Department Leadership Review – Identify Priorities for next budget year
- **December – January:** Revenue projections released by City Manager’s Office (surplus, no-add, reduction). Departments adjust budget proposals, address reductions.
- **January – February:** Library meets with City Manager’s Budget Office to determine Proposed Budget to provide to Mayor and Council
  - Library Commission Budget Ad-hoc Sub-committee convenes and develops Commission Budget Position Letter
  - Commission Budget Position Letter submitted to Mayor & City Council

# THANK YOU

# QUESTIONS?

Jenny Choi, Deputy Director of Operations [jenny.choi@sjlibrary.org](mailto:jenny.choi@sjlibrary.org)  
Anthony Glum, Senior Financial Analyst [anthony.glum@sjlibrary.org](mailto:anthony.glum@sjlibrary.org)

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

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**D) INFORMATION: CAPITAL PROGRAM  
UPDATE (A. TRAN)**



# CAPITAL PROGRAM UPDATE

LIBRARY AND EARLY EDUCATION COMMISSION  
SEPTEMBER 18, 2024



# Library Capital Program Budget

Fiscal Year 2024-2025

## Proposed Capital Budget

**\$25.0 Million**

- Branch Libraries Bond Projects Fund \$5.4 Million
- Construction and Conveyance Tax \$19.6 Million
- Library Parcel Tax Capital <\$500k

5-year Capital Improvement Program 2024-2028: \$59.6 Million

































# CA STATE LIBRARY BUILDING FORWARD GRANT SPENDING BREAKDOWN

Library Branch	Grant Fund Awarded	Library Match Obligation
Alviso	\$614,374.00	\$614,374.00
Bascom	\$652,746.00	\$652,746.00
Biblioteca Latinoamericana	\$3,625,045.00	\$3,625,045.00
East San Jose Carnegie	\$654,945.00	\$654,945.00
Educational Park	\$515,729.00	\$515,729.00
Hillview	\$265,021.00	\$265,021.00
Joyce Ellington	\$705,664.00	\$705,664.00
Seven Trees	\$1,487,606.00	\$1,487,606.00
Tully	\$147,757.00	\$147,757.00
Total	\$8,668,887	\$8,668,887

**\$5.9M Remaining Bond Funds Can Be Used For:  
Grant Match & Branch Efficiency/Improvement Projects**

# CA BUILDING FORWARD GRANT

## STATUS ROUND 1 PROJECTS

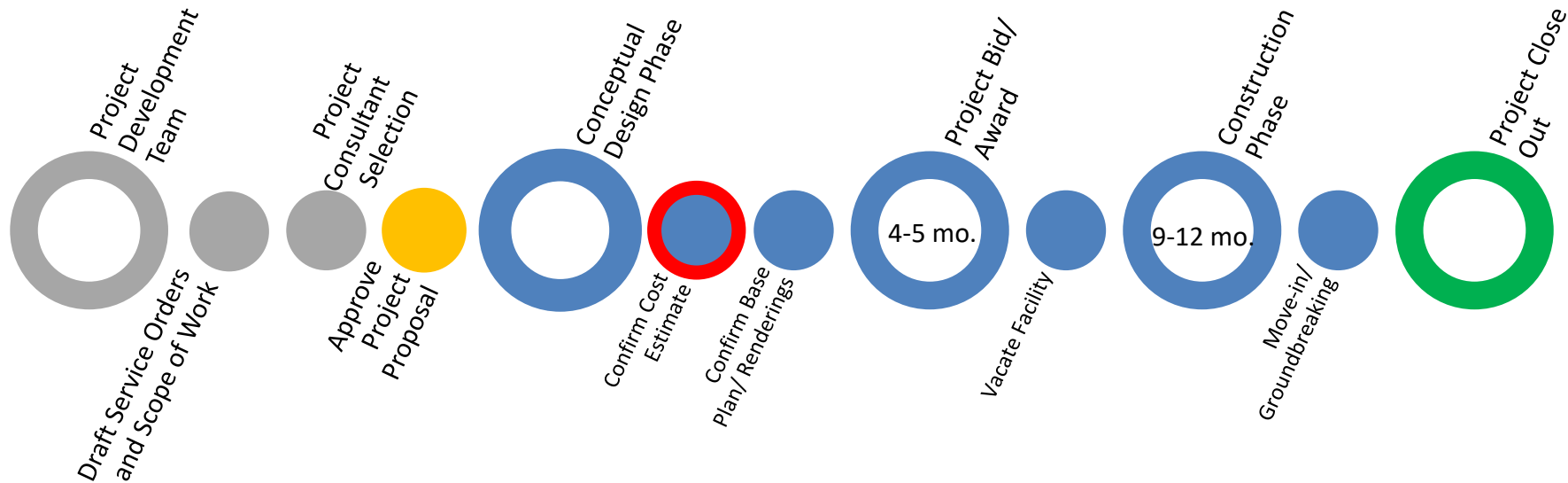
Task		Location	Priority	Status
Alviso - Roof Replacement and Envelo...		 5050 N First St San ...	25-26	Working on it
Bascom - HVAC Boiler replacement		 1000 S Bascom Ave ...	25-26	Working on it
East Branch - HVAC Replacement		 1102 E Santa Clara S...	23-24	Working on it
East Branch - Roof Replacement		 1102 E Santa Clara S...	23-24	Working on it
Seven Trees - AHU, Tower/Chiller, and ...		 3590 Cas Dr, San Jo...	24-25	Working on it
Alviso - HVAC Replacements AC-1, an...		 5050 N First St San ...	24-25	Done
Alviso -Security Cameras Upgrades*		 5050 N First St San ...	23-24	Done
Alviso - Lighting Panel (Envelope)		 5050 N First St San ...	23-24	Done
Bascom - Partial Roof		 1000 S Bascom Ave ...	23-24	Done
Bascom - Marquee repair/replacement		 1000 S Bascom Ave ...	23-24	Done
Educational Park - Repair Door frame fr...		 1772 Educational Pa...	24-25	Done
Hillview - Cooling system/Chiller Repla...		 1600 Hopkins Dr Sa...	23-24	Done
Joyce Ellington - Replace HVAC Pack ...		 491 East Empire Str...	23-24	Done
Seven Trees - Roof Replacement		 3590 Cas Dr San Jo...	23-24	Done
Tully - HVAC Improvement		 880 Tully Road, San ...	25-26	Done

