

LIBRARY & EDUCATION COMMISSION Annual Report for FY 2020-21

Strategic Priority Area FY 20-21	Task	Accomplishment	Future Target Goals
Commission Administration	Workplan Development	<ul style="list-style-type: none"> - Approved 20-21 workplan (Aug 2020) - Developed 21-22 workplan (Aug 2021) 	<ul style="list-style-type: none"> - Approve FY 22-23 Workplan (June 2022)
	Establish Committees	<ul style="list-style-type: none"> - Developed Ad-Hoc Committee to Review Bond and Audit Questions (Sep 2020) 	<ul style="list-style-type: none"> - Develop Ad-Hoc Committee to Review Bond and Audit Questions (Sept 2021)
	Leadership	<ul style="list-style-type: none"> - Elected 20-21 Officers (Aug 2020) 	<ul style="list-style-type: none"> - Elect 21-22 Officers (Aug 2021)
		<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 2020) 	<ul style="list-style-type: none"> - A verbal review of Review of Bond and Audit Questions submitted by the ad hoc committee (Oct 2021)

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Technology and Access	Access / Technology & Innovation	<ul style="list-style-type: none"> - Received updates relating to these items via COVID-19 updates (Aug, Sep, Oct, & Nov 2020; Jan & Apr 2021) 	<ul style="list-style-type: none"> - These items will be routinely included in all COVID-19 Service Impact and Overview updates to the Commission.

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Library Services and Community Programs	Branch Reports	<ul style="list-style-type: none"> - Branch Reports were not delivered for this fiscal year 	<ul style="list-style-type: none"> - Meetings will have an item recognizing members of branch staff. (October 2021, February 2022, May 2022)
	Early Education	<ul style="list-style-type: none"> - Received an Early Education Quality Standard Update (February 2021) - Review an Early Education Workforce Development Program report (May 2021) 	<ul style="list-style-type: none"> - Early Education Quality Standard Outcomes (February 2022) - Early Education Workforce Development Program (April 2022)
	Education & Digital Literacy Strategy	<ul style="list-style-type: none"> - Received update of the SJ Aspires College and Career Readiness Quality Standards was presented to the Commission (Oct 2021) - Received EDL Annual Report (March 2021) - Received update on School Library Card/School ID Project (November 2020) 	<ul style="list-style-type: none"> - College and Career Readiness Standards (August 2021) - EDL Annual Report (September 2021)
	Youth Services	<ul style="list-style-type: none"> - Received Summer Learning Update (May 2021) 	<ul style="list-style-type: none"> - Summer Learning Update (May 2022)
	Volunteer Services		<ul style="list-style-type: none"> - Volunteer Services Updates (Mar 2022)
	Digital Literacy		<ul style="list-style-type: none"> - Digital Literacy and Public Technology Initiatives (Sep 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). (Nov 2020) - Developed and adopted Annual Commission Budget Position Message to Council. (Feb 2021) 	Continue budget advocacy in 2021-2022
	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 2020) 	<ul style="list-style-type: none"> - As a reoccurring item, it will be featured on the FY 21-22 work plan.
	Access Strategy	<ul style="list-style-type: none"> - Received update on School Library Card/School ID Project (November 2020) 	<ul style="list-style-type: none"> - Access strategies will be reported in all COVID-19 updates
	Foundation	<ul style="list-style-type: none"> - Received the SJPL Foundation update (April 2021) 	<ul style="list-style-type: none"> - The Foundation report will be heard in April 2022

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Capital Projects and Facilities Management	Facilities & Asset Mgmt. Plan	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 (Nov 2020) 	<ul style="list-style-type: none"> - Commission will review the Bond Program Plan in October 2021. - Commission will review the annual audit of the Bond Projects and Funds in November 2021.
	Security	<ul style="list-style-type: none"> - Received report on past security practices (Oct 2020) - Received update on Security Practices (Mar 2021) 	<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.

Library and Education Commission Proposed Work Plan - Fiscal Year 2021 - 2022

JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
LEC	LEC	LEC	LEC	LEC	LEC
	Aug. 18, 2021	Sept. 15, 2021	Oct. 20, 2021	Nov. 17, 2021	
NO MEETING	COVID-19 Service Impact and Overview	Budget Overview	Review of Bond and Audit Questions	Commission Budget Activities Sub-Committee Appointment to prepare Annual Budget Position Message to Council	NO MEETING
	College and Career Readiness	Identify Ad hoc Committee to Review Bond and Audit	Bond Program Plan	Annual Lib. Bond Oversight Review (Public Hearing)	
		Digital Literacy and Public Technology Initiatives	Staff Spotlight	Annual Measure S: Parcel Tax Oversight Review (Public Hearing)	
		Education & Digital Literacy Strategy Annual Report		Equity, Diversity, and Inclusion	
JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
LEC	LEC	LEC	LEC	LEC	LEC
Jan. 19, 2022	Feb. 16, 2022	March 16, 2022	April 20, 2022	May 18, 2022	June 15, 2022
Library Budget Review	Adopt Annual Commission Budget Position Message to Council (Sub-Committee)	Adult Literacy Programming (COHS, PAR, FLCs)	SJPL Foundation Update (Exec. Director & Commissioner)	Submission of Topics for Work Plan FY 22/23	Election of FY 22/23 Officers
Friends of the Library Update	Digital Inclusion Efforts Report	Volunteer Services Update	Budget Update	Summer Learning Update	Adopt 22/23 Workplan
Library Collections	Staff Spotlight		Expanded Learning Report	Staff Spotlight	Program Spotlight

