



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, August 3, 2026

6:00 PM

**Hybrid Meeting
Central Park Library
Margie Edinger Room
2635 Homestead Rd
Santa Clara, CA 95051**

The City of Santa Clara is conducting the Board of Library Trustees meeting in a hybrid manner (in-person and continues to have methods for the public to participate remotely).

- Via Zoom:
 - o <https://santaclaraca.gov.zoom.us/j/85864257230>

Meeting ID: 858 6425 7230 or

- o Phone: 1(669) 900-6833

PUBLIC PARTICIPATION IN ZOOM WEBINAR: Please follow the guidelines below when participating in a Zoom Webinar:

- The meeting will be recorded so you must choose 'continue' to accept and stay in the meeting.
- If there is an option to change the phone number to your name when you enter the meeting, please do so as your name will be visible online and will be used to notify you that it is your turn to speak.
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CALL TO ORDER AND ROLL CALL

CONSENT CALENDAR

The items listed on the CONSENT CALENDAR are considered routine and will be adopted by one motion. There will be no separate discussion of the items on the CONSENT CALENDAR unless discussion is requested by a member of the Board, staff, or public.

- 1 26-733 [Action on the Board of Library Trustees Meeting Minutes of June 1, 2026](#)

Recommendation: Approve the Board of Library Trustees Meeting Minutes of June 1, 2026

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

- 26-734 [Introduce New Board of Library Trustee](#)

Recommendation: Note and file introduction to the new Board of Library Trustee.

- 2 26-738 [Action on Selection of Board of Library Trustees Chair and Vice-Chair for FY 2026/27](#)

Recommendation: Nominate and elect candidates for the positions of Chair and Vice-Chair for FY 2026/27

- 3 26-739 [Action to Review and Approve Work Plan FY 2026-27, Including the Selection of Board Liaisons and the Identification of Informational Report Topics to Receive](#)

Recommendation: Review and approve Board of Library Trustees work plan for FY 2026-27, including the selection of Board liaisons and the identification of informational report topics to receive.

- 26-476 [Informational Report - Santa Clara City Library's Seed Share Program](#)

Recommendation: Note and file informational presentation on Santa Clara City Library's Seed Share Program.

- 26-791 [Update on the Recruitment of a New City Librarian](#)

Recommendation: Note and file update on the Recruitment of a new City Librarian

4 26-792 [Discussion and Possible Action to Coordinate Future Joint Meeting with the Santa Clara City Library Foundation and Friends](#)

Recommendation: Discuss and recommend dates and agenda topics for the next joint meeting of SCCLFF and BOLT.

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to September 14, 2026, at 6:00 PM.

MEETING DISCLOSURES

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

26-733

Agenda Date: 8/3/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Board of Library Trustees Meeting Minutes of June 1, 2026

COUNCIL PILLAR

Enhance Community Engagement and Transparency

PUBLIC CONTACT

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RECOMMENDATION

Approve the Board of Library Trustees Meeting Minutes of June 1, 2026

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - June 1, 2026 Minutes - Draft



City of Santa Clara

Meeting Minutes

Board of Library Trustees

06/01/2026

6:00 PM

Hybrid Meeting
Mission Branch Library, Community Room
1098 Lexington Street
Santa Clara, CA 95050

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CALL TO ORDER AND ROLL CALL

Chair Evans called the Joint Meeting of the Board of Library Trustees and the Board of the Santa Clara City Library Foundation and Friends to order at 6:06 PM.

Attending on behalf of the Board of the Santa Clara City Library Foundation and Friends were **Kathy Betts, President; Ken Young, Treasurer; JoAnn Davis, Executive Director; Janet Arsenault, Secretary; and Kamil Sakici, Board Member.**

Present 5 - Chair Jonathon Evans, Trustee Daniel Huynh, Trustee G. Salim Mohammed, Trustee Stephen Ricossa, and Vice Chair Debbie Tryforos

6:00 PM - The Joint Meeting will begin

JOINT MEETING OF THE BOARD OF LIBRARY TRUSTEES AND THE BOARD OF THE SANTA CLARA CITY LIBRARY FOUNDATION AND FRIENDS

- 1 [26-615](#) Joint Meeting with the Board of the Santa Clara City Library Foundation and Friends and Possible Action to Facilitate Collaboration and the Scheduling of a Future Joint Meeting

Recommendation: Take action to recommend activities to further information sharing and collaboration, and to plan a future joint meeting.

The Board of Library Trustees (BOLT) and the Board of the Santa Clara City Library Foundation and Friends (SCCLFF) met to continue their regular joint meetings for mutual collaboration and support. There were introductions and a brief review of the BOLT handbook to share information on their roles and responsibilities. **JoAnn Davis, Executive Director of SCCLFF**, shared information about the SCCLFF Board with Trustees. She shared that SCCLFF was originally founded by volunteers who had obtained space to work in on El Camino Real while the Central Park Library was being built. They became a 501(c)3, and celebrated their 25th Anniversary this year. SCCLFF came together with volunteers and made it easier for people to donate to the Library, and be able to get a letter and tax write off. SCCLFF has their own charter to support library programs primarily, and supported the purchase of some Northside and Mission Branch furniture and fixtures. They do not supervise staff or develop program ideas, but rather work with staff to support programming. They talk to people in the community, and engage in fundraising outreach. ComicCon and Summer Adventure are their biggest areas of program support. SCCLFF's roles include serving as ambassadors to the community. They act as a fiscal agent, and **City Librarian Wong** has helped them to get more grants. The grant funds that they administer are different than the restricted and unrestricted donations they manage, as grants come with a legal responsibility to track and report on the use of funds. Grants are reported on tax forms, and grants and donations of \$5,000 or more are reported on. She shared that SCCLFF has an MOU with the City of Santa Clara. The City provides office, booksorting and bookstore space for the Foundation, which in turn undertakes fundraising and administers grants in support of Library programs and services. **City Librarian Wong** noted that SCCLFF is included in the Library Facilities Master Plan, acknowledging their financial support of the Library in the present and future, as well as in the past.

Executive Director Davis provided an update on the 25th anniversary fundraising event SCCLFF held at the Triton Museum, which raised an estimated net profit of \$30,000. For the first time, there was sponsorship from the 49ers, and now Sutter Health, who is building a new medical school with Santa Clara University and a new hospital in Santa Clara. She informed BOLT that SCCLFF had not yet identified the funding priorities for this year. She addressed the large bequest received by SCCLFF this year, and shared that an Ad Hoc Committee was to be assembled to strategize how to best invest and manage the bequest, and that a strategy and their strategic plan might be

formalized around this time next year.

Chair Evans reviewed BOLT's work plan with SCCLFF, and **Executive Director Davis** shared that both Boards could collaborate on exploring alternative funding options. They discussed looking into a liaison from the SCCLFF Board to BOLT, likely after the onboarding of the two new SCCLFF Board members and the terming out of three key members. This topic was recommended to revisit in Spring 2027.

BOLT received a question about how they interface with the City Council. **City Librarian Wong** informed SCCLFF that the regular annual dinners are back now, that Library also attends Council annually for the National Library Week Proclamation. **Chair Evans** shared that the work plan could also be considered formal feedback, and that the meeting minutes for each BOLT meeting are received by Council. It was shared that BOLT also had opportunity to talk to Councilpersons while attending STEM Zone.

Executive Director Davis shared that SCCLFF liked both the Library Strategic Plan and Facilities Master Plans. **Chair Evans** asked how BOLT might be able to support SCCLFF. It was shared that BOLT attendance at programs was helpful, as potential donors appreciate seeing BOLT and Councilpersons attending programs. The importance of meeting people and building relationships to support fundraising was discussed, and that donors were often community members who attend programs and learn more about Library needs through relationships. It was shared that BOLT can help SCCLFF in this regard by putting people in touch with programs or SCCLFF directly, and SCCLFF and the City Librarian can develop relationships and take fundraising opportunities from there. Maintaining relationships with current donors and holding donor appreciation events were advocated, as was providing more exposure to key programs. For example, a profile of or introduction to people who benefited from Read Santa Clara's Literacy or ESL programs help people understand the impact these programs have to benefit people's lives.

