

LIBRARY AND EARLY EDUCATION COMMISSION
Work Plan for FY 2018-2019

Strategic Priority Areas FY 18-19	Updates	Future Action	Future Target Goals
Commission Administration	Work plan Development	- Develop 18-19 work plan (June 2018)	Adopt FY 18-19 work plan (August 2018)
		- Submission of Topics for work plan FY 19-20	June 2019
	Establish Committees	- Develop Ad-Hoc Committee to Review Bond and Audit Questions	August 2018
	Retreat	- Set framework and agenda for Commission Retreat	November 2018
		- Host facilitate retreat with the goal of increased engagement and support for Library	March 2019
	Leadership	- Elect 19/20 Officers	June 2019
		- Neighborhood Outreach Presentation	September 2018
		- A verbal review of Review of Bond and Audit Questions will be submitted by the ad hoc committee and will be addressed by Library's Administrative Officer and the City Auditor.	October 2018

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Library Services and Community Programs	Branch Reports	<ul style="list-style-type: none"> - Receive informational overview reports regarding services at Branch Libraries in the months of : <ul style="list-style-type: none"> o August, 2018 o October 2018 o January 2019 o April 2019 o June 2019 	Per Commission request, the Department will continue to provide periodic reports that highlight the services, usage, and staff of branch libraries.
	Early Education	- Early Education Ad Hoc Committee Report	August 2018
		- Review potential collaborations and partnerships to support the Library's Early Education program, including new resources, current program evaluations and new projects.	Continued discussions of the EE program contribute to the development of the Library's Early Education Strategy. February 2019
		Early Learning & Child Care Facilities Assessment presentation from the Santa Clara County Office of Education	October 2018
	Education & Digital Literacy Strategy	- A continued update of the Library's Education and Digital Literacy Strategy will be presented	As a reoccurring item, it will be featured at the September 2018 meeting.
		Education Updates will be presented regarding topics such as: SJ Learns and SJ Engage	April and May 2018
	SJPL Works	<ul style="list-style-type: none"> - The Commission will be 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 	As a reoccurring item, it will be featured at the November, 2018 meeting.at the
	Youth Services	- Education Update-Coding 5K Pilot update	October 2018

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Library Services and Community Programs	Youth Services	<ul style="list-style-type: none"> - Summer Learning: the Commission will be provided with feedback regarding plans for the Library's annual Summer Learning Program. - Education Update – SJ Promise: College and Career Readiness: The Commission will be provided with an update regarding the SJ Promise program. 	May 2019
	Volunteer Services	<ul style="list-style-type: none"> - The Commission will learn about the Library's volunteer program including highlights from Fiscal Year (FY) 2017-18 and the current Volunteer initiatives. 	As a reoccurring item, it will be featured at the October 2018 meeting.
	Digital Literacy	<ul style="list-style-type: none"> - The Commission will be provided with an update regarding Educational and Digital Literacy Strategy 	February 2019

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Resource Development & Sustainability	Budget Review	- Review of Library's 2018-19 proposed budget process and key City budget dates update.	October 2018
		- The Commission Budget Activities, and the appointment of an ad-hoc Sub-Committee to develop the Annual Budget Position Message to Council will be discussed (Chair).	November 2018 Continue budget advocacy in 2018-2019
		- Adopt an Annual Commission Budget Position Message to Council.	January 2019
		- Review of final Commission Budget Position Message to Council	February 2019
	Oversight Committees	<ol style="list-style-type: none"> Complete the Annual Measure S: Parcel Tax Overview and Review, as follows: <ul style="list-style-type: none"> - Conduct an annual public hearing to discuss the status of the Library Parcel Tax revenue; - Review an audit of the appropriateness of Library Parcel Tax expenditures and reporting; and Approve these reports in a memo informing Council and the public of the results of the audit and annual review. 	November 2018
	Access Strategy	- Review of the Library's Update on Access Strategies such as the Membership Drive, School ID/SJPL cards and Fine Free Materials	September 2018
	Foundation	- Education Update- Expanded Learning and SJ Learns Grant	September 2018

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	Foundation	<ul style="list-style-type: none">- Review of San José Public Library Foundation Update regarding its current and future activities. As well as discuss the receipt of and distribution of funds.	The Commission will continue to receive updates regarding the SJPL Foundation's activities by means of this annual report in FY 18-19, as well as through their Commission liaison. This update will be received at the February 2019 meeting.
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Technology and Access	Bridge Branch Libraries	<ul style="list-style-type: none"> - Naming of the Bridge Library (Mt. Pleasant) presentation 	October 2018
		<ul style="list-style-type: none"> - The Commission will be updated the plan to build a Bridge Branch Library and how it supports the Library's Mission. 	The Commission will continue to be involved in the community process for developing bridge branch libraries. This will be received at the March 2019 meeting.
	Technology & Innovation	<ul style="list-style-type: none"> - Review the Library's efforts to provide a Technology and Innovations Update. <ul style="list-style-type: none"> o Web-Based Technology enhancements (biblio, ebooks, drupal, etc.) 	As a reoccurring item, it will be featured at the January 2019 meeting.

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Capital Projects & Facilities Management	Facilities & Asset Mgmt. Plan	<ul style="list-style-type: none"> – The Commission will receive a report that will provide detailed information regarding upcoming use of remaining Bond funds to reconfigure and upgrade the three pre-Bond library branches (Alviso, Biblioteca Latinoamericana and West Valley). 	The Commission will receive this update at the March 2019 meeting
		<ol style="list-style-type: none"> 1. Annual Library Bond Oversight Review – <ul style="list-style-type: none"> - Conduct an annual public hearing to discuss the status of projects funded with Library Bonds - Review an audit of the appropriateness of Library Bond expenditures 2. Approve these reports in a memo informing Council and the public of the results of the audit and annual review. 	November 2018