YOUTH COMMISSION Annual Report for FY 2020-21

Strategic Area FY 20-21	Task	Accomplishment	Future Target Goals
Foster Greater Youth Involvement in Municipal Government and Civic Affairs	Commission Leadership	Approve FY 21-22 Workplan (Aug 2020) Elect 20-21 Officers (Aug 2020)	<ul style="list-style-type: none"> ✓ Approve FY 21-22 Workplan (Aug 2021) ✓ Approve 21-22 Officers (Aug 2021)
Commission Administration	City-Wide Summits	Youth Advisory Council (YAC) Summit (Feb 2021)	Host a Youth Advisory Council Summit February 2022
		District 8 YAC Symposium (June 2021)	
	City-Wide Townhalls	Police Chief and San José Police Department Reform Town Hall (Nov 2020)	Host Townhall Forums , Voter Registration, San Jose Youth Advisory Councils (YAC)
		Youth Bill of Rights Town Hall (March 2021)	
	City-Wide Trainings	Youth Advisory Council (YAC) training event (Sept 2020)	Host a Youth Advisory Council Orientation October 2021

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Foster a Safe and Healthy Space for Youth in San José to Grow	Youth Advisory Council (YAC) meetings	Hosted District Youth Advisory Council (YAC) meetings. (September 2020 to May 2021) and YAC Social (Nov 2020)	Continue monthly YAC meetings in all 10 Districts
	Collaborative programs	Hosted Countywide Youth Summit with Bill Wilson Center	Collaborate with at least one local organization for townhalls, community center for life skills events,

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Provide Equitable Access and Support to Marginalized Youth Communities	Digital Inclusion	Wrote policy in collaboration with San Jose Digital Inclusion	Update policy on digital divide, host diversity in STEM programs, and partner with SJ Access
	Empower marginalized youth	District 4 YAC food drive with Martha's Kitchen	Advocate for at least one resource and/or training for out of school time programs, community center and library staff and administrators

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Promote Resources and Opportunities Available to Youth.	Outreach	Published several editions of the Youth Commission Newsletter.	<ul style="list-style-type: none"> ✓ Transfer Youth Commission web presence to Library website <p>Continue to Educate various audiences about youth of intersectional identities such as Black Indigenous People of Color (BIPOC), youth with disabilities and homeless youth within San Jose, as well as about the Youth Commission and YAC through the newsletter and other platforms</p>
	Work with San Jose Clean Energy	Contributed to the Recycle Right ad campaign.	Collaborate with local organizations to launch an awareness campaign by youth in order to show the impact of environmental issues.

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Create and Propose Policy Recommendations to the City Council that Serve to Benefit the Youth and their Interests.	Letters	Submitted Letters regarding: San José Police Department reform and Office of Racial Equity	Convey youth priorities through methods such as Letters to City Council, petitions relating to youth issues, policy recommendations
	Policy Recommendations	Sent Policy Recommendations concerning: Green architecture, biodegradable utensils, the CAREN Act, and more	
	Youth Bill of Rights	Updated the San José Youth Bill of Rights, April 2021.	
	Budget priorities	Submitted Youth Commission Budget recommendations, March 2021.	Continue to give budget priority list to the City Council based on the City budgetary forecast and youth opinions before the end of the fiscal year through the Youth Commission budget recommendation memo.

Youth Commission Workplan 2021/2022

JULY	Aug.	Sept.	Oct.	Nov.	DECEMBER
NO MEETING	Election of FY 21/22 Officers	Approve District's YAC work plans	Approve District's YAC work plans	Approve District's YAC work plans	Review Policy Reccomendations
	Adopt 20/21 Workplan	Approve Town Hall work plan/schedule	Review Policy Reccomendations	Review Policy Reccomendations	
	Retreat 2021		Host YAC Oreintation	Host at Town Hall	
Jan.	Feb.	March	April	May	June
	Review Policy Reccomendations	Review Policy Reccomendations	Review Policy Reccomendations	Present Accomplishments at NSE	NO MEETING
	Host Youth Advisory Council Summit	Sumbit a budget priority list to	Host a Town Hall		