City Librarian Wong addressed the importance of communications. She shared that staff were working on developing an Annual Report to help get information out to the community, were looking into hiring a Communications Coordinator pending funding, and that Silicon Valley Voice regularly requests quotes and stories. She suggested possibly a joint op-ed by both Boards, or to maybe plan a story to recommend every other month. **Executive Director Davis** shared that SCCLFF receives less social media response than they would think. Discussion addressed how staff could help with personal stories or information on the impact of our services on individuals, to help potential donors see what their donations support. She shared that people like to see the impact of their donations,

for example a donation of X dollars could support X number of books for kids, or sponsor a story time, etc.. Opportunities like the teen library card design contest were praised. It was shared that in the past efforts like 'sponsor a bookshelf' could be effective with recurring donations, like with public media. Sharing newsletters beyond people already on the mailing list was identified as an opportunity, such as promoting them at events. It was discussed that BOLT's role was more to participate in and support those connections community members make with the Library and its programs. Possible donors or people expressing an interest in supporting the Library could be directed to the Foundation. **Vice-Chair Tryforos** shared that she had observed that people speaking to the impact of programs on their lives was effective in her work with the Soroptomists. It was recommended that one of the learners who benefited from ESL programming could perhaps share their story, as real stories from real people are very impactful. One example was the growth of the Ukrainian book club at Mission Branch Library after the start of the war. It was agreed to brainstorm on these ideas, and to be considerate to the power of sharing personal stories while being thoughtful about not putting people on display.

For next steps, it was agreed to bring new SCCLFF Board members into the relationship. It was suggested to develop ideas for the Boards to do something jointly, possibly around the cultural needs of communities for people no longer receiving ESL or community support, and that the library could be that center. Holding the next joint meeting of the Boards in late October or early November was recommended. **Trustee Mohammed** recommended their efforts coalesce around something concrete to work on together. **City Librarian Wong** indicated that the notes from this discussion be shared back to both boards, along with their priorities, and that they come back together to make an action plan to work towards in October or November.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh for the Board of Library Trustees and the Board of the Santa Clara City Library Foundation and Friends to meet again in the Fall of 2026.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

ADJOURN JOINT MEETING

A motion was made by Trustee Huynh, seconded by Trustee Mohammed to adjourn the joint meeting at 7:26 PM.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

7:30 PM - Start of Regular Board of Library Trustees Meeting

REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES

Chair Evans called the regular meeting of the Board of Library Trustees to order at 7:34 PM. All Trustees were in attendance.

CONSENT CALENDAR

2 [26-617](#) Action on the Board of Library Trustees Meeting Minutes of May 4, 2026

Recommendation: Approve the Board of Library Trustees Meeting Minutes of May 4, 2026.

A motion was made by Trustee Ricossa, seconded by Vice Chair Tryforos to approve Staff Recommendation.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends (SCCLFF), gave an update on Foundation activities. She shared that there were no big book sales in May, and that they would be back on June 19th, 2026 from 3:30 PM to 5:30 PM, on June 20th, 2026 from 10 AM to 2 PM, and on June 21st, 2026 from 12 PM to 2 PM. The book sales will continue to take place on the third weekend of the month through the rest of the year.

GENERAL BUSINESS

- 3 [26-620](#) Action to Appoint Trustees to Participate in the Recruitment of a New City Librarian

Recommendation: Appoint Two Trustees to Participate in the Recruitment of a New City Librarian

The **Board** received a presentation from **Ashley Lancaster, Assistant Director of Human Resources**, providing information about the recruitment process for a new **City Librarian**. She informed the Board that a recruitment firm with experience in recruiting Director positions was in place, that this would be a nationwide recruitment, and that a copy of the recruitment brochure would be shared with the Board when available to share. She reviewed the Board's duty outlined in the city charter to participate in the recruitment of the City Librarian, appointing a representative to participate in the interviews and provide feedback and recommendations to the City. She shared that the job description was not changed, but that the recruitment advertised that a Masters in Library Science is strongly preferred and the strongest candidates would have that qualification. The Board was tasked to appoint a representative and an alternate to participate in the interview process. There are two interview panels planned, a city executive and a community panel, and the Board representative would participate in the community panel. The interview process was discussed, and it was anticipated that there might be a special meeting scheduled in August to next update the Board. **Chair Evans** and **Trustee Huynh** expressed interest in representing the Board for this recruitment, and **Trustee Mohammed** expressed interest in being an alternate. **Assistant Director Lancaster** stated that she would be in touch with next steps.

A motion was made by Vice-Chair Tryforos, seconded by Trustee Ricossa to appoint Chair Evans as the primary Board representative for this recruitment, and Trustee Mohammed for his alternate.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

- 4 [26-618](#) Action to Review and Approve Work Plan FY 2026-27 and Presentation for the Board of Library Trustees Dinner with Council

Recommendation: Review and Approve Work Plan FY 2026-27 and Presentation for the Board of Library Trustees Dinner with Council

The Board reviewed the proposed work plan for the coming year. It was noted that a new Trustee would likely be inducted in August and the work plan would need to be reviewed with them. The Board confirmed their approval of the draft agendaized workplan with the following notes. It was confirmed that the upcoming review of policies would be spread out over the year. It was noted that more time might be needed to appoint a SCCLFF liaison due to the timing of Board turnover. The Board agreed to update the liaisons to other Boards and Commissions in August when the new Trustee was present. It was noted that the Board and SCCLFF might wish to meet more often than every six months. It was discussed that planning and dedicated funding would be explored to pursue Board development opportunities. The Board agreed that in August or September they would identify what areas of Library operations they would like to learn more about in the new year to support Board development. There was discussion on alternative funding options, as well as the impact of funding pressures and patron behavior on the loss of circulating hotspots and laptops in neighboring library systems. When reviewing the work plan item to support Strategic Plan implementation, it was noted that budget requests in the new year would include funding for a dedicated Communications Coordinator, a mobile app for library patrons to use, and outreach to the community. The Board was encouraged to advocate for these. The Board was assured they would be apprised on Measure I updates from the Library. A list of Library policies was requested by the Board. Discussion addressed that it might be possible to use a portion of the Library's training funds to support Trustees attending conferences as well as staff, and that separate dedicated funding to support board development and training would be examined with City Finance. The Board agreed in August or September to identify areas of interest in Library operations to request informational reports on in the coming year. Discussion was held on identifying a new liaison for the SCCLFF board, and it was agreed to agendaize this discussion in the August meeting. Regarding timing of the newly appointed Trustee, it was shared that staff would know who was selected before August, and that as in the past, the Chair and the City Librarian would meet with them to onboard them. There was discussion on the dinner with Council planned for June 23, 2026, and the presentation on Board accomplishments over the last year was well received. Discussion confirmed that the presentation would only include accomplishments, and that the work plans for all the Boards and Commissions would be shared with Council all together. **Chair Evans**

requested that the work plan be shown to **Council** before the dinner. **City Librarian Wong** provided information that the work plans were not agendaized for June 23, 2026, so that was unlikely. **Deputy City Attorney Huyen Nguyen** addressed a question from the Board that they could vote to include it, but that would be counter to the City's direction. **City Librarian Wong** advised that it could be discussed, but not included in the presentation per City instructions. The Board agreed to share presentation responsibilities, with **Chair Evans** presenting slide 1, **Trustee Huynh** presenting slide 2, **Trustee Ricossa** presenting slide 3, and **Trustee Mohammed** presenting slide 4.

A motion was made by Trustee Ricossa, seconded by Trustee Mohammed to approve the work plan as written and the slides for the presentation to Council, and to request the work plan be included with the presentation.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

STAFF REPORT

City Librarian Wong thanked **Program Coordinator Adina Aguirre** for hosting BOLT at Mission Branch Library. She acknowledged the outstanding staff at Mission Branch, including **Library Assistant Mimi Nguyen** for her work on the teen library card contest and her work with the Youth Advisory Commission (YAC), bringing a program on the opioid crisis and Narcan together at Central Park Library on June 2, 2026 from 4:30 PM to 6 PM. She shared that this was a milestone for the Library, as this was tried a few years ago without success. Now this is more commonplace, and success was achieved working in partnership with YAC, whose members had people pass away, and wanted to take proactive steps to help. Fentanyl test strips and Narcan would be given away as part of the program. **Vice Chair Tryforos** expressed interest in talking to YAC about the dangers of trafficking, and **City Librarian Wong** encouraged her to reach out to them.

TRUSTEES REPORT

Vice-Chair Tryforos shared thanks with the Board, as this was her final meeting as a **Trustee**. **Chair Evans** shared that she would be missed, and shared thanks. Thanks were shared with **Program Coordinator Aguirre** and the entire staff of Mission Branch Library, particularly for their popular Unbook Clubs and Crafting Clubs.

ADJOURNMENT

The meeting was adjourned at 8:37 PM.

A motion was made by Trustee Ricossa, seconded by Trustee Huynh to adjourn the meeting in appreciation of Vice-Chair Debbie Tryforos's service to the Board of Library Trustees.

Aye: 5 - Chair Evans, Trustee Huynh, Trustee Mohammed, Trustee Ricossa, and Vice Chair Tryforos

The Board of Library Trustees Meeting is adjourned to August 3, 2026 at 6:00 PM.

MEETING DISCLOSURES

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Agenda Report

26-734

Agenda Date: 8/3/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Introduce New Board of Library Trustee

BACKGROUND

On June 1, 2026 the Board of Library Trustees recognized one outgoing member, Debbie Tryforos, who had completed two four-year terms. With the Board of Library Trustees on recess during the month of July, the August 3, 2026 regular board meeting is the first opportunity to formally introduce the new incoming member of the Board of Library Trustees.

DISCUSSION

On August 3, 2026, the Board of Library Trustees welcomes its new member.

- Marilyn Edelstein - sworn in on July 20, 2026

Her service to the Santa Clara City Library will be a tremendous benefit to the Library and the community and is greatly appreciated.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact to the City other than staff time.

COORDINATION

This report was coordinated with the Clerk's office.

PUBLIC CONTACT

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RECOMMENDATION

Note and file introduction to the new Board of Library Trustee.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian



Agenda Report

26-738

Agenda Date: 8/3/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on Selection of Board of Library Trustees Chair and Vice-Chair for FY 2026/27

BACKGROUND

Each City Board and Commission is required to elect one of its members to serve as the presiding officer "as soon as practicable following the first day of July every year" (City of Santa Clara Charter Section 1003). It has been the practice of the Board of Library Trustees to simultaneously elect a member to serve as Vice-Chair.

The role of the Chair is to facilitate monthly meetings, speak on behalf of the Board at City Council meetings and work with the staff liaison on the preparation of the Board agenda. The role of the Vice-Chair is to fulfill the responsibilities of the Chair when the Chair is not able to attend a Board meeting.

DISCUSSION

The Board of Library Trustees may nominate any individual member to serve in each position (Chair/Vice-Chair) for the year. Individuals nominated can either accept or decline the nomination.

Following the nominations, the Board will hold elections for these two positions. Trustees shall vote for one candidate to serve in each role. The Trustee receiving the most votes shall assume the responsibilities for the role for which they were elected for the remainder of Fiscal Year (FY) 2026/27 or until a vacancy occurs if sooner than the end of the fiscal year or until the next elections are held if the term is extended. At the conclusion of the item and a successful majority vote, the outgoing Chairperson will turn the meeting over to the new Chairperson to continue the agenda.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact other than staff time.

COORDINATION

Review of the procedures for the selection of a Board of Library Trustees Chair and Vice-Chair were coordinated with the City Attorney's Office.

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RECOMMENDATION

Nominate and elect candidates for the positions of Chair and Vice-Chair for FY 2026/27

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian



Agenda Report

26-739

Agenda Date: 8/3/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action to Review and Approve Work Plan FY 2026-27, Including the Selection of Board Liaisons and the Identification of Informational Report Topics to Receive

BACKGROUND

The Board of Library Trustees reviewed and updated their annual work plan at their meetings on May 4, 2026 and June 1, 2026. The FY 2026-2027 work plan identifies the Board's priorities, including support for the Library's budget, Strategic Plan Implementation, and Facilities Master Plan implementation, which is supported in part with Measure I funding. The work plan also prioritizes Board support of the Library with a planned review of policy updates, development of liaison partnerships with other Boards and Commissions, and exploration of Board Development opportunities.

DISCUSSION

The Board of Library Trustees has prepared a draft annual work plan. The Board will hold discussion and take action on the following items:

- Review and approve the annual work plan for FY 2026-27, incorporating any final revisions.
- Take action on the following priorities which are included in the work plan:
 - o Select liaisons to support cooperation with other City Boards and Commissions.
 - o Identify topics for informational reports to be provided by staff, to further Board development and knowledge of the Library.

Discussion will include information from staff on updates on work plan review by Council and the Board dinner with Council.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact.

COORDINATION

This report was coordinated with the City Clerk's Office.

PUBLIC CONTACT

Public contact was made by posting the Board agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Review and approve Board of Library Trustees work plan for FY 2026-27, including the selection of Board liaisons and the identification of informational report topics to receive.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Work Plan FY 2026-27 - Draft

Fiscal Year 2026/27 Board of Library Trustees (BOLT) Workplan

Background

On August 3, 2026, BOLT reviewed the upcoming FY 2026/27 workplan and proposes to work on the following list of items.

1. Collection Funding
 - a. Advocate to ensure future ongoing funding of the collection budget.
 - i. Collection budget funding was restored in the FY 2025-26 and FY 2026-27 operating budgets. It has not been restored for ongoing years. BOLT to advocate for the restoration of the collection budget to be ongoing.
 - b. Staff to prepare information on impact of funding pressures and patron behavior on the loss of circulating technology such as hotspots and laptops in neighboring library systems and at the Santa Clara City Library (SCCL)
2. Alternative Funding
 - a. To reduce reliance on the City's General Fund, explore additional alternative funding support for library services.
 - i. Santa Clara City Library Foundation and Friends (SCCLFF)
 1. Review fiscal impact of SCCLFF's grant and donation support for the Library.
 - ii. Alternative funding in other Library systems
 1. Staff to prepare information on how other regional and comparable library systems are funded beyond the general fund.
 - iii. General Plan
 1. Updated nexus language to include Library in General Plan was prepared as part of the Library Facilities Master Plan.
 2. Advocate for inclusion of updated language when the City addresses General Plan revisions.
 - iv. Alternative Funding Measure
3. Communications Coordinator Funding
 - a. Advocate for a dedicated communications coordinator staff position, as listed in Library Strategic Plan.
4. Policies
 - a. Review Library policies and provide advisory support for policy updates and revisions.
 - i. Upcoming policies for review:
 1. Policy for Posting and Distribution of Community Information
 2. Policy Regarding Privacy and Confidentiality
 3. Use of Electronic Resources Policy
 4. Art Exhibits at the Santa Clara City Library Policy

- ii. Policy review to be spread out over the year.
 - iii. Staff to provide list of Library Policies.
- 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.
 - i. Staff to provide regular updates on implementation and status of Strategic Plan and Facilities Master Plan priorities and Measure I projects.
 - ii. Advocate for Strategic Plan implementation efforts, including budget requests for a Communications Coordinator and Mobile Application.
- 6. Liaison Work
 - a. Engage with and strengthen a cooperative relationship with the Santa Clara City Library Foundation and Friends
 - i. Refresh liaison selections to attend meetings and develop cooperative relationships and advocacy with City Boards, Commissions and Taskforces, including
 - 1. Santa Clara City Library Foundation and Friends (SCCLFF) Board
 - a. Continue regular joint meetings every six months or more frequently
 - 2. Parks and Recreation Commission
 - 3. Santa Clara Station Area Taskforce
 - 4. Historical and Landmarks Commission
 - 5. Downtown Community Taskforce
 - 6. Youth Advisory Commission
 - 7. Senior Advisory Commission
 - 8. Bike and Pedestrian Advisory Committee
 - 9. Cultural Commission
 - b. Conduct Library outreach with the community
 - i. Staff to provide information on Strategic Plan outreach priorities
 - ii. Support connection building with local companies and community organizations, such as technology companies and non-profits.
- 7. Board Development
 - a. Explore strategic Board development opportunities, including informational reports from staff, funded conferences and training opportunities (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
 - d. Advocate for dedicated funding for Board development opportunities

Current Membership

Meetings are on the first Monday of every month except for January and July

at 6:00 p.m. at the Central Park Library, Northside Branch Library, and Mission Branch Library. Meeting locations and the annual calendar of meetings are available at [City of Santa Clara - Board of Library Trustees](#).

Name	Appointed	Terms Ends
Jonathon Evans	05/24/21 (25)	2029
Marilyn Edelstein	7/16/26 (30)	2030
Stephen Ricossa appointed to a serve a partial and full term	06/21/16 (23)	2027
Daniel Huynh	05/13/24 (28)	2028
G. Salim Mohammed	05/13/24 (28)	2028

Purpose, Role and Duties of BOLT:

BOLT 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. Their primary role is to serve as advocates for the library system. Trustees represent the library system in interactions with the public, gathering community feedback and sharing information on Library operations and services. BOLT's advocacy includes support of community surveys, strategic planning efforts, and policy updates. BOLT's powers and duties as defined by Section 1013 of the City Charter are to:

- (a) Make and enforce such by-laws, rules and regulations as it may deem necessary for the administration and protection of the City library.
- (b) Approve or disapprove the appointment of a librarian who shall be the department head;
- (c) Accept into the library fund and administer money, personal property or real estate donated to the City or otherwise acquired for library purposes subject to the approval of the City Council;
- (d) Contract with school, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the City Council.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
@SantaClaraCity

Agenda Report

26-476

Agenda Date: 8/3/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Informational Report - Santa Clara City Library's Seed Share Program

BACKGROUND

One June 2, 2025, the Board of Library Trustees took action to identify areas of Library operations in which the Board hopes to become better informed. That action was intended to support board development, and to help Trustees better advocate for the Library in the community and support fundraising initiatives.

DISCUSSION

An informational report will be presented to the Board of Library Trustees on the Seed Share program, which provides a variety of seeds available for free to the public. The seed collection is further supported by books and programs with gardening experts, engaging all ages in learning about plants and gardening.

The presentation will be provided by Rachel Hughes, Librarian.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact.

COORDINATION

This report was coordinated with Library staff.

PUBLIC CONTACT

Public contact was made by posting the Board agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Note and file informational presentation on Santa Clara City Library's Seed Share Program.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Informational Report - Seed Share



Santa Clara
CITY LIBRARY

SEED & SHARE



Presented by - Librarian II Rachel Hughes

What is the Santa Clara City Library Seed Share?

The SCCL Seed Share is a collection of vegetable, herb and flower seeds which patrons can take for free and grow in their gardens. If the plants produce well, patrons are encouraged to save some seeds and return them to the collection.

What are the short-term goals?

- Provide access to free seeds
- Learn gardening skills
- Save diverse, locally adapted seeds



What are the desired outcomes?

- Increase food security
- Promote biodiversity
- Teach sustainable practices
- Build community connections

Obtain



Purchased & Donated



Package



Distribute



Tracking



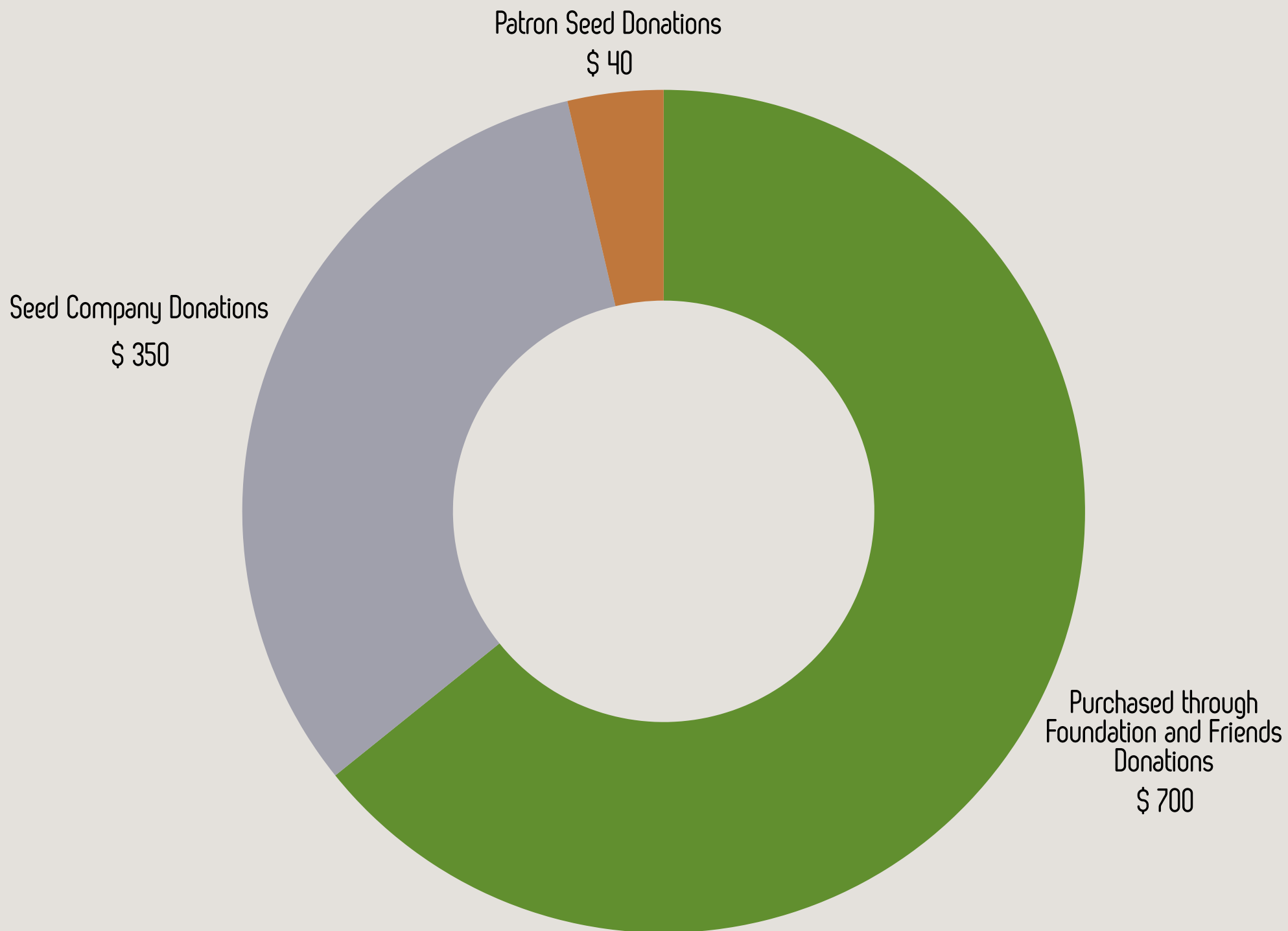
Logistics



Where Do The Seeds Come From?

Seeds come from three places:

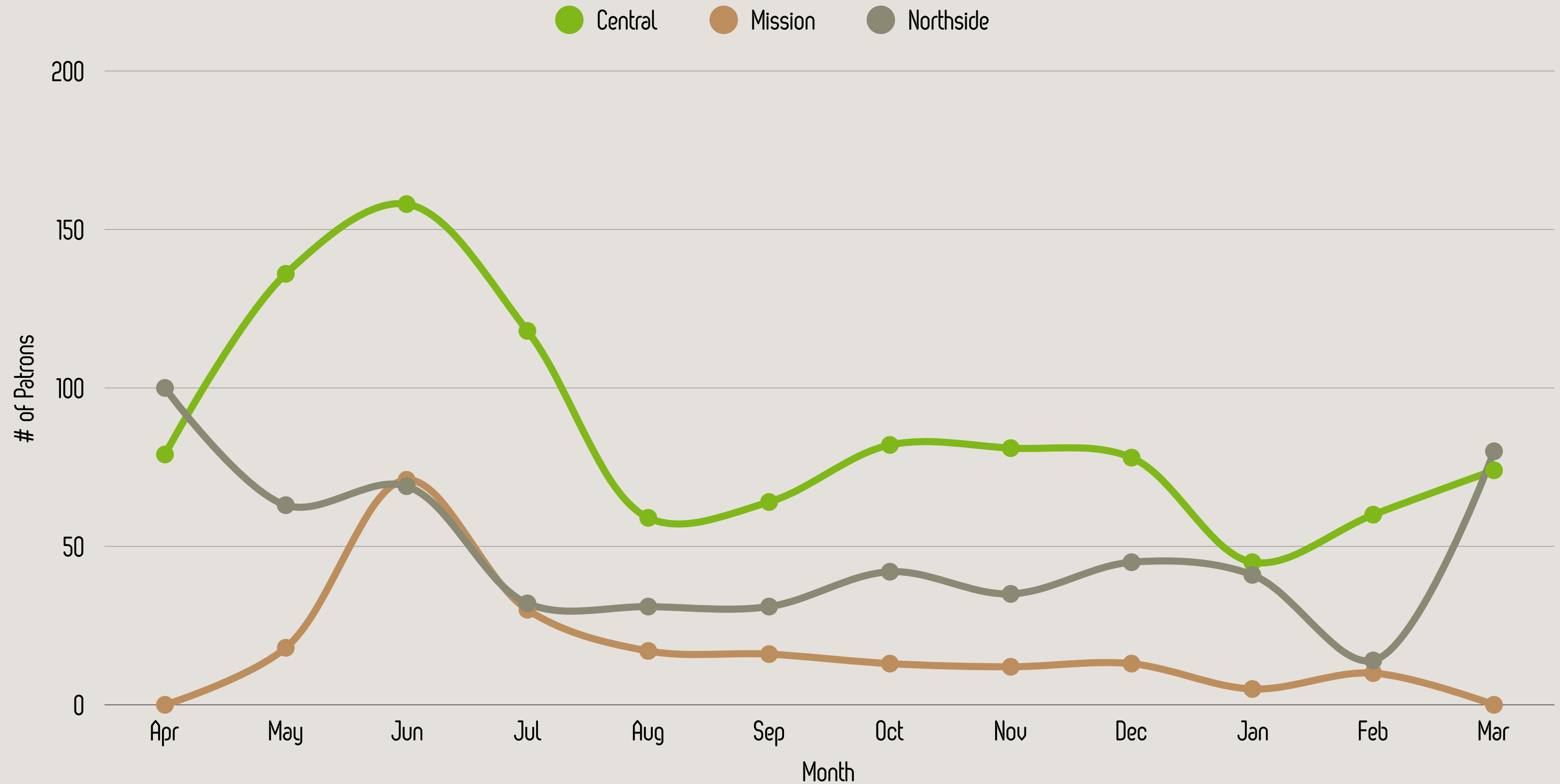
- Patrons donating their seeds (4%)
- Purchasing seeds through a monetary donation to the Foundation and Friends (64%)
- Asking seed companies to send us expired or unwanted seeds. (32%)
Volunteers are used to individually package seeds and track usage.
Jars, envelopes, labels, & spoons are purchased through the technical services department for \$200 a year.



