



# Memorandum

**TO:** RULES AND OPEN  
GOVERNMENT COMMITTEE

**FROM:** Anne Cain

**SUBJECT: LIBRARY COMMISSION  
ANNUAL REPORT AND  
WORKPLAN**

**DATE:** September 5, 2012

Approved

Date

9-10-12

## RECOMMENDATION

It is recommended that the Rules and Open Government Committee take the following actions related to the Library Commission, subject to continued City Boards and Commissions consolidation efforts:

- (a) Approve the 2012 - 2013 Workplan as recommended by staff; and
- (b) The Annual Report for FY 2011-2012 Library Commission Workplan

## OUTCOME

Approval of the Annual Report and Workplan as recommended by staff will provide the Library Commission with guidance regarding their activities.

## BACKGROUND

The Library Commission is responsible for the following under section 2.08.3220 of the Municipal Code:

- A. Study, review, evaluate and make recommendations to the City Council, City Manager and City Librarian respecting existing and proposed library facilities, the utilization of such facilities, their use and operation, the extent and nature of library services to be rendered to the public, the financing of libraries and of their operations and services, and other matters respecting the library system.
- B. Make such studies, and submit to the council such reports or recommendations respecting library matters, as the council may from time to time require or request.

In addition, City Council appointed the Library Commission as the Branch Library Oversight Committee and the Library Parcel Tax Oversight Committee to conduct annual public hearings, and

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**Subject: Library Commission Annual Report and Workplan**

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to approve annual reports informing the Council and public of the appropriateness of expenditures, the progress of various projects, and the results of annual audits before December 31 of each year. The Library Commission has no sub-committees and meets monthly with the exception of the months of January and July.

**ANALYSIS**

The Commission's Annual Report pertains to 2011-2012. The 2012-2013 Workplan aligns with the responsibilities stated in the Municipal Code as well as the Oversight committee appointments identified above.

/s/

Anne Cain

Interim Library Director

For questions please contact Interim Library Director Anne Cain at 408-808-2150.

- Attachments: 1. Library Commission 2011-2012 Annual Report  
2. Library Commission 2012-2013 Workplan

**LIBRARY COMMISSION**  
**Workplan for FY 2012-2013**

Attachment A

Objective for FY 2011-12	Actions	Timeframe
Act as Library Bond Oversight Committee	<ul style="list-style-type: none"> <li>- Review and accept semi-annual reports.</li> <li>- Evaluate and provide recommendations for the Library Bond Program including funding allocation and funding priorities. Hold public hearing. Review audit and prepare annual report to City Council.</li> </ul>	November 2012 Annual
Act as Library Parcel Tax-Measure S Oversight Committee	<ul style="list-style-type: none"> <li>- Evaluate and provide recommendations for the Library Parcel Tax/Measure S Project including funding allocations and funding priorities.</li> <li>- Hold public hearing.</li> <li>- Review audit and prepare annual report to Neighborhood Services and Education Committee.</li> </ul>	November 2012 Annual
Friends' Presentations	<ul style="list-style-type: none"> <li>- Review and provide input and accept report.</li> </ul>	Monthly
Welcome New Commissioner/s	<ul style="list-style-type: none"> <li>- Welcome new Commissioner/s and provide orientation.</li> </ul>	October 2012
New Director's Vision and Long-Term Priorities	<ul style="list-style-type: none"> <li>- Discuss new Director's vision and long-term priority.</li> </ul>	October 2012
Maintain Friends' Groups and Foundation Liaisons*	<ul style="list-style-type: none"> <li>- Discuss and assign liaisons to Library Friends' Groups and the Library Foundation.</li> </ul>	October 2012 Annual
Collection Overview (Branches and eBooks)	<ul style="list-style-type: none"> <li>- Review and provide input and accept report.</li> </ul>	October 2012
Accept Library Annual Report for FY 2011-2012*	<ul style="list-style-type: none"> <li>- Review, discuss and accept annual report of library services and programs for FY 2011-2012.</li> </ul>	November 2012 Annual
Receive Library Budget Overview*	<ul style="list-style-type: none"> <li>- Review and discuss the budget, programs and services of the Library department.</li> </ul>	November 2012 Annual
Director reviews Library Budget activities with the Commission *	<ul style="list-style-type: none"> <li>- Review and discuss Library Budget activities.</li> </ul>	December 2012 April 2013
Advise City Council and City Administration regarding Library Budget for FY 2013-2014*	<ul style="list-style-type: none"> <li>- Review and provide input on budget activities</li> <li>- Adopt Annual Commission Budget Position Message</li> <li>- Discuss and provide input on Library Budget to Mayor and Council.</li> </ul>	December 2012 February 2013
Staff Training and Best Practices	<ul style="list-style-type: none"> <li>- Review and provide input and accept report.</li> </ul>	January 2013

\*Contingent upon City Boards/Commissions consolidation efforts.

