

City of Santa Clara Board of Library Trustees

Santa Clara City Library

Introductory Presentation for the Board of the Santa
Clara City Library Foundation and Friends

June 6, 2025



**City of
Santa Clara**
The Center of What's Possible

Board of Library Trustees

- Chair Jonathon Evans
- Vice-Chair Stephen Ricossa
- Trustee Daniel Huynh
- Trustee G. Salim Mohammed
- Trustee Debbie Tryforos



Introduction to the Board of Library Trustees

The Board of Library Trustees (Board) is primarily responsible for the establishment, acceptance, and continued supervision of the public library program.

The Charter of the City of Santa Clara prescribes several specific responsibilities of the Board. The Board:

- a) Makes and enforces, subject to Council approval and Library staff support, by-laws and rules and regulations for the administration of the public library;
- b) Approves or disapproves the appointment of the City Librarian;
- c) Accepts donations into the library fund (subject to the approval of the City Council); and
- d) Contracts with other governmental agencies to render or receive library services (also subject to the approval of the City Council)

Charter, City of Santa Clara, Sec. 1012 and 1013. <https://www.codepublishing.com/CA/SantaClara/html/SantaClaraCH.html#1012>



Function of the Board of Library Trustees

The Board of Library Trustees is an advisory body, meaning that its function is primarily to provide advice and recommendations to Library staff and the City Council regarding Library services. The City Librarian is responsible for day-to-day management of the Library system and its staff. The interface between City staff and the Board is solely through the City Librarian. Although Board members are likely to meet other members of Library staff, in no sense do Board members provide direction to Library staff.

The Board of Library Trustees are appointed for four-year terms by City Council. Trustees may be reappointed for a second term.

New Trustee Handbook

A handbook was recently developed to help onboard new Trustees, and orient them to their roles, the Library, and how they can get involved. The contents include:

- Introduction to the Board of Library Trustees (Charter language)
- Function of the Board of Library Trustees
- Responsibilities of the Board of Library Trustees
- Expectations of the Board of Library Trustees
- Priorities of the Board of Library Trustees
- Opportunities to Support the Library
- Training Opportunities
- Volunteer Opportunities
- About the Library (History)
- About the Library (Facilities)
- About the Library (Statistics)
- Library Services Beyond Books and Media
- Bookmobile
- Comic Con
- Read Santa Clara
- Foundation and Friends



Work Plan 2025

1. Collection Funding

- a. Advocate for the complete restoration of the collection budget

2. Alternative Funding

- a. To reduce reliance on the City's General Fund, explore alternative funding support for Library services

3. Communications Funding

- a. Advocate for a dedicated communications staff person

Work Plan 2025

4. Policies

- a. Review Library policies and provide advisory support for policy updates and revisions
- b. Review revision of Collection Development Policy to meet requirements of AB1825 California Freedom to Read Act

5. Strategic Plan and Facilities Master Plan

- a. Provide advisory and advocacy support for the completed Library Strategic Plan and Facilities Master Plan with Council and in the community

Work Plan 2025

6. Liaison Work

- a. Engage with and strengthen a cooperative relationship with the Santa Clara City Library Foundation and Friends
 - i. Foundation and Friends Liaison – Trustee Tryforos
 - ii. Have a joint meeting with the Santa Clara City Library Foundation and Friends Board

Work Plan 2025

- b. Engage as liaisons to develop cooperative relationships and advocacy with City Boards, Commissions and Taskforces
 - i. The following are a list of current liaisons
 - 1. Parks and Recreation Commission - Vice-Chair Ricossa
 - 2. Santa Clara Station Area Taskforce – Chair Evans
 - 3. Historical and Landmarks Commission - Trustee Tryforos
 - 4. Downtown Community Taskforce – Chair Evans



Work Plan 2025

- ii. The following have been identified as potential future liaison opportunities
 - 1. Senior Advisory Commission – TBD
 - 2. Bike and Pedestrian Advisory Committee – TBD
 - 3. Cultural Commission – TBD
 - 4. Youth Advisory Commission – TBD
- c. Conduct Library outreach with the community
- d. Advocate for the support of Library budgets and services

Work Plan 2025

7. Board Development

- a. Explore strategic Board development opportunities, including informational reports and funded conferences and trainings (budget permitting)
- b. Become better educated on the role and context of public libraries in the United States
- c. Become better informed on Library operations

Accomplishments 2024

1. Drafted Vision and Mission statements for the Santa Clara City Library Strategic Plan
2. Updated the Board of Library Trustees Bylaws
3. Developed and approved New Trustee Handbook
4. Onboarded two new Trustees
5. Received regular updates on the Library Strategic Plan and Facilities Master Plan in progress

Accomplishments 2024

6. Reviewed and supported updates to Library policies, including the Collection Development Policy, Community Room Use Agreements, Audiovisual and Camera Equipment Use Policy, and Policy Governing the use of Library Grounds
7. Reviewed and discussed important updates on the capital improvement funding for the Library and related capital projects
8. Explored the book sanctuary movement and its applicability to Santa Clara City Libraries, recommending inclusion in the National Library Week Proclamation 2025

Accomplishments 2024

9. Board engaged with the public during the Facilities Master Plan community engagement efforts, assisting with data gathering during Art & Wine Festival and Comic Con 2024
10. Trustees engaged with the public during eight stakeholder engagement sessions with various Boards, Commissions and Task Forces in support of the Facilities Master Plan.
11. Trustees supported community survey distribution and responses in support of the Strategic Plan

Accomplishments 2024

- 12. Recommended National Library Week 2024 Proclamation
- 13. Received an informational presentation on electronic library resources to better understand and advocate for e-resources, and to better understand the impact of COVID on use of library e-resources

Board of Library Trustees

New Trustee Handbook (excerpts)

