

LIBRARY AND EDUCATION COMMISSION

November 20, 2024

7:00 PM to 8:00 PM

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

A. APPROVE THE 11/20/2024 AGENDA

**B. APPROVE MINUTES FOR REGULAR MEETING OF
10/16/2024**

III. PUBLIC RECORD

IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

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V. DISCUSSION/ACTION ITEMS

**A) INFORMATION: BRANCH SPOTLIGHT –
WEST VALLEY
(R. GONZALEZ)**



WEST VALLEY BRANCH

NOVEMBER 20, 2024

WEST VALLEY 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



2,583 Service Hours

LEC Commissioner

VACANT

Council District
1

Councilmember
Rosemary Kamei

Rosem

Library Features

Public Computers: 39

Group Study Rooms: 1

Quiet Study Rooms: 1

Community Room Capacity: 209



19 Staff Members
(10.79 FTE)

ABOUT THE COMMUNITY

Race/ Ethnicity

Asian Alone 38%
White Alone 37%
Two or more races 15%
Some other races 7%
Black or African American 4%

Median Household Income
\$160,131

Total Population	74,601
Membership Count	29,085

Population	(total)
Children under 5	6%
Children 5 to 14	13%
Teens 15 to 17	3%
Adults 18 to 24	6%
Adults 25 to 54	44%
Adults 55 and over	13%

*Census 2020 Branch Service Areas

ABOUT THE COMMUNITY

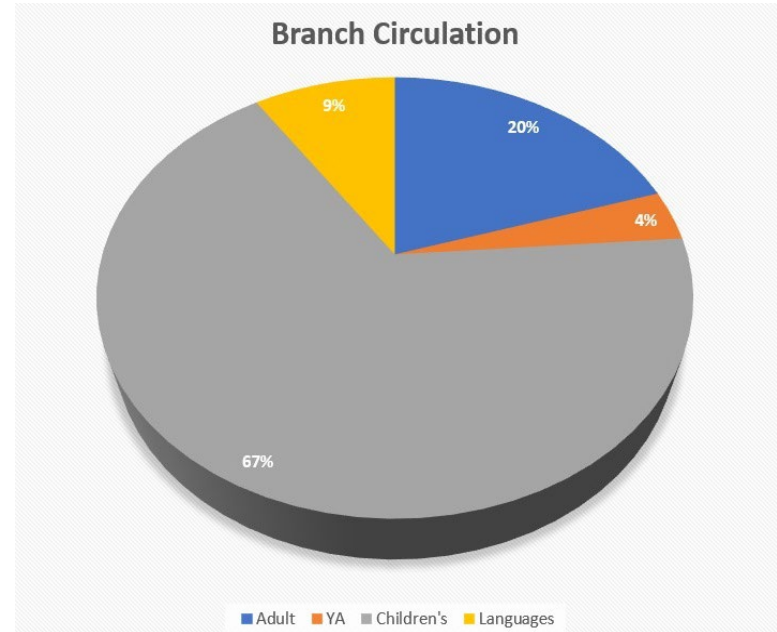
Language Spoken at Home %	
English Only	44%
Mandarin and Cantonese	15%
Spanish	12%
Other Indo-European Languages	9%
Other Asian and Pacific Islander Languages	7%

Service Area Schools	
Elementary Schools	12
Middle Schools	2
High Schools	4
Post Secondary	0

*Census 2020 Branch Service Areas

FY 2023/24 USAGE STATISTICS

Gate Count	145,396
Circulation	206,316
Programs	672
Program Attendance	14,556
Computer Sessions	10,499



Top 3 languages other than English in circulation: Chinese, Japanese, Russian

*PowerBI

PROGRAMS AND SERVICES

Digital Literacy

- Tech Mentor
- Robot Petting Zoo
- Robots and Planetary Exploration

Early Education

- Family Storytime
- Reading to Children in Persian
- Reading to Children in Japanese

Expanded Learning

- Reading Buddies
- Virtual Math Olympiad Club
- STEAM Programs and Workshops



PROGRAMS AND SERVICES

Cultural Enrichment

- Little Explorers Petting Zoo
- Giant Bubble Play Station
- Santa and Mrs. Claus visit

College and Career Readiness

- Teens Reach
 - Civic Engagement
- Virtual College Presentation

Adult Services

- Book Club
- ELL Conversation Club
- INSIDERS



VOLUNTEERS AND FRIENDS OF THE LIBRARY

Volunteers	
Number of Volunteers	134
Total Volunteer Hours	3,895

- Branch volunteers assist with reading programs, digital literacy programs, and more!
- Friends of West Valley Branch fund all our paid performer programs and purchase supplies for ongoing/special programs.





QUESTIONS? THANK YOU!

Rebekah Gonzalez
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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.

