

Attachment A

FY 2024-25 Library and Education Commission Annual Report

Commission Date	Agenda Item	Highlights	Commission Recommendations/Actions	Future Target Goals
8/21/2024	Public Services Overview	The Commission received a presentation on the status of the Library Department's Public Services operations.	Informational report, no Commission action	Public Services overview will be presented in FY 2025-26.
9/18/2024	Youth Commission Update	The Commission received an update from the City of San José's Youth Commission Chair and Vice Chair.	Informational report, no Commission action	Youth Commission will present quarterly informational reports in FY 2025-26.
	Budget Overview	The Commission received a report on the Library budget.	Informational report, no Commission action	Budget overview will be presented in FY 2025-26.
	Capital Program Update	The Commission received a report on the Library Bond Program Plan.	Informational report, no Commission action	Capital Program update will be incorporated into the Library Budget Overview report for FY 2025-26.
	Branch Spotlight: Biblioteca Latinoamericana	The Commission received a report on the Biblioteca Latinoamericana Library Branch.	Informational report, no Commission action	The Commission will receive a branch spotlight presentation from the hosting Library location.
10/16/2024	Date Selection for Special Joint Meeting with Youth Commission	The Commission voted on a date to hold a special joint meeting with the Youth Commission in March 2025.	Commission voted to host the joint meeting with Youth Commission on Wednesday, March 19, 2025.	This item has been incorporated in the creation of the 2025-26 work plan.
	Identify Bond and Audit Questions	The Commission engaged in a verbal discussion to gathered questions for the Oversight Committee meetings in November.	Informational report, no Commission action	The Commission will develop and propose questions for the Measure S and Library Bond Oversight Committee meetings.
	Library Security Update	The Commission received a report on Library Security.	Informational report, no Commission action	Library Security update will be presented FY 2025-26.
	Education Strategy Annual Report	The Commission received an update on the Library's work for education and digital literacy over the past year and voted to accept the report.	The Commission voted to accept the report.	Education Strategy Annual Report will be presented FY 2025-26.
11/20/2024	Annual Measure S: Parcel Tax Oversight Review (Public Hearing)	The Commission reviewed the Independent Auditor's Report on the Library Parcel Tax for FY 2023-2024 and advise the City Council of the status of the Library Parcel Tax Fund.	The Commission voted to accept the report.	An audit report on the Library Parcel Tax for 2024-25 will be presented FY 2025-26.
	Annual Library Bond Oversight Review (Public Hearing)	The Commission reviewed the Independent Auditor's Report on the Library Bond Projects for FY 2023-2024 and advise the City Council of the status of the Library Bond Projects Fund.	The Commission voted to accept the report.	An audit report on the Library Bond Projects for 2024-25 will be provided 2025-26.
	Commission Budget Activities Sub-Committee Appointment to Prepare Annual Budget Position Message to Council	The Commission selected a group of Commissioners to prepare the Annual Budget Position message to City Council.	The Commission selected Commissioners Baker, Banks, Sellar and Brown.	The Commission will select a sub-committee to prepare the annual budget message for FY 2026-27.
	Branch Spotlight: West Valley	The Commission received a report on the West Valley Library Branch.	Informational report, no Commission action	The Commission will receive a branch spotlight presentation from the hosting Library location.
1/15/2025	Library Budget Review	The Commission will received an update in the Library Budget.	Informational report, no Commission action	Library Budget Review will be presented FY 2025-26.
	Youth Commission Update	The Commission received announcements and updates from the City of San José Youth Commission Chair and Vice Chair.	Informational report, no Commission action	Youth Commission will present quarterly informational reports in FY 2025-26.
	College and Career Pathways Report	The Commission received an update on the status of College and Career Pathways and voted to accept the report.	The Commission voted to accept the report.	The College and Career Pathways update will be integrated into the Library's annual Education Strategy Report and Children and Youth Services Master Plan updates and reports.
	Digital Equity Assessment Update	The Commission received an update on the digital divide in San José, assessment of current broadband and digital equity gaps, and update to the City's existing Broadband and Digital Inclusion Strategy.	Informational report, no Commission action	The Digital Equity Assessment was presented at the February 2025 NSE meeting and will be presented at the August 26, 2025 City Council Meeting.

