



Memorandum

TO: MAYOR MAHAN

FROM: Councilmember Cohen

SUBJECT: BUDGET DOCUMENT

DATE: May 23, 2024

Approved 

Date: May 23, 2024

RECOMMENDATION

Modify the City Manager's 2024-2025 Proposed Budget to incorporate the following budget proposal, including any required funding allocation adjustments.

Proposal

Program/Project Title: Feminine Hygiene Products in Libraries

Amount of City Funding Required: \$80,000

This change is:

One-time Ongoing

Cost Estimate Number (if applicable): 11

Proposal Description, including the reason for the need and anticipated outcomes (Please describe how the proposal will affect services for San José residents, community groups, businesses, etc.):

This proposal recommends that a portion of the San Jose Public Library budget be allocated towards providing free period products in at least one women’s bathroom and one gender neutral/family bathroom in each public library in San Jose to further alleviate and aid the issue of women's access to menstrual products.

This issue was brought to my office by our Youth Commission, this proposal aligns with the key goal of the Youth Commission: solving for prominent youth issues in San Jose. Menstrual equity and its acute impact on marginalized, low-income youth is an issue that intersects deeply with the goals of the Youth Commission. Furthermore, this proposal aligns with the Children & Youth Masterplan by addressing issues of Health and Mental Wellness and Safe, Clean, and Connected Communities. Several jurisdictions have implemented this proposal through their library systems including San Mateo County and Salt Lake City where public libraries serve as educational spaces that should provide essential health supplies comparable to those offered in educational institutions. By ensuring the availability of menstrual products at our libraries, we are taking a significant step towards menstrual equity, providing dignity and support to those in need.

Item	Cost	Quantity	Frequency	Total	Contingency	Grand Total
Dispenser Installation (One-time)	\$1,000	71	1	\$71,000	\$7,100	\$78,100
Supplies Restocking (weekly)	\$5	71	52	\$18,460	\$1,846	\$20,306
Restocking Custodial Labor (monthly)	\$21.60	71	12	\$18,403	\$1,840	\$20,244
						\$118,650

(Breakdown above included men’s restrooms, updated cost with just women’s restrooms and gender neutral/family bathrooms)

Funding Source

Essential Services Reserve:

Other (Please specify program/project/fund):

Department or Organization Contact

Please list the contact information for the individual that certified cost estimates contained within your recommendation:

Name and Title: Jenny Choi & Walter Lin/Deputy Directors

Department or Organization: Library & Public Works

Phone Number:

Email: Jenny.Choi@sanjoseca.gov Walter.Lin@sanjoseca.gov