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

**A) ACTION: COMMISSION BUDGET
ACTIVITIES SUB-COMMITTEE
APPOINTMENT TO PREPARE ANNUAL
BUDGET POSITION MESSAGE TO
COUNCIL
(J. CHOI)**

COMMISSION BUDGET ACTIVITIES SUB-COMMITTEE

November 20, 2024

FY2025-2026 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: Thirty-minute Zoom meeting
 - Independent Time: Two hours to review & make edits to the Annual Budget Position Message
 - Sub-Committee Regroup & Prepare for February Commission: Thirty-minute Zoom meeting
- **Benefits**
 - Learn about the City of San José's Annual Budget Process
 - Opportunity to Advocate for Library Services

FY2025-2026 SUB-COMMITTEE TIMELINE

- **November 2024**
 - Two to Three Commission Members JUMP to Volunteer for the Budget Activities Sub-Committee
 - Introduction Email to Sub-Committee Members

- **December 2024**
 - Sub-Committee Kick-Off Meeting to Review Timeline and Discuss Library Priorities
 - Sub-Committee Begins Drafting the Commission's Annual Budget Position Message

- **January 2025**
 - Sub-Committee Meeting to Finalize the Commission's Annual Budget Position Message

- **February 2025: Commission Meeting**
 - Review and Adopt Annual Commission Budget Position Message to Council

WHO WANTS TO VOLUNTEER?

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VI. COUNCIL LIAISON'S ANNOUNCEMENTS

VII. CHAIR'S ANNOUNCEMENTS

VIII. LIBRARY DIRECTOR'S ANNOUNCEMENTS

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 15, 2025, 7PM AT
DR. MARTIN LUTHER KING JR. LIBRARY**

XIII. ADJOURNMENT

LIBRARY PARCEL TAX OVERSIGHT COMMITTEE

November 20, 2024

8:00 PM to 8:30 PM

(To immediately follow the Library and Education Commission meeting)

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

A. APPROVE THE 11/20/2024 AGENDA

**B. APPROVE MINUTES FOR LIBRARY PARCEL TAX
OVERSIGHT COMMITTEE OF 11/15/2023**

III. PUBLIC RECORD

IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

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V. DISCUSSION/ACTION ITEMS

**A) ACTION ITEM:
ANNUAL MEASURE S: PARCEL TAX
OVERSIGHT (J. CHOI/A. GLUM)**



Parcel Tax Oversight Committee Meeting

November 20, 2024

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 staffing
- 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

2023-24 Budget Expenditures



Library Operations

- FY 23-24 Budget
 - Staffing 78.75 FTE = 125 positions (19%),
\$9,312,012 Non-Personal/Equipment
\$2,322,568



Collection

- English Print Books
- English DVDs and Music CDs
- Budget \$99,300



Technology

- Public computer reservation system upgrade
- Public printing and PC enhancements
- Budget \$585,599



2023-24 Actual Revenues & Expenditures



+3.00% inflation applied to all parcel rates



\$10,837,687 in annual revenue

Use of Funds	Expenditures
Personal Services	\$8,593,890
Materials Acquisition	56,176
Non-Personal Svcs/Equip	1,288,442
Automation Projects	81,439
Annual Audit	15,187
Transfers Out	40,540
TOTAL	\$10,075,654



2023-24 Balance Sheet

Activity	Balance
Beginning Fund Balance	\$3,905,004
Total Revenues	10,837,687
Total Expenditures	10,075,654
Change in Fund Balance	762,033
Ending Fund Balance	\$4,667,037



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





Question?
Thank you!

November 20, 2024
Library and Education Commission

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**VI. THE NEXT LIBRARY PARCEL TAX
OVERSIGHT MEETING WILL BE
NOVEMBER 19, 2025**

VII. ADJOURNMENT

LIBRARY BOND OVERSIGHT COMMITTEE

November 20, 2024

8:30 PM to 9:00 PM

(To immediately follow the Library Parcel Tax Oversight Committee meeting)

I. CALL TO ORDER & ORDERS OF THE DAY

II. CONSENT CALENDAR

**A. APPROVE THE 11/20/2024 LIBRARY BOND
OVERSIGHT COMMITTEE AGENDA**

**B. APPROVE MINUTES FROM THE LIBRARY BOND
OVERSIGHT COMMITTEE MEETING OF 11/15/2023**

III. PUBLIC RECORD

IV. OPEN FORUM

(2 MINUTES OF SPEAKING TIME IS AVAILABLE)

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V. DISCUSSION/ACTION ITEMS

**A) ACTION ITEM:
ANNUAL LIBRARY BOND OVERSIGHT
REVIEW (J. CHOI/A. GLUM)**



Bond Oversight Committee Meeting

November 20, 2024

Library and Education Commission



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 and construction of 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.



2023-24 Expenditures

\$533,239 of Expenditures



Security Camera Improvements/Installations

- Willow Glen, Bascom, East Branch & Alum Rock



Facility Improvements

- West Valley Roof Replacement
- Tully Interior LED Lighting

Biblioteca Latinoamericana Renovation – in progress!





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
 - Tasks performed by capital project staff
- Internal controls
 - Result: No audit findings of inappropriate expenditures





Thank you!
Questions?

November 20, 2024
Library and Education Commission

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**VI. THE NEXT LIBRARY BOND OVERSIGHT
MEETING WILL BE NOVEMBER 19, 2025**

VII. ADJOURNMENT