



Memorandum

TO: NEIGHBORHOOD SERVICES
AND EDUCATION COMMITTEE

FROM: Jill Bourne

SUBJECT: SEE BELOW

DATE: August 28, 2020

Approved

Date

9/2/2020

**SUBJECT: LIBRARY AND EDUCATION COMMISSION 2019-2020
ACCOMPLISHMENTS AND 2020-2021 WORKPLAN**

RECOMMENDATION

Accept the report on the Library and Education Commission's accomplishments and approve the 2020-2021 Workplan.

OUTCOME

The Neighborhood Services and Education Committee will have awareness of the Library and Education Commission's (LE Commission) accomplishments in the Fiscal Year (FY) 2019-2020 (Attachment A) and the Commission's FY 2020-2021 Work plan (Attachment B).

BACKGROUND

In collaboration with San José Public Library, the LE Commission advocates for high quality, impactful, and innovative library and education services that serve as a foundation for a vibrant and diverse city. The Commission provides a venue for public discussion of services and resources that support and promote education and world class libraries.

The LE Commission makes recommendations to the City Council regarding existing or proposed library facilities, programs, operations, services, financing, and provides oversight for the citywide Education and Digital Literacy Initiative. The Commission members meet at 7:00 p.m. on the third Wednesday of the month.

This report will provide an overview of the LE Commission's activities in advancing their key strategic goals.

ANALYSIS

The LE Commission met on August 19, 2020 to review and finalize their 2020-2021 workplan. The attached report provides a summary of accomplishments from the past fiscal year, as well as next steps for the upcoming year.

EVALUATION AND FOLLOW-UP

Staff and Commission members will evaluate the progress on the workplan throughout the year and prioritize goals and objectives for the next year's work plan.

PUBLIC OUTREACH

This memorandum will be posted on the City's Neighborhood Services and Education Committee agenda website for the September 10, 2020 meeting. In addition, this item was presented at the August 19, 2020 the LE Commission meeting.

COORDINATION

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

COMMISSION RECOMMENDATION/INPUT

The LE Commission approved the workplan at their August 21, 2020 meeting.

August 28, 2020

Subject: Library and Education Commission 2019-2020 Accomplishments and 2020-2021 Workplan

Page 3

CEQA

Not a Project, File No. PP17-009, Staff Reports, Assessments, Annual Reports, and Informational Memos that involve no approvals of any City action.

/s/

JILL BOURNE

Director, Library Department

For questions, please contact Ann Grabowski, Chief of Staff and Manager of Policy & Analytics, at ann.grabowski@sjlibrary.org.

Attachments:

Attachment A: Library and Education Commission Fiscal Year 2019-20 Annual Accomplishments Report

Attachment B: Library and Education Commission Fiscal Year 2020-21 Work Plan

ATTACHMENT A
LIBRARY & EDUCATION COMMISSION
Annual Report for FY 2019-20

Strategic Priority Area FY 19-20	Task	Accomplishment	Future Target Goals
Commission Administration	Workplan Development	<ul style="list-style-type: none"> - Developed 18-19 workplan (Mar 2018) - Approved workplan (Aug 2018) - Developed 19-20 workplan (Aug 2019) 	✓ Approve FY 20-21 Workplan (Aug 2020)
	Establish Committees	<ul style="list-style-type: none"> - Developed Ad-Hoc Committee to Review Bond and Audit Questions (Aug 2019) 	- Develop Ad-Hoc Committee to Review Bond and Audit Questions (Sept 2019)
	Leadership	<ul style="list-style-type: none"> - Elected 19-20 Officers (Aug 2019) 	✓ Elect 20-21 Officers (Aug 2020)
		<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 (Oct 2019) 	- A verbal review of Review of Bond and Audit Questions submitted by the ad hoc committee (Oct 2020)

Strategic Priority Areas FY 19-20	Task	Accomplishment	Future Target Goals
Technology and Access	Access		These items will be routinely included in all COVID-19 updates to the Commission.
	Technology & Innovation	<ul style="list-style-type: none"> - Reviewed 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.) (Oct 2019) 	

