



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, June 2, 2025

5:30 PM

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

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.
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- Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
- Use the raise your hand feature in Zoom when you would like to speak on an item and lower when finished speaking. Press *9 to raise your hand if you are calling in by phone only.
- Identify yourself by name before speaking on an item.
- Unmute when called on to speak and mute when done speaking. If there is background noise coming from a participant, they will be muted by the host. Press *6 if you are participating by phone to unmute.
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CALL TO ORDER AND ROLL CALL

5:30 PM - Meet and Greet with the Board of the Santa Clara City Library Foundation and Friends

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**25-618** [Joint Meeting with the Board of the Santa Clara City Library Foundation and Friends and Possible Action to Facilitate Scheduling of a Future Joint Meeting](#)

Recommendation: Conduct a joint meeting with the Board of the Santa Clara City Library Foundation and Friends, and take action to plan a future joint meeting.

ADJOURN JOINT MEETING

7:00 PM (Approximately) - Start of Regular Board of Library Trustees Meeting

REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES**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.

25-617 [Action on the Board of Library Trustees Meeting Minutes of May 5, 2025](#)

Recommendation: Approve the Board of Library Trustees Meeting Minutes of May 5, 2025

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**1 25-620** [Discussion on Nominations and Election of Board of Library Trustees Chair and Vice Chair for FY 2025/26](#)

Recommendation: Nominate a Chair and Vice-Chair of the Board of Library Trustees for FY 2025/26.

2 25-517 [Discussion and Action to Schedule Informational Reports to Board](#)

Recommendation: Approve a schedule to receive informational reports.

- 3 25-586 [Discussion and Possible Action on Work Plan Presentation to Council](#)

Recommendation: Review and discuss work plan presentation to Council.

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to August 4, 2025, at 6:00 PM.

MEETING DISCLOSURES

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Agenda Report

25-618

Agenda Date: 6/2/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Joint Meeting with the Board of the Santa Clara City Library Foundation and Friends and Possible Action to Facilitate Scheduling of a Future Joint Meeting

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees 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. At the May 5, 2025 meeting, the Board prepared an agenda for a joint meeting with the SCCLFF Board. The purpose of the joint meeting is to further collaboration and relationship building between the Boards.

DISCUSSION

The Board of Library Trustees and the SCCLFF Board will spend the first hour of the June 2, 2025 regular Board of Library Trustees meeting holding a joint meeting, to further collaboration and share information about their respective work and roles. This will be followed by the regular Board meeting agenda.

Schedule for June 2, 2025 Board of Library Trustees Meeting:

5:30 PM - 6:00 PM: Meet and Greet

6:00 PM - 7:00 PM: Joint Meeting of Board of Library Trustees and SCCLFF Board

7:00 PM - 8:00 PM: Regular Board of Library Trustees meeting agenda

The joint meeting agenda is as follows:

- Board of Library Trustees Presentation and Q&A (20 minutes)
 - Informational and introductory presentation, including information from the Charter, the Board's 2025 Work Plan, and the Board's New Trustee Handbook (Attachment 1), followed by time for questions.
- Board of the Santa Clara City Library Foundation and Friends Presentation and Q&A (20 minutes)
 - Informational and introductory presentation, followed by time for questions. Suggested topics:
 - Who makes up the SCCLFF Board
 - What does the membership of the Foundation and Friends look like
 - Information about what the SCCLFF Board does
 - How does the SCCLFF Board support the Library
- Plan next joint meeting date and agenda topics.
 - The Boards may also prepare a list of "parking lot" items for discussion at future meetings.

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

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RECOMMENDATION

Conduct a joint meeting with the Board of the Santa Clara City Library Foundation and Friends, and take action to plan a future joint meeting.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Introductory Presentation

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



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

25-617

Agenda Date: 6/2/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Board of Library Trustees Meeting Minutes of May 5, 2025

COUNCIL PILLAR

Enhance Community Engagement and Transparency

PUBLIC CONTACT

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RECOMMENDATION

Approve the Board of Library Trustees Meeting Minutes of May 5, 2025

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - May 5, 2025 Minutes - Draft



City of Santa Clara

Meeting Minutes

Board of Library Trustees

05/05/2025

6:00 PM

Hybrid Meeting, Edinger Room

Central Park Library

2635 Homestead Rd, Santa Clara, CA 95051

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CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 6:02 PM.

Present 4 - Chair Jonathon Evans, Trustee Daniel Huynh, Vice-Chair Stephen Ricossa, and Trustee Debbie Tryforos

Absent 1 - Trustee G. Salim Mohammed

CONