

July 22, 2022

SUBJECT: Library and Education Commission Annual Report 2021-2022 and Work Plan 2022-2023

Attachment A

LIBRARY & EDUCATION COMMISSION Annual Report for FY 2021-2022

Strategic Priority Area FY 21-22	Task	Accomplishment	Future Target Goals
Commission Administration	Workplan Development	<ul style="list-style-type: none"> • Approved workplan 21-22 (August 2021) • Developed 22-23 workplan (May 2022) 	<ul style="list-style-type: none"> • Adopt FY 23-24 Workplan (June 2023)
	Establish Committees	<ul style="list-style-type: none"> • Developed Ad-Hoc Committee to Review Internet Filter + Bond and Audit Questions (September 2021) 	<ul style="list-style-type: none"> • Develop Ad-Hoc Committee to Review Bond and Audit Questions (September 2022) • Commission will receive a review of the Library Filtering Ad-Hoc Report. (August 2022)
	Leadership	<ul style="list-style-type: none"> • Election of 22-23 Officers (June 2022) 	<ul style="list-style-type: none"> • Election of 23-24 Officers (June 2023)
		<ul style="list-style-type: none"> • A verbal review of Review of Bond and Audit Questions submitted by the ad hoc committee were addressed by Library's Administrative Officer (October 2021) 	<ul style="list-style-type: none"> • A verbal review of Review of Bond and Audit Questions submitted by the ad hoc committee (October 2022)

LIBRARY & EDUCATION COMMISSION
Annual Report for FY 2021-2022

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Library Services and Community Programs	Branch Reports	<ul style="list-style-type: none"> • Branch Reports were not delivered during this fiscal year. • Received a report recognizing members of the branch staff. <ul style="list-style-type: none"> ○ Ofelia Medina (February 2022) 	<ul style="list-style-type: none"> • Meetings will have an item recognizing members of branch and unit staff (September 2022, October 2022, February 2023, and June 2023)
	Early Education	<ul style="list-style-type: none"> • The Commission received Early Education programming reports during the Education & Digital Literacy Annual Report in September 2021, and Summer Learning Update in May 2022. 	<ul style="list-style-type: none"> • The Commission will receive these same reports in October 2022 and April 2023, respectively.
	Education & Digital Literacy Strategy	<ul style="list-style-type: none"> • Received an update of the SJ Aspires College and Career Readiness was presented to the Commission (August 2021) • Received EDL Annual Report (September 2021) • Received an update of the Expanded Learning Plan (May 2022) 	<ul style="list-style-type: none"> • College and Career Readiness Standards (October 2022) • Annual EDL Report (October 2022)
	Youth Services	<ul style="list-style-type: none"> • Received an update of the Summer Learning Program (May 2022) 	<ul style="list-style-type: none"> • Summer Learning Update (April 2023)
	Volunteer Services	<ul style="list-style-type: none"> • The Commission learned about the Library's volunteer program including highlights from Fiscal Year 2021-2022 (March 2022). 	<ul style="list-style-type: none"> • Commission will receive updates from Volunteer Services (March 2023).
	Digital Literacy	<ul style="list-style-type: none"> • Received an update on the Library's digital literacy and public technology initiatives work. (September 2021) • Received a report on digital inclusion efforts. (February 2022) 	<ul style="list-style-type: none"> • Digital Literacy and Public Technology Initiatives (November 2021)

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Resource Development & Sustainability	Budget Review	<ul style="list-style-type: none"> • Discussed Commission Budget Activities, and appointed an ad-hoc Sub-Committee to develop the Annual Budget Position Message to Council (Chair) (November 2021) • Developed and adopted Annual Commission Budget Position Message to Council (February 2022) • Received an update of the Library and City Budget from Administrative Officer (April 2022) 	<ul style="list-style-type: none"> • Continue budget advocacy in 2022-2023
	Oversight Committees	<ul style="list-style-type: none"> • Completed the Annual Measure S: Parcel Tax Overview and Review, as follows: <ul style="list-style-type: none"> ○ Conducted an annual public hearing to discuss the status of the Library Parcel Tax revenue ○ Reviewed an audit of the appropriateness of Library Parcel Tax expenditures and reporting • Approved these reports in a memo informing Council and the public of the results of the audit and annual review. (Nov 2021) 	<ul style="list-style-type: none"> • As a reoccurring item, it will be featured on the FY 2022-2023 work plan.
	Foundation	<ul style="list-style-type: none"> • Received a 2021 Annual Report from the SJPL Foundation (April 2022) 	<ul style="list-style-type: none"> • The Foundation report will be heard (April 2023)

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Technology and Access	Access	<ul style="list-style-type: none"> • Received the Equity Report (December 2021) • Received the Collections Report (January 2022) 	<ul style="list-style-type: none"> • The Equity Report will be heard (February 2022) • The Collections Report will be heard (January 2022)
	Technology & Innovation	<ul style="list-style-type: none"> • Received Digital Equity and Public Technology reports (September 2021 and April 2022) 	<ul style="list-style-type: none"> • This Digital Equity and Public Technology reports will be featured (November 2022 and March 2023)

Strategic Priority Areas FY21-22	Task	Accomplishment	Future Target Goals
Capital Projects and Facilities Management	Facilities & Asset Mgmt. Plan	<ul style="list-style-type: none"> • Annual Library Bond Oversight Review – <ul style="list-style-type: none"> ○ Conducted annual public hearing to discuss the status of projects funded with Library Bonds ○ Reviewed an audit of the appropriateness of Library Bond expenditures (Jan 2022) 	<ul style="list-style-type: none"> • Commission will review the Bond Plan (August 2022) • Committee will review the annual audit of Bong Projects and Funds (November 2022)
	Security		<ul style="list-style-type: none"> • The Commission will receive an update on the library's security practices (September 2022)

Library and Education Commission Proposed Work Plan – Fiscal Year 2022-2023

July 2022	August 17, 2022	September 21, 2022	October 19, 2022	November 16, 2022	December 2022
NO MEETING	Library Filtering Ad-Hoc Report Bond Program Plan Program Spotlight: Library by Mail	Budget Overview Identify Ad-Hoc Committee to Review Bond and Audit Security Staff Spotlight: West Valley	Review of Bond and Audit Questions Education & Digital Literacy Annual Update College and Career Readiness Staff Spotlight - Data Team	Commission Budget Activities Sub-Committee Appointment to Prepare Annual Budget Position Message to Council Annual Library Bond Oversight Review (Public Hearing) Annual Measure S: Parcel Tax Oversight Review (Public Hearing) Digital Literacy and Public Technology Initiatives - Outreach + Performance	NO MEETING
January 18, 2023	February 15, 2023	March 15, 2023	April 19, 2023	May 17, 2023	June 21, 2023
Library Budget Review	Adopt Annual Commission Budget Position Message to Council (Sub-Committee)	Volunteer Services Update	SJPLF Update (Exec. Director and Commissioner)	Submission of Topics for Fiscal Year 23-24 Work Plan	Election of Fiscal Year 23-24 Officers
Library Bond Review	Equity and Inclusion Services Report	Digital Literacy and Public Technology Initiatives - Funding and Expansion	Budget Update	Adult Literacy Programming (COHS, PAR, FLCs)	Adoption of Fiscal Year 23-24 Work Plan
Library Collections	Staff Spotlight	Program Spotlight	Summer Programming/Learning Update		Staff Spotlight