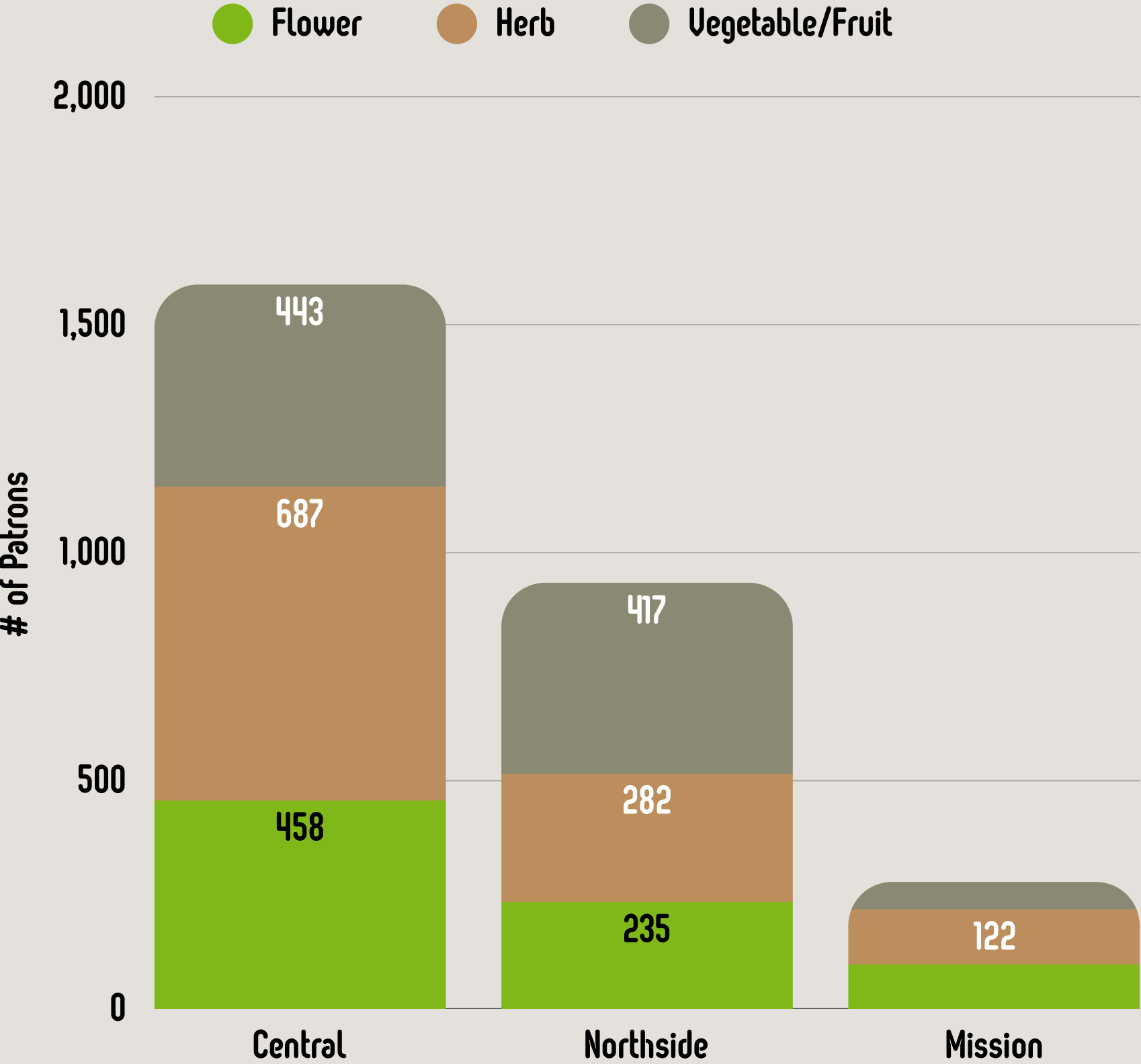
The Seed Share annual budget is approximately \$1,300 per year.

Patron Usage Apr 2025 to March 2026

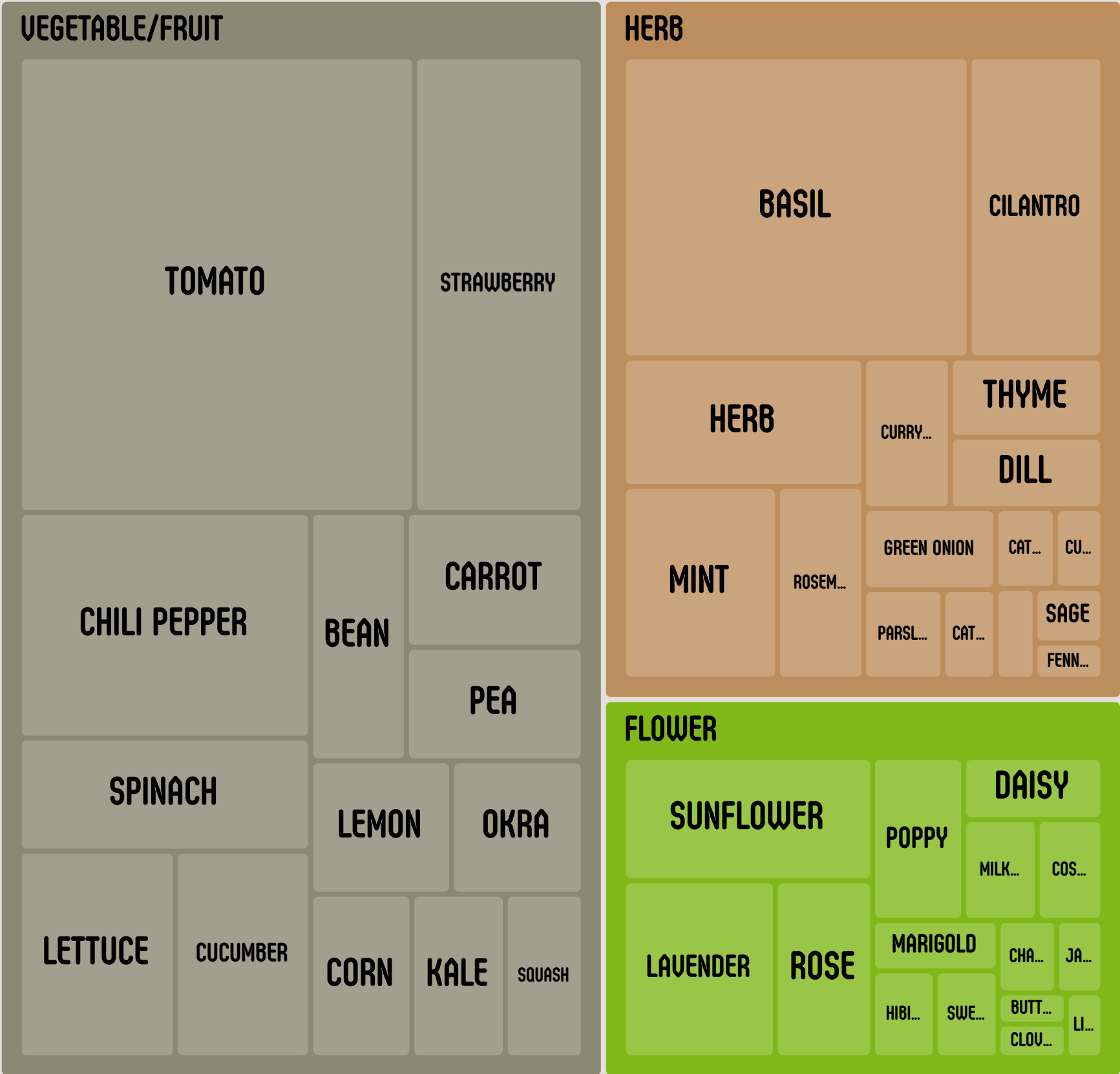
1,686 Patrons in total



Usage by Seed Type and Location
1,822 Patrons Total



Requests by Type
1,173 Requests Total



Feedback

Thanks! I love all the different seeds from the library - they've made my little garden so much prettier.

