



Memorandum

TO: NEIGHBORHOOD SERVICES AND EDUCATION COMMITTEE **FROM:** Jill Bourne

SUBJECT: See Below

DATE: July 28, 2025

Approved

Date:

8/6/2025

SUBJECT: Library and Education Commission Annual Report and Work Plan

RECOMMENDATION

Accept the annual report on the Library and Education Commission's accomplishments for Fiscal Year 2024-2025 and work plan for Fiscal Year 2025-2026, to comply with the City Municipal Code pertaining to Boards and Commissions.

BACKGROUND

Council Policy 0-4, Consolidated [Policy Governing Boards and Commissions](#), requires the Library and Education Commission (LEC) to submit its annual work plan of activities to be undertaken, budget of personal and non-personal costs, and annual report of its accomplishments to the Neighborhood Services and Education Committee.

In collaboration with the San José Public Library (SJPL), the LEC advocates for high-quality, impactful, and innovative library and education services that contribute to San José's diverse residents. The Commission serves as a public forum for discussing services and resources that support lifelong learning and world-class libraries.

The LEC makes recommendations to the City Council and SJPL administration on matters related to existing and proposed library facilities, programs, operations, services, and funding. Additionally, the Commission provides oversight for the citywide Education and Digital Literacy Initiative. Members of the LEC meet monthly at 7:00 p.m. on the third Wednesday of each month, excluding July and December.

July 28, 2025

Subject: Library and Education Commission Annual Report 2024-2025 and Work Plan 2025-2026

Page 2

ANALYSIS

On June 18, 2025, the LEC convened to review its annual report of accomplishments from the FY 2024–2025 work plan and to establish priorities for the FY 2025–2026 work plan. The attached report provides a summary of the Commission’s key achievements from the past fiscal year and outlines its strategic focus for the year ahead.

At the request of both the LEC and the Youth Commission, both commission work plans include an annual joint special meeting across both advisory groups. On March 19, 2025, the commissioners received an update on the Children and Youth Services Master Plan and were presented with an overview of the Library’s Facilities and Customer Experience Plan, led by consultant firm Margaret Sullivan Studios.

For FY 2025–2026, the LEC will prioritize developments to the Library’s Education Strategy, with particular attention to programs and services supporting College and Career Pathways and Digital Empowerment. In addition, the Commission will continue to support the development of the Facilities and Customer Experience Plan and maintain its oversight of the Library’s annual budget.

COORDINATION

This memorandum has been coordinated with the City Attorney's Office.

/s/

Jill Bourne

Director, Library Department

For questions, please contact Cassie Hunter, Analyst, at cassie.hunter@sjlibrary.org or (408) 808-2163.

Attachments:

- A. Library and Education Commission Fiscal Year 2024-2025 Annual Report
- B. Library and Education Commission Fiscal Year 2025-2026 Work Plan