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2/19/2025	Adopt Annual Commission Budget Position Message to Council (Sub-Committee)	The Commission received the Annual Budget Position Message letter for submission to City Council. Budget priorities: No service reductions or impacts to Library Hours, Sustain digital equity and technology access through community hubs for learning and engagement, Strengthen workforce development and career pathways, maintain library infrastructure and public safety and expand access to Library services and collections.	The Commission accepted the Budget message to City Council.	The Budget Position Message will be presented FY 2025-26.
	Library Collections and Technical Services	The Commission received a report on the Library Collections and Technical Services.	Informational report, no Commission action	Library Collections and Technical Services will be presented FY 2025-26.
	Equity and Inclusion Services Report	The Commission received an update on the Equity and Inclusion Services and voted to accept the report.	The Commission voted to accept the report.	Equity and Inclusion Services Report will be presented FY 2025-26.
	Branch Spotlight: Educational Park	The Commission received a report on the Educational Park Library Branch.	Informational report, no Commission action	The Commission will receive a branch spotlight presentation from the hosting Library location.
3/19/2025	Margaret Sullivan Studios	The Commission received the project overview for the Library's Facilities and Customer Experience Plan.	Informational report, no Commission action	An update on the Facilities and Customer Experience Plan will be presented in FY 2025-26.
	Children and Youth Services Master Plan Demonstration Site Update	The Commission received an update on the Children and Youth Services Master Plan.	The Commission voted to accept the report.	An update on the Children and Youth Services Master Plan will be presented in FY 2025-26.
4/16/2025	SJPLF Update (Exec. Director and Commissioner)	The Commission received a verbal update on the San José Public Library Foundation.	Informational report, no Commission action	The San José Public Library Foundation update will be presented FY 2025-26.
	Budget Update	The Commission received an update on the Library and City Budget.	Informational report, no Commission action	Budget Update will be presented FY 2025-26.
	Summer Programming/Learning Update	The Commission received a report on the Library's summer learning programs.	Informational report, no Commission action	Summer Programming/Learning Update will be presented FY 2025-26.
	Branch Spotlight: Evergreen	The Commission received a report on the Evergreen Library Branch.	Informational report, no Commission action	The Commission will receive a branch spotlight presentation from the hosting Library location.
5/21/2025	Youth Commission Update	The Commission received announcements and updates from the City of San José Youth Commission Chair and Vice Chair.	Informational report, no Commission action	Youth Commission will present quarterly informational reports in FY 2025-26.
	Adult Literacy Programming (PAR, FLCs)	The Commission received a presentation on the status of the adult literacy programming.	Informational report, no Commission action	Adult Literacy will be incorporated into the Education Strategy Annual Report in FY 2025-26.
	Submission of Topics for Fiscal Year 25-26 Work Plan	The Commission discussed topics for the 2025-2026 Library and Education Commission Work Plan.	Informational report, no Commission action	Proposed Work Plan topics for FY 2026-27 will be presented.
	Volunteer Services Update	The Commission received a report on the Library's Volunteer Services.	Informational report, no Commission action	Volunteer Services Update will be presented FY 2025-26.
6/18/2025	Election of Fiscal Year 25-26 Officers	The Commission identified and voted on the Commission Chair and Vice Chair for Fiscal Year 2025-2026.	The Commission voted on the Chair and Vice Chair seats for 2025-2026, naming Chair Angelica Ramos and Vice Chair Nicole "Coco" Banks.	The Chair and Vice Chair seats for FY 2026-27 will be chosen.
	Adoption of Fiscal Year 25-26 Work Plan	The Commission voted to approve the Fiscal Year 2025-2026 Library and Education Commission Work Plan.	The Commission voted to approve the 2025-2026 Work Plan.	The Work Plan for FY 2026-27 will be approved.
	Branch Spotlight: Cambrian	The Commission received a report on the Cambrian Library Branch.	Informational report, no Commission action	The Commission will receive a branch spotlight presentation from the hosting Library location.
	Library Bond Review	The Commission received an informational update on the Library Bond Review.	Informational report, no Commission action	Library Bond Review will be presented in FY 2025-26, including a detailed update on the Biblioteca Latinoamericana Capital Project.