This is amazing, thank you!!!

excited to see results

I love this very cute concept

Awesome program thank you!

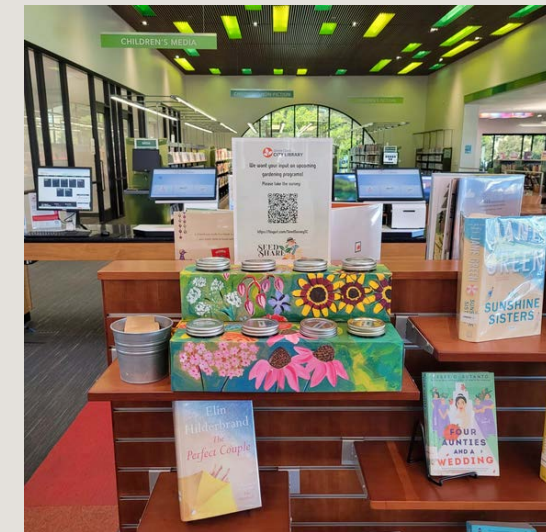
It's wonderful to have seeds available so people can grow them at home—thank you!

Thank you for the seeds!

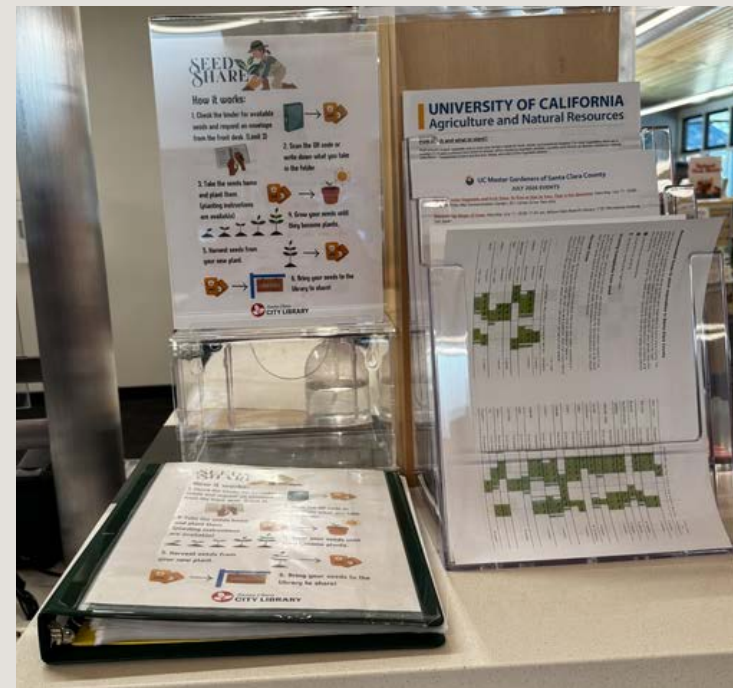
Love this so much!

Great initiative. I will try to contribute as well

Seed Share By Location



Northside Branch



Mission Branch



Bookmobile



Central Park



Partnerships



Master Gardeners



Parks and Recreation



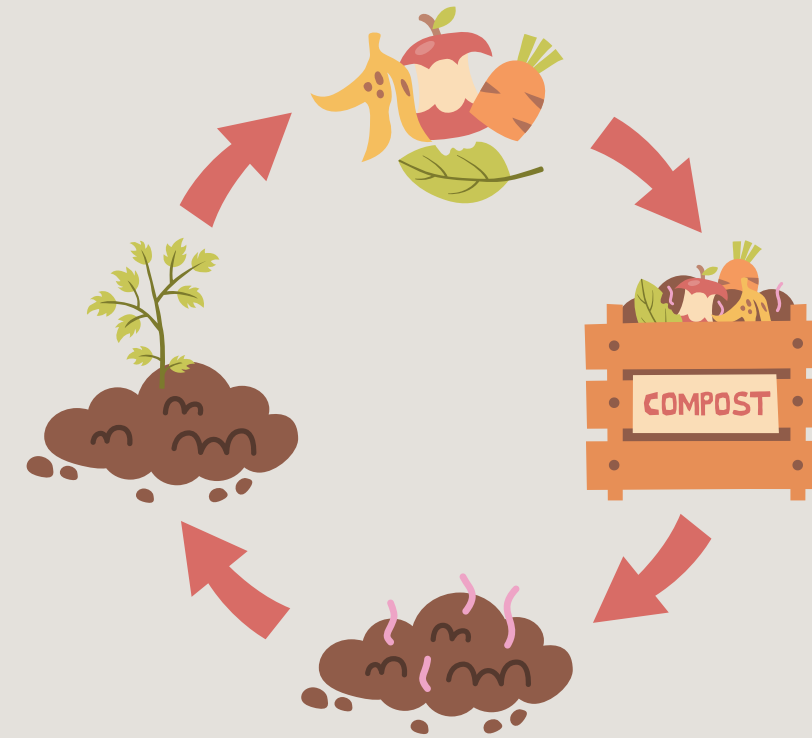
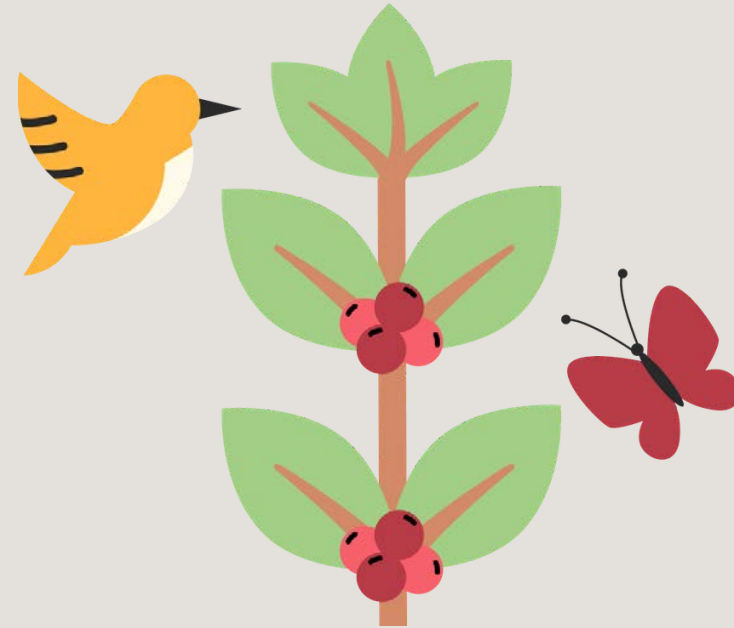
THE SANTA CLARA CITY
LIBRARY FOUNDATION
AND FRIENDS



Future Endeavors

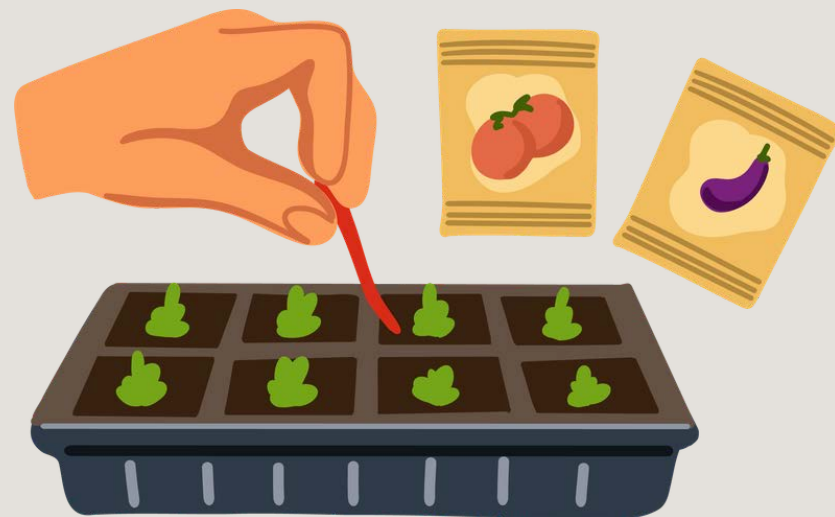
Native Garden

- Promotes sustainability and learning opportunities
- Replaces decorative plants with environmentally friendly
- Easy to maintain



Composting Area

- Highly requested by patrons
- Promotes sustainability and learning opportunities
- Parks and Recreation provides free compost at their community gardens



Seedling Share

- Potential funding idea and future seed supply
- Good way to pair Seed Share with library programming

Gardening Program Series

- Planning/ implementation in process with Girls Scouts
- Good way to pair Seed Share with library programming



Want To Help?

- Invest in seed funding
- Contribute seed donations
- Encourage volunteer support
- Connect us with community partners



Contact Me:

Rachel Hughes

Librarian II

Direct: 408-615-5502

rhughes@santacclaraca.gov





Agenda Report

26-791

Agenda Date: 8/3/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Update on the Recruitment of a New City Librarian

BACKGROUND

City Librarian Patty Wong has announced that she will be retiring in December 2026. Per Section 1013(b) of the City Charter of Santa Clara, one of the Board of Library Trustees' duties is to "Approve or disapprove the appointment of a librarian who shall be the department head." The recruitment process for the City Librarian launched on July 9, 2026, with the initial collection of applications set to close on August 9, 2026. The first round of interviews for City Librarian will be held in September 2026, and an update will be provided to the Board of Library Trustees after the initial interview process has concluded.

DISCUSSION

City of Santa Clara Human Resources will provide an update on the status of the recruitment of the new City Librarian.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact.

COORDINATION

This report was prepared in coordination with the City Attorney's Office and Human Resources.

PUBLIC CONTACT

Public contact was made by posting the Board agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Note and file update on the Recruitment of a new City Librarian

Reviewed by: Sami James, Management Analyst
Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Santa Clara City Librarian Brochure FINAL



CITY LIBRARIAN





THE COMMUNITY

Nestled at the heart of Silicon Valley, just 45 miles south of San Francisco, the City of Santa Clara is a vibrant, historic community with a population of approximately 133,000. With its rich 170-year history, Santa Clara blends a small-town charm with the dynamic energy of one of the world's most innovative regions.

Named one of America's 10 safest cities, Santa Clara also stands out as one of the most livable cities in the U.S.—offering an unmatched quality of life that supports both individual and business success. Whether you're looking for a thriving career or a peaceful neighborhood, Santa Clara offers the best of both worlds.

A Hub for Innovation and Opportunity

Often called the "Data Center Capital of the West," Santa Clara boasts more than 58 state-of-the-art data centers and over 750 megawatts of multi-tenant commissioned power. The city is home to some of the world's largest and most influential tech giants, including Intel, NVIDIA, Applied Materials, and Agilent Technologies.

World-Class Entertainment and Recreation

Santa Clara isn't just about work — it's also about playing. Home to Levi's Stadium, the iconic venue for the San Francisco 49ers, the city has hosted over 150 major events, including concerts, international sports competitions, and entertainment spectacles. In addition, Santa Clara's Convention Center, bustling shopping districts, exceptional dining options, medical facilities, and vibrant community centers offer something

for everyone. For those who enjoy outdoor recreation, the city enjoys more than 300 days of sunshine each year. Tree-lined streets and welcoming neighborhoods offer an idyllic setting for families, with a rich array of cultural and recreational activities awaiting. Whether it's attending a live theater production or catching a concert in the summer, there's always something happening.

A Thriving Community to Call Home

Award-winning schools, low crime rates, and a welcoming atmosphere make Santa Clara one of the most desirable places to live and work in California. The city's perfect balance of vibrant industry, educational excellence, and family-friendly amenities creates a community where people can thrive both personally and professionally. Discover why Santa Clara is the place to be. Visit SantaClaraCA.gov for more information.

CITY GOVERNMENT

Santa Clara is a Charter City committed to fostering a vibrant and thriving community. Our mission is to deliver a high quality of life through resourceful, efficient, progressive, and professional leadership that serves the needs of both residents and businesses. Operating under a Council-Manager form of government, Santa Clara is dedicated to providing innovative solutions and ensuring the city remains at the forefront of progress.

City Council is composed of an elected Mayor, serving at large, and six Council Members elected by district, all of whom serve four-year terms. The City Charter limits the Mayor and Council Members to two consecutive terms. Additionally, the Police Chief and City Clerk are both elected positions, ensuring direct accountability to the community.

With 1,226.75 full-time employees working together to deliver exceptional public services and a fiscal year 2026-27 budget of \$1.33 billion, Santa Clara is poised to invest in both current and future needs, enhancing the quality of life for all who live, work, and play here.

LIBRARY DEPARTMENT

The Santa Clara City Library is a high-performing, community-centered department serving a very diverse

population with more than 40% of residents speaking a language other than English, and an annual circulation close to 2 million items. The Department consists of the Central Park Library, the Northside Branch Library, and the Mission Branch Library, all of which are located in city parks, and offer a myriad of services for the community including Bookmobile and eBook services as well as a Special Delivery program. The department is supported by 43 FTEs, a FY 2026-27 budget of \$12.6 million, and is organized into seven divisions: Administration, Adult Services, including Adult Literacy, Branch Services, Customer Services, Facilities, Technical and Technology Services, and Youth Services, including the Bookmobile.

The department's assets serve as a community hub providing access to information, literacy resources, educational programming, and civic engagement to the community. From hosting events and literacy programs to serving as a venue for public engagement, voting support, community drives, and very active Read Santa Clara Adult and Family Literacy Program, the Library is a linchpin for numerous external-facing city initiatives. In addition, it is an operational partner across city departments, regularly supporting initiatives with Parks & Recreation, Community Development, and Information Technology.

With more than 80,000 square feet of public floor space, the Central Park Library houses most of the Library's collections and offers an array of engaging features. Visitors enjoy group study rooms, large community rooms, public art, the Friends of the Library Bookstore, a children's garden, fireplaces, and lovely park views. The Central Park Library houses an extensive collection of materials, offers more than 100 public computers, a computer training facility, high-speed Internet connection for personal laptops, and a renowned genealogy and local history collection that draws researchers from around the country. Two branch locations complete the city's popular library system: the historic Mission Branch is located near Santa Clara University in downtown, and the beautiful Northside Branch is in the Rivermark Village.

THE POSITION

The City Librarian leads a highly visible, fast-paced, dynamic department. This position is responsible for operational oversight of the library system including advancing major strategic priorities, budget, personnel, facilities, capital initiatives, community relations, and ensuring projects align with long-term community needs and organizational goals. The City Librarian leads a dedicated team of 43 full-time employees and 46 as-needed staff, who together deliver a robust and diverse range of programs and services. Four employees, including an Assistant City Librarian, Management Analyst, and Division Manager for Facilities, report directly to the City Librarian.

This position collaborates closely with and serves as the primary liaison to the Board of Library Trustees and the Santa Clara City Library Foundation and Friends through consistent communication and regular meetings.

The incoming City Librarian will inherit a department that is:

- Strategically positioned for the future
- High performing and deeply valued by the community
- Powered by a committed staff and strong partnerships

THE IDEAL CANDIDATE

Santa Clara seeks a highly engaged public library leader with a record of innovation, responsiveness, and positive community impact. In addition to developing and executing strategic plans, the selected individual brings experience managing budgets, facilities, and capital projects, as well as securing grant funding. They combine strong strategic thinking with a practical, hands-on approach.

The ideal candidate holds a comparable leadership role within a complex, multi-branch library system. This progressive professional follows emerging trends and best practices and uses their insight to deliver innovative Library programs and services to a diverse community. The selected individual will champion and maintain an accessible, community-focused library system, proactively respond to stakeholder interests, and

ensure an exceptional user experience across both in-person and digital services.

An approachable and effective communicator and relationship builder, the City Librarian will have a visible presence across the community, organization, and department. The selected individual will be emotionally intelligent, politically astute, and bring experience working with boards, commissions, and/or elected officials. The City Librarian exercises sound judgment in balancing competing priorities and expectations and effectively responds to sensitive situations using discretion and tact.

To complement the City's executive leadership team, the ideal candidate will embrace a citywide perspective and have a record of establishing productive working relationships. The City Librarian will recognize the Library's role as an integrated partner and work closely with colleagues to advance shared goals and initiatives. In Santa Clara, Directors are expected to be active in their respective profession and remain on the forefront of trends and best practices in their field.

This empowering and engaged Director will foster staff development and cross-training while also inspiring their team to deliver high-quality, creative library services. The selected individual will set clear expectations for the department and create an accountable, fair, inclusive environment where employees are supported and their contributions recognized. The successful candidate will model exceptional customer orientation, treating every interaction as an opportunity to assist, inform, or engage in a manner that supports Santa Clara's values.

Key Priorities & Opportunities

- Execute the recently completed [Strategic Plan](#) which focuses on increasing community connection, improving organizational capacity, and preparing services for future needs.
- Lead implementation of the [Facilities Master Plan](#) and Measure I projects, including overseeing major facility upgrades and planning efforts over the next five years.
- Maintain a focus on exceptional customer experience and expand inclusive programs, technology, and shared community spaces.
- Support literacy, youth engagement, and access initiatives.
- Build and maintain relationships with the Board of Library Trustees, Santa Clara City Library Foundation and Friends, and regional partners.
- Grow grant funding and explore new revenue opportunities.
- Launch and manage a new café operation.

The position requires five years of increasingly responsible professional library service or the equivalent, including at least four years as an Assistant Director or Division Manager of a comparable or larger library system, or as a director of a smaller system with responsibilities for planning, directing, organizing, and budgeting plus a Bachelor's degree. A Master's degree in Library/Information Sciences from an American Library Association accredited library school is strongly preferred. Previous or current experience serving a diverse population and in a multi-branch library system is desired.



COMPENSATION & BENEFITS

The salary range for this position is \$270,247 - \$349,725. Placement in the range is dependent on candidate's qualifications and experience. Salary is supplemented by a competitive benefits package, including:

Retirement: CalPERS Classic members: 2.7% at 55 with an 8% gross pay employee contribution; CalPERS new (PEPRA) members: 2% at 62 with a 7% gross pay employee contribution.

Health Insurance: The City pays up to 100% of Kaiser premiums for Employee Only and +1 Dependent plans, 90% for +2 or more; employees cover any extra pre-tax. Those who opt out of health insurance may be eligible for monthly cash-in-lieu.

Retiree Medical Reimbursement: For employees with at least 10 years of service who retire with the city, the city reimburses up to \$438 per month for retirees under 65 and up to \$262 per month for retirees over age 65.

VEBA: City contributes \$50 per month towards employee VEBA Account.

Paid Family Leave: Up to 8 weeks of benefits within a 12-month period.

Social Security/Medicare (FICA): Employee and City contribute toward Medicare (1.45%) and Social Security (6.20% up to the required annual limit).

Dental and Vision Insurance: City pays for the employee-only, lowest-cost plan. Employees pay additional premiums above the employer's contribution toward dental and vision insurance.

Flexible Spending Account: IRS Section 125 Plan, employee may contribute up to \$3,400 per year to a health care spending account; \$7,500 per year to a dependent care spending account, and \$340 per month to a commuter benefit plan in pre-tax dollars.

Employee Assistance Program: City's vendor provides confidential counseling to employees and dependents. Up to a maximum of five (5) consultation sessions per family member per incident per year.

Vacation: Vacation accrual of 10 days per year for the first 4 years, with accrual increasing over time. Maximum accrual is 480 hours.

Vacation Cash-Out: Up to 80 hours of accrued vacation once per year, to be paid in two cash-outs the following calendar year.

Sick Leave: 96 hours per year with no accrual limit.

Management Leave: 120 hours per calendar year (prorated in the first year based on hire date), with a maximum accrual of 180 hours.

Holidays: City observes thirteen paid holidays annually plus four additional paid holidays between December 25th and January 1st.

Life Insurance: City pays the premium for \$50,000 of Basic Life Insurance coverage. Additional insurance may be purchased by the employee.

Deferred Compensation: City offers an optional 457(b) Plan. The city will contribute \$300/month to the employee's deferred compensation account.

Auto Allowance: City provides an auto allowance of \$320 per month (up to \$500 with City Manager approval).

Cell Phone/Smart Phone Stipend: A city-issued cell phone or an allowance of \$80 per month.

Tuition Reimbursement: City will reimburse eligible tuition expenses up to \$2,000 per fiscal year.

Details on employee benefits and additional benefit offerings are found on the City's benefits [website](#).

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight, Sunday, August 9, 2026**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly at all stages.

TB&CO.

Jennifer Curtis • 661.510.0076

TERI BLACK & COMPANY, LLC
www.tbcrecruiting.com

Following the closing date, resumes will be screened against the criteria in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A smaller group of candidates will likely be invited to participate in additional interviews and selection activities shortly thereafter. The city anticipates making an appointment in a timely manner after completing background and reference checks. Please note that references will not be contacted until the end of the process, and at that time, they will be contacted in close coordination with the selected candidate.





Agenda Report

26-792

Agenda Date: 8/3/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion and Possible Action to Coordinate Future Joint Meeting with the Santa Clara City Library Foundation and Friends

BACKGROUND

The Board of Library Trustees (BOLT) and the Board of the Santa Clara City Library Foundation and Friends (SCCLFF) are natural collaborators in their missions to support the Library and its good work in the community. BOLT and the SCCLFF Board met on June 2, 2025, December 1, 2025, and June 1, 2026 with the goal of furthering communications and collaboration in support of the Library. The Boards agreed to meet regularly to further shared goals and maintain ongoing collaboration.

At the June 1, 2026 joint meeting, BOLT and SCCLFF shared information about their histories and roles in supporting the Library. SCCLFF provided information about their work in fundraising and grant administration to support Library programming, as well as outcomes from the 25th anniversary fundraising event held on May 16, 2026 at the Triton Museum. The joint meeting included discussion on how the two Boards could support each other's common goals, including attending programs, sharing the SCCLFF newsletter, developing and sharing relationships and networks, communications such as a joint op-ed, and sharing some of the many stories from real people who benefitted from Library programs. BOLT was informed that SCCLFF was still at work in identifying funding priorities for the year, developing a strategic plan for SCCLFF, and strategizing the investment and management of a bequest received in support of the Library.

DISCUSSION

Discussion will be held on the scheduling of the next joint meeting of BOLT and SCCLFF, which was recommended for October or November 2026 at the last joint meeting. BOLT will additionally discuss preparing an agenda for the next joint meeting, which had been recommended as an opportunity to prepare an action plan for ways BOLT and SCCLFF can work together in support of each other's work plan and strategic priorities and goals.

ENVIRONMENTAL REVIEW

The action being considered does not constitute a "project" within the meaning of the California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines section 15378(b)(5) in that it is a governmental organizational or administrative activity that will not result in direct or indirect changes in the environment.

FISCAL IMPACT

There is no fiscal impact other than staff time.

COORDINATION

This report was coordinated with the Board of the Santa Clara City Library Foundation and Friends.

PUBLIC CONTACT

Public contact was made by posting the Board agenda on the City's official-notice bulletin board outside City Hall Council Chambers. A complete agenda packet is available on the City's website and in the City Clerk's Office at least 72 hours prior to a Regular Meeting and 24 hours prior to a Special Meeting. A hard copy of any agenda report may be requested by contacting the City Clerk's Office at (408) 615-2220, email clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Discuss and recommend dates and agenda topics for the next joint meeting of SCCLFF and BOLT.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. BOLT-SCCLFF Board Joint Meetings - Notes for Future Agenda

Board of Library Trustees (BOLT) and Santa Clara City Library Foundation and Friends (SCCLFF) Joint Board Meetings

Notes for Future Agenda

The following notes list discussion topics from the June 1, 2026 joint meeting of the Board of Library Trustees (BOLT) and the Santa Clara City Library Foundation and Friends (SCCLFF), for consideration for future joint meeting and agenda planning.

- How BOLT can support SCCLFF
 - Attend programs
 - Attend SCCLFF book sales
 - Spread the word about SCCLFF
 - Connect potential donors with SCCLFF
 - Share the SCCLFF newsletter
 - Communications (Ex: Joint Op-Ed, quotes or articles in the Silicon Valley Voice, plan a story to recommend every other month)
- How SCCLFF can support BOLT
 - Support BOLT workplan goals
 - Promote BOLT and spread the word on joining BOLT
- Collaborate on shared priorities
 - Collaborate on exploring alternative funding options
 - BOLT finalizing work plan, share this regularly with SCCLFF
 - SCCLFF finalizing funding priorities for year, share this regularly with BOLT
 - SCCLFF developing a strategic plan
 - Review Library Strategic Plan and progress
 - Support programming
 - Support collection budget
 - Fundraising for Facilities Master Plan recommendations
 - Share partnership opportunities with staff from BOLT and SCCLFF networks
 - Share speaking opportunities with staff at organizations in BOLT or SCCLFF's networks, to give presentations sharing stories of real people who benefited from Library programs. Refer interested attendees to SCCLFF.

- (Ex: Profile of community member who benefitted from Read Santa Clara literacy or ESL program, or growth of Ukrainian book club after start of the war.)
- Budgets
 - Large bequest investment and management plan
 - Review SCCLFF's contributions to Library FY 25/26
 - Funds raised FY 25/26
 - Expenditures to Library
 - Outcomes
- Plan Joint activity
 - Develop ideas for joint effort by both Boards, possibly around cultural needs of communities for those no longer receiving ESL or community support, promote Library as that center
- Action Plan
 - Develop an action plan for how BOLT and SCCLFF will support each other
 - Develop concrete actions to work on jointly