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LIBRARY & EDUCATION COMMISSION
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Strategic Priority Areas FY 19-20	Task	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"> Almaden (Sep 2019) Santa Teresa (Nov 2019) Mount Pleasant (Feb 2020) 	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"> Receive an Early Education update of Quality Standards implementation report (Feb 2020) Review an Early Education Workforce Development Program report (Feb 2020) 	<ul style="list-style-type: none"> Early Education Quality Standard Outcomes (February 2021) Early Education Workforce Development Program (April 2021)
	Education & Digital Literacy Strategy	<ul style="list-style-type: none"> Received an update on implementation of the EDL strategy and signified support for future committees (Feb 2020) Received an update of the SJ Aspires College and Career Readiness was presented to the Commission (Nov 2019) 	<ul style="list-style-type: none"> College and Career Readiness Standards (October 2020) School Library Card Project (November 2020) EDL Annual Report (January 2021)
	Youth Services	<ul style="list-style-type: none"> Received an update of the Coding 5K Pilot Program 	
	Volunteer Services	<ul style="list-style-type: none"> The Commission learned about the Library's volunteer program including highlights from Fiscal Year 2019-20 and the current Volunteer Away Your Fines Initiative. 	A report on Volunteer Services may be included in the 20-21 Work Plan, dependent on capacity to add additional reports.
	Digital Literacy	<ul style="list-style-type: none"> The Commission learned about the work of the Library's Maker[Space]Ship which included an overview, statistics, programming, partnerships and future goals. 	MSS Staff, Education & Programming Services Unit will provide programming in alignment with and support of the city of San Jose's EDL Strategy

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LIBRARY & EDUCATION COMMISSION
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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 2019) - Developed and adopted Annual Commission Budget Position Message to Council. (Feb 2020) 	Continue budget advocacy in 2020-2021
	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. (Nov 2019) 	<ul style="list-style-type: none"> - As a reoccurring item, it will be featured on the FY 20-21 work plan.
	Access Strategy	<ul style="list-style-type: none"> - Reviewed the Library's update on fines and measurements (Oct. 2019) 	<ul style="list-style-type: none"> - The School Library Card project will be reported in November 2020 and in all COVID-19 updates
	Foundation	<ul style="list-style-type: none"> - The Foundation report was not heard in April 2019 due to COVID. 	<ul style="list-style-type: none"> - The Foundation report will be heard in April 2021

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Strategic Priority Areas FY 19-20	Task	Accomplishment	Future Target Goals
Capital Projects and Facilities Management	Facilities & Asset Mgmt. Plan	<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 	
	Facilities & Asset Mgmt. Plan	<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) 	<ul style="list-style-type: none"> - Commission will review the Bond Program Plan in October 2020. - Commission will review the annual audit of the Bond Projects and Funds in November 2020.
	Security		<ul style="list-style-type: none"> - The Commission will review the past security practices in October 2020 and provide feedback on updates to security practices in March 2021.

ATTACHMENT B
Library and Education Commission Workplan 2020/2021

JULY	Aug. 19, 2020	Sept. 16, 2020	Oct. 21, 2020	Nov. 18, 2020	DECEMBER
NO MEETING	Election of FY 20/21 Officers	Budget Overview	Review of Bond and Audit Questions	Commission Budget Activities Sub-Committee Appointment to prepare Annual Budget Position Message	NO MEETING
	Adopt 20/21 Workplan	COVID-19 Update	Bond Program Plan	Annual Lib. Bond Oversight Review (Public Hearing)	
	COVID-19 Service Impact and Overview	Equity, Diversity, and Inclusion	College and Career Readiness Quality Standards	Annual Measure S: Parcel Tax Oversight Review (Public Hearing)	
		Identify Ad hoc Committee to Review Bond and Audit	Report on Past Security Practices	School Library Card/School ID project update (M. Amores)	
Jan. 20, 2021	Feb. 17, 2021	March 17, 2021	April 21, 2021	May 19, 2021	June 16, 2021
Library Budget Review	Adopt Annual Commission Budget Position Message to Council (<i>Sub- Committee</i>)	Adult Literacy Programming (COHS, PAR, FLCs)	SJPL Foundation Update (Exec. Director & Commissioner)	Submission of Topics for Work Plan FY 20/21	Election of FY 21/22 Officers
EDL Annual Report	Early Ed QS Outcomes	Update on Security Practices	Budget Update	Summer Learning Update	Adopt 21/22 Workplan
COVID-19 Update			Early Education Workforce Development Program	COVID-19 Update	