LIBRARY COMMISSION  
Workplan for FY 2012-2013

Attachment A

Service to Seniors and Differently-Abled	- Review and provide input and accept report.	February 2013
Accept Library Foundation Update	- Review and discuss San Jose Public Library Foundation activities and progress.	March 2013
Volunteer Programs	- Review and provide input and accept report.	March 2013
Services to Children and Youth	- Review and provide input and accept report.	March 2013
Accept Report on Partners in Reading	- Review, provide input and accept report.	April 2013
Submission of Topics for Workplan Calendar 2013/2014*	- Review and discuss topics for Workplan Calendar.	April 2013 Annual
Accept CSJ/SJSU Partnership Report	- Discuss and review King Library partnership with San Jose State University.	May 2013
Review and Adopt FY 2013/2014 Calendar and Workplan*	- Review and comment on Commission Calendar and Workplan for FY 2013/2014.	May 2013 Annual
Library Semi-Annual Bond Update	- Review and accept semi-annual reports. - Evaluate and provide recommendations for the Library Bond Program	May 2013
Service to Business	- Review and provide input and accept report.	May 2013
Elect New Officers for FY 2013/2014*	- Elect Chair and Vice Chair.	June 2013 Annual
Accept Summer Reading Program Update	- Review, provide input and accept report.	June 2013
Accept Early Care and Education Update	- Review, provide input and accept report.	June 2013

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**LIBRARY COMMISSION**  
**Annual Report on Workplan for FY 2011-2012**

Attachment B

Objective for FY 2011-12	Actions	Completed	Timeframe
Act as Library Bond Oversight Committee	<ul style="list-style-type: none"> <li>- Review and accept quarterly reports.</li> <li>- Evaluate and provide recommendations for the Library Bond Program including funding allocation and funding priorities.</li> <li>- Hold public hearing. Review audit and prepare annual report to City Council.</li> </ul>	x	Annual
Act as Library Parcel Tax-Measure S Oversight Committee	<ul style="list-style-type: none"> <li>- Evaluate and provide recommendations for the Library Parcel Tax/Measure S Project including funding allocations and funding priorities.</li> <li>- Hold public hearing.</li> <li>- Review audit and prepare annual report to Neighborhood Services and Education Committee.</li> </ul>	x	Annual
Discuss Commission Advocacy Activities	<ul style="list-style-type: none"> <li>- Discuss and review potential advocacy activities for the Library Commission.</li> </ul>	x	Monthly
Welcome New Commissioner/s	<ul style="list-style-type: none"> <li>- Welcome new Commissioner/s and provide orientation.</li> </ul>	x	August 2011
Scan Jose Project Review and Demo	<ul style="list-style-type: none"> <li>- Review, provide input and accept report.</li> </ul>	x	August 2011
Website Redesign Update	<ul style="list-style-type: none"> <li>- Review, provide input and accept report.</li> </ul>	x	August 2011
Accept report on FY 2011/2012 Impact of Budget and Service Reductions	<ul style="list-style-type: none"> <li>- Review and discuss impacts of FY 2011/2012 Budget reduction and related service changes.</li> </ul>	x	September 2011 February 2012
Maintain Friends' Groups and Foundation Liaisons*	<ul style="list-style-type: none"> <li>- Discuss and assign liaisons to Library Friends' Groups and the Library Foundation.</li> </ul>	x	September 2011 Annual
Update on State Funding for Library Services	<ul style="list-style-type: none"> <li>- Review, provide input and accept report.</li> </ul>	x	September 2011
Accept Library Annual Report for FY 2010-2011*	<ul style="list-style-type: none"> <li>- Review, discuss and accept annual report of library services and programs for FY 2010-2011.</li> </ul>	x	October 2011 Annual
Receive Library Budget Overview*	<ul style="list-style-type: none"> <li>- Review and discuss the budget, programs and services of the Library department.</li> </ul>	x	October 2011 Annual
Branch Building Maintenance and Repair Issues (includes Green initiatives)	<ul style="list-style-type: none"> <li>- Review, provide input and accept report.</li> </ul>	x	October 2011

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LIBRARY COMMISSION  
Annual Report on Workplan for FY 2011-2012

Attachment B

Accept CSJ/SJSU Partnership Report	- Discuss and review King Library partnership with San Jose State University.	Postponed to May 2013	November 2011
Accept Centralized Programming Update	- Review, provide input and accept report.	x	November 2011
Review Commission Budget Activities*	- Review and comment on Commission Calendar and Workplan for FY 2011-2012	x	December 2011 Annual
Advise City Council and City Administration regarding Library Budget for FY 2012-2013	- Discuss and provide input on Library Budget to Mayor and Council.	x	March 2012 April 2012
Accept report on Library Parcel Tax Renewal and Process	- Review and provide oversight to the Library Parcel Tax Renewal and Process.	x	March 2012
Accept Ebook Readers/Digitization Use Report	- Review, provide input and accept report.	x	March 2012
Accept Library Foundation Update	- Review and discuss San Jose Public Library Foundation activities and progress.	x	March 2012
Accept Automated Materials Handling and RFID Conversion Project Update	- Review, provide input and accept report.	x	April 2012
Submission of Topics for Workplan Calendar 2012/2013*	- Review and discuss topics for Workplan Calendar.	x	April 2012 Annual
Review of Commission Budget Activities*	- Review and discuss Commission Budget activities.	x	April 2012 Annual
Review and Adopt FY 2012/2013 Calendar and Workplan*	- Review and comment on Commission Calendar and Workplan for FY 2012/2013.	x	May 2012 Annual
Accept Partners in Reading Update	- Review, provide input and accept report.	x	May 2012
Accept Early Care and Education Update	- Review, provide input and accept report.	x	May 2012
Elect New Officers for FY 2012/2013*	- Elect Chair and Vice Chair.	x	June 2012 Annual

\*Contingent upon City Boards/Commissions consolidation efforts.

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Accept Summer Reading Program Update	- Review, provide input and accept report.	x	June 2012
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