

LIBRARY AND EARLY EDUCATION COMMISSION
Annual Report for FY 2018-19

Strategic Priority Area FY 18-19	Task	Accomplishment	Future Target Goals
Commission Administration	Workplan Development	<ul style="list-style-type: none"> - Developed 18-19 workplan (March 2018) - Approved workplan (Aug. 2018) - Developed 19-20 workplan (Aug. 2019) 	Approve FY 19-20 workplan (Aug. 2019)
	Establish Committees	<ul style="list-style-type: none"> - Developed Ad-Hoc Committee to Review Bond and Audit Questions (Aug. 2018) - Developed Ad-Hoc Committee on Budget (Nov. 2018) - Developed Ad-Hoc Committee on Education and Digital Strategies of Quality Standards (June 2019) 	
	Retreat	<ul style="list-style-type: none"> - Set framework and agenda for Commission Retreat (Nov. 2018) 	
	Leadership	<ul style="list-style-type: none"> - Elected 19-20 Officers (Aug. 2019) 	
	October 2018	<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. 	
	September 2018 June 2019	<ul style="list-style-type: none"> - Received Marketing and Outreach presentation proposal on outreach opportunities and tools for the Commission to utilize. 	

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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 Willow Glen (Aug. 2018) o Evergreen (April 2019) 	Per Commission request, the Department will continue to provide periodic reports that highlight the services, usage, and staff of branch libraries.
	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 Ad Hoc Committee Status Update (Aug. 2018) <ul style="list-style-type: none"> o Definition of Quality Early Education Programs in the City o Development of Citywide Quality Standards o Identification of Assessment Tools that align with Quality Standards - Early Learning and Child Care Facilities Assessment Presentation from Santa Clara County Office of Education (October 2018) - Early Education Update Review of Quality Standards and Assessments (Jan. 2019) 	<p>Continued discussions of the EE program contributed to the development of the Library's Early Education Strategy.</p> <p>As a reoccurring item, Early Education will be featured on the FY 19-20 work plan.</p>
	Education & Digital Literacy Strategy	<ul style="list-style-type: none"> - A review on the Library's Education and Digital Literacy Strategy was presented to the Commission. (September 2018) <ul style="list-style-type: none"> o Created an Ad-Hoc Committee to prepare for the Special Council meeting (<u>Early Education</u>) o Assessed programs and aligned with Quality Standards (<u>Expanded Learning</u>) o Developed and released SJ Learns 3.0 (<u>Expanded Learning</u>) o Development of partnership for online platform/hub (<u>College & Career Readiness</u>) o Development of college readiness plan (<u>College & Career Readiness</u>) 	<p>Continued discussions of development of the Library's EDL Strategy.</p> <p>As a reoccurring item, it will be featured on the FY 19-20 work plan.</p>

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		<ul style="list-style-type: none"> - Received an update on implementation of the EDL strategy and signified support for future committees (Feb. 2019) - A review of the SJ Learns and Expanded Learning was presented to the Commission (March 2019) - A review of the SJ Aspires College and Career Readiness was presented to the Commission (April 2019) - Education and Digital Literacy Strategy development (June 2019) 	
	Youth Services	<ul style="list-style-type: none"> - A review of the Coding 5K update was presented to the Commission (Oct. 2018) - A review of the SJ Engage was presented to the Commission (April 2019) - Summer Learning Program: Provided feedback regarding plans for the Library's annual Summer Reading Challenge. (June 2019) <ul style="list-style-type: none"> o School, City and Community Partnerships o 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 five days a week at seven library branches. 	As a reoccurring item, it will be featured on the FY 19-20 work plan.
	Volunteer Services	<ul style="list-style-type: none"> - The Commission learned about the Library's volunteer program including highlights from Fiscal Year 2018-19 and the current Volunteer Away Your Fines Initiative. (Oct. 2018) 	As a reoccurring item, it will be featured on the FY 19-20 work plan.

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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). (Nov. 2018) - Reviewed Library's 2018-19 proposed budget process and key City budget dates update. (Jan 2019) - Developed and adopted Annual Commission Budget Position Message to Council. (Feb. 2019) - Received a budget update presentation of the Library's budget for FY18-19 (April 2019) 	Continue budget advocacy in 2019-2020
	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. (February 2019) 	As a reoccurring item, it will be featured on the FY 19-20 work plan.
	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. (April 2019) 	The Commission will continue to receive updates regarding the SJPL Foundation's activities by means of this annual report in FY 19-20, as well as through their Commission liaison.
	June 2019	<ul style="list-style-type: none"> - A Digital Inclusion Fund presentation designed to inform the Commission on the City of San José's efforts in closing the digital divide, community outreach and grant making timelines was presented. 	As a reoccurring item, it will be featured on the FY 19-20 work plan.

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Technology and Access	Bridge Branch Libraries	<ul style="list-style-type: none"> - The Commission was updated on the of naming process of a Bridge Branch Library (Nov. 2018) - Received an update on the progress of the Mount Pleasant Branch Library (March 2019) 	Commission will continue to be involved in the community process for developing bridge branch libraries.
	Technology & Innovation	<ul style="list-style-type: none"> - Reviewed an update regarding the Library's web-based enhancements. (March 2019) <ul style="list-style-type: none"> o Improved language capabilities including language mini sites (Spanish, Vietnamese, Chinese) o Navigation improvements to most frequently visited pages o The addition of pages related to SJPLWorks, TeenHQ, and Early Ed o Improved metadata, highlights of Early Digital Literacy (EDL) page and academic resources o Improved accessibility 	As a reoccurring item, it will be featured on the FY 19-20 work plan.

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Capital Projects and Facilities Management	January 2019	<ul style="list-style-type: none"> – The Commission was provided with a general overview of upcoming plans for a Memorial Bench and sculpture honoring Pat Dando that will be installed at the Almaden Branch Library that includes: <ul style="list-style-type: none"> ○ Council approval ○ Location ○ Funding resources ○ Artist Selection ○ Proposed Artistic installation including the size and scale 	The Commission will receive an update on the Dando Memorial Bench plan in FY 2019-20.
	November 2018	<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 (Jan. 2019) 2. Approved these reports in a memo informing Council and the public of the results of the audit and annual review. (Jan. 2019) 	