Alviso - Entrance Door Accessibility Im...	+	5050 N First St San ...	24-25
Biblioteca - Security Camera Upgrades	+	921 S First St San Jo...	24-25
Biblioteca - Full Roof System Replace...	+	921 S First St San Jo...	24-25
Biblioteca - Provide Storefront Entry D...	+	921 S First St San Jo...	24-25
Biblioteca - Replace HVAC System	+	921 S First St San Jo...	24-25
Biblioteca - Assess Existing Security S...	+	921 S First St San Jo...	24-25
Biblioteca - Reconfigure Existing Spac...	+	921 S First St San Jo...	24-25
Biblioteca - Repair/Replace Fixtures in ...	+	921 S First St San Jo...	24-25
Biblioteca - Provide New Book Drop Inl...	+	921 S First St San Jo...	24-25
Biblioteca - Create Lactation Room/ Fa...	+	921 S First St San Jo...	24-25
Biblioteca - Evaluate and Replace Light...	+	921 S First St San Jo...	24-25
Educational Park - Roof Replacement	+	1772 Educational Pa...	24-25
Joyce Ellington - Roof Replacements	+	491 Empire St San J...	24-25
Joyce Ellington - Replace AV Equipment	+	491 East Empire Str...	24-25
Joyce Ellington - Replace Carpet/Floor...	+	491 East Empire Str...	25-26
Tully - Roof Replacement	+	880 Tully Rd San Jo...	24-25

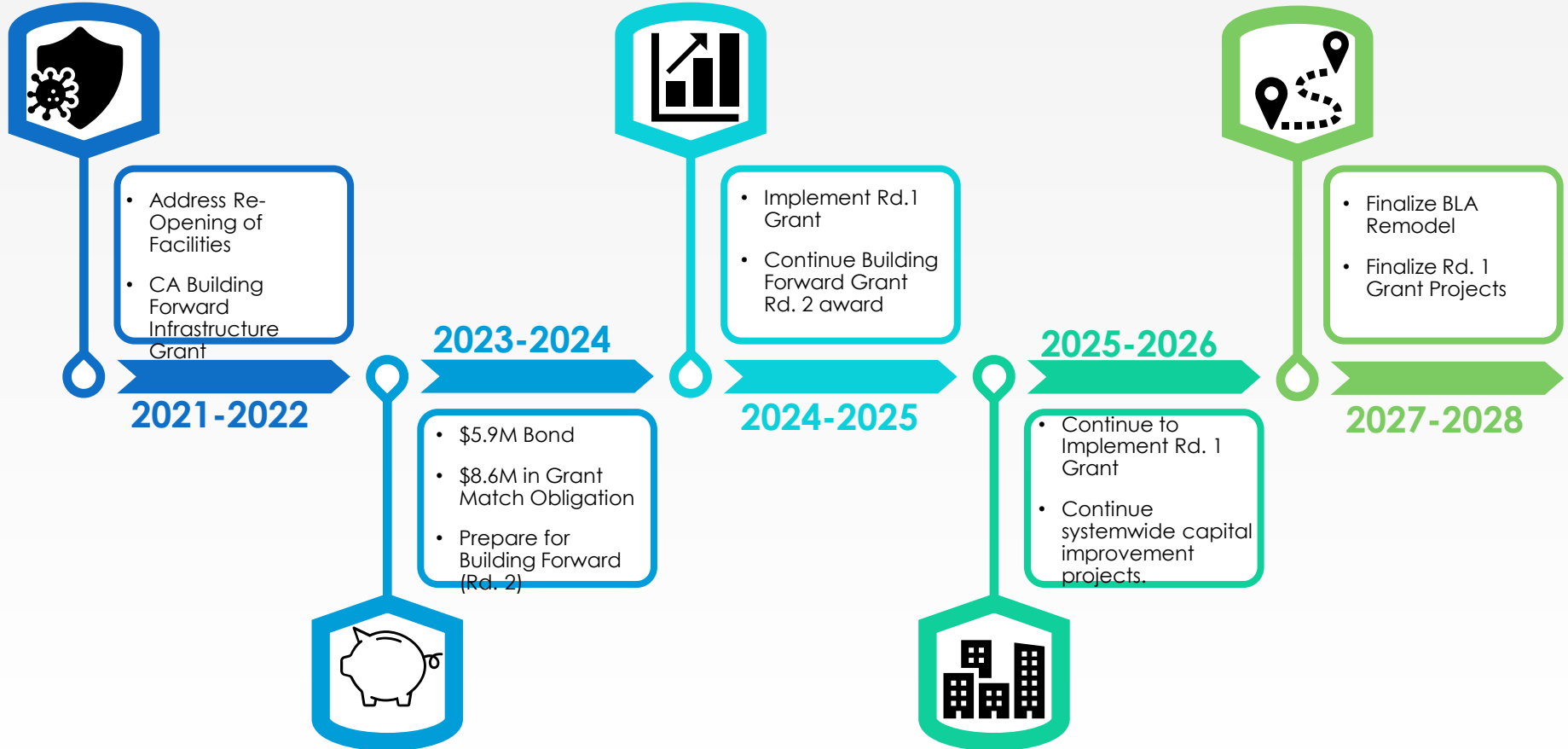
# CA BUILDING FORWARD GRANT

Over the next 2  
years

# Proposed Biblioteca Latinoamericana Library Renovation Project Process 22-23



# FY 24-25 BOND SPENDING PLAN



# FACILITIES IMPROVEMENT PROJECTS COMPLETED

## 2023-2024

LOCATION	COST	PROJECT TYPE
Almaden	\$725,050.50	Roof Replacement & Chiller Replacement
Alviso	\$344,109.63	HVAC Replacement
Alviso	\$264,623.37	Lighting/ Cosmetic Upgrade
Bascom	\$251,659.50	Roof, HVAC / Boiler Replacement
Berryessa	\$4,802.00	Boiler Replacement, Security Camera Upgrades
Biblioteca	\$17,065.00	Security Camera Upgrades
Calabazas	\$46,000.00	Boiler Repair
Edenvale	\$10,044.19	Boiler Repair
Hillview	\$361,539.26	Chiller Replacement
Joyce Ellington	\$180,000.00	HVAC Replacement
Mount Pleasant	\$24,771.57	AC Replacement
Pearl	\$11,333.08	HVAC Repair
Seven Trees	\$890,000.00	Roof Replacement
Tully	\$181,718.61	Lighting Upgrade
Village Square	\$17,981.95	Boiler Replacement
West Valley	\$366,100.56	Roof Replacement
Willow Glen	\$65,533.59	HVAC Replacement
<b>Grand Total</b>	<b>\$2,240,998.10</b>	



**Questions?**

**Thank you!**



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**E) ACTION: SPECIAL JOINT MEETING  
WITH YOUTH COMMISSION MEETING  
DATE SELECTION (K. ALVAREZ)**

# LIBRARY AND EDUCATION COMMISSION

Proposed Dates for Special Joint Meeting with Youth Commission
Saturday, March 15, 2025 • Third Saturday of the Month
Wednesday, March 19, 2025 • Third Wednesday of the Month • Regular LEC Commission Meeting Date
Saturday, March 22, 2025 • Fourth Saturday of the Month
Monday, March 24, 2025 • Fourth Monday of the Month • Regular Youth Commission Meeting Date

SEPTEMBER 18, 2024

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

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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,  
OCTOBER 16<sup>TH</sup>, 2024, 7PM  
AT DR. MARTIN LUTHER KING JR. LIBRARY**

## XIII. ADJOURNMENT