

LIBRARY AND EARLY EDUCATION COMMISSION
Annual Report for FY 2017-2018

Strategic Priority Areas FY17-18	Task	Accomplishment	Future Target Goals
Commission Administration	Workplan Development	<ul style="list-style-type: none"> - Developed 17-18 workplan (June 2017) - Approved workplan (August 2017) - Developed 18-19 workplan (June 2018) 	Approve 18-19 workplan (August 2018)
	Establish Committees	<ul style="list-style-type: none"> - Developed Ad-Hoc Committee to Review Bond and Audit Questions (August 2017) - Developed Ad-Hoc Committee on Budget (December 2017) - Developed Ad-Hoc Committee on Quality Standards (June 2018) 	
	Retreat	<ul style="list-style-type: none"> - Set framework and agenda for Commission Retreat (August 2017) - Hosted facilitated retreat with the goal of increased engagement and support for library 	
	Leadership	<ul style="list-style-type: none"> - Elected 18/19 Officers (June 2018) 	
	October 2017	<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 and the City Auditor. 	

LIBRARY AND EARLY EDUCATION COMMISSION
Annual Report for FY 2017-2018

Strategic Priority Areas FY17-18	Timeframe	Status and Accomplishment	Future Target Goals
Library Services and Community Programs	Branch Reports	<ul style="list-style-type: none"> - Received informational overview reports regarding services at: <ul style="list-style-type: none"> o Dr. Robert Cruz/Alum Rock Branch (August 2017) o Joyce Ellington (October 2017) o Edenvale (January 2018) o Berryessa (April 2018) o Tully (June 2018) 	Per Commission request, the Department will continue to provide periodic reports that highlight the services, usage, and staff of branch libraries.
	Collection Development	<ul style="list-style-type: none"> - An update of the Library Department's overall Library Technical Services and Collection Development was presented to the Commission. (September 2017) 	LEEC will receive a future report on collection development for their input and review in 2018-2019.
	Early Education	<ul style="list-style-type: none"> - Reviewed potential collaborations and partnerships to support the Library's Early Education program, including new resources, current program evaluations and new projects, such as: <ul style="list-style-type: none"> o The Creative Curriculum o Creative Curriculum Training Evaluation - Santa Clara County Early Learning Master Plan (ELMP) (Feb. 2017) - New pilot program: Wee Grow! (May 2018) 	<p>Continued discussions of the EE program contributed to the development of the Library's Early Education Strategy.</p> <p>As a reoccurring item, it will be featured on the FY 18-19 work plan.</p>
	CA Room	<ul style="list-style-type: none"> - The LEE Commission was informed about several of the extensive collections of San José Public Library's California Room, as well as examples of how the public uses these resources. 	The Commission was updated on initiatives to connect the community to the California Room by enhancing access and boosting awareness of the collections.

LIBRARY AND EARLY EDUCATION COMMISSION

Annual Report for FY 2017-2018

	Education & Digital Literacy Strategy	<ul style="list-style-type: none"> - A review on the Library's Education Initiatives was presented to the Commission. (March 2018) <ul style="list-style-type: none"> o Created an Ad-Hoc Committee to prepare for the Special Council meeting o Represented the Commission at the May 7th Special Council Meeting on Education - Received an update on implementation of the EDL strategy and signified support for future committees (June 2018) - 	<p>Continued discussions of development of the Library's EDL Strategy.</p> <p>As a reoccurring item, it will be featured on the FY 18-19 work plan.</p>
	SJPL Works	<ul style="list-style-type: none"> - The Commission was informed on SJPL Works progress since the official opening in March 2017 and its upcoming goals. Specifically regarding: <ol style="list-style-type: none"> 1. Customer Response 2. Employment and Placement Services 3. Collection 4. Free Public Programs 	<p>As a reoccurring item, it will be featured on the FY 18-19 work plan.</p>
	Adult Literacy	<ul style="list-style-type: none"> - Received a report on Literacy and ESL Services - Partners in Reading & Family Learning Center Updates as well as regarding programs and services that directly support Literacy and lifelong Learning for all residents. (April 2018) 	<p>As a reoccurring item, it will be featured on the FY 18-19 work plan.</p>
	Youth Services	<ul style="list-style-type: none"> - Summer Reading: Provided feedback regarding plans for the Library's annual Summer Reading Challenge. (May 2018) <ul style="list-style-type: none"> o School and Community Partnerships o New software that facilitates online reading. o Programs and events such as the Coding 5K Program and the Graphic Novel Contest. o Summer Lunch Programs available at seven library branches. - Teen HQ: The Commission received information on the work of TeenHQ, including the space, equipment, services, and programs offered. (May 2018) 	

LIBRARY AND EARLY EDUCATION COMMISSION
Annual Report for FY 2017-2018

	Volunteer Services	<ul style="list-style-type: none">- The Commission learned about the Library's volunteer program including highlights from Fiscal Year (FY) 2016-17 and the current Volunteer Away Your Fines Initiative.	As a reoccurring item, it will be featured on the FY 18-19 work plan.
	Digital Literacy	<ul style="list-style-type: none">- The Commission learned about the work of the Library's Maker[Space]Ship including an overview, statistics, programming, partnerships, and future goals. (June 2018)	

LIBRARY AND EARLY EDUCATION COMMISSION
Annual Report for FY 2017-2018

Strategic Priority Areas FY17-18	Timeframe	Action	Future Target Goals
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 2017) - Developed and adopted Annual Commission Budget Position Message to Council. (January 2018) - Reviewed Library's 2018-17 proposed budget process and key City budget dates update. (March 2018) 	Continue budget advocacy in 2018-2019
	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; and - Approved these reports in a memo informing Council and the public of the results of the audit and annual review. (January 2018) 	The report on the independent audit of the FY 16-17 Library Parcel Tax Fund conforms to audit standards and no significant issues were identified.
	Access Strategy	<ul style="list-style-type: none"> - Reviewed the Library's Update on Access Strategies. (September 2017) <ul style="list-style-type: none"> o Discussion influenced the Library's recommendations to the Neighborhood Services & Education Committee for amendments to the Library's fines and fees. 	
	Foundation	<ul style="list-style-type: none"> - Reviewed San José Public Library Foundation Update regarding its current and future activities. Additionally, the receipt of and distribution of funds was discussed. (February 2018) 	The Commission will continue to receive updates regarding the SJPL Foundation's activities by means of this annual report in FY 18-17, as well as through their Commission liaison.

LIBRARY AND EARLY EDUCATION COMMISSION
Annual Report for FY 2017-2018

Strategic Priority Areas FY17-18	Timeframe	Action	Future Target Goals
Technology and Access	Bridge Branch Libraries	<ul style="list-style-type: none"> - The Commission was updated about and provided feedback for the plan to build a Bridge Branch Library and how it supports the Library's Mission. (September 2017) 	Commission will continue to be involved in the community process for developing bridge branch libraries.
	Technology & Innovation	<ul style="list-style-type: none"> - Reviewed and offered feedback regarding the Library's efforts to provide updated Technology and Innovations Update. (April 2018) <ul style="list-style-type: none"> o Access like the Bridge Libraries, CENIC Implementation, Archives Digitization, Fine Payment at Self-Checkout Stations, o Programming like the Coding 5K Challenge, o Virtual Reality, 3D Printers, Career Online High School o Opportunities for Growth such as LRNG, Increased Coding Education, Scholarships, tech programming, Customer knowledge and privacy. 	As a reoccurring item, it will be featured on the FY 18-19 work plan.

Strategic Priority Areas FY17-18	Timeframe	Action	Future Target Goals
Capital Projects & Facilities Management	Facilities & Asset Mgmt. Plan	<ul style="list-style-type: none"> - Received and reviewed a summary of the Life Cycle Cost Analysis Reports on the condition assessment for the Library's 23 branch buildings was provided to the Commission. The reports will be used in the planning process to prioritize future capital expenditures to expand and/or replace library building components and equipment. (October 2017) 	The Commission will receive an update on facilities in FY 2018-2019

LIBRARY AND EARLY EDUCATION COMMISSION
Annual Report for FY 2017-2018

	October 2017	<ul style="list-style-type: none"> – The Commission was provided with a general update on the status of the Library’s Capital Improvement projects from July 2016 to- June 2017, including bond funded and facilities improvements projects: <ul style="list-style-type: none"> o Automated Handling Systems o SJPL Works o Maker[Space]Ship o RFID o Capital Repairs o Safety and Security 	The Commission will receive an update on the expenditure plan for the final bond sale, as well as remaining bond funds in FY 2018-2019.
	November 2017	<ol style="list-style-type: none"> 1. 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 (January 2018) 2. Approved these reports in a memo informing Council and the public of the results of the audit and annual review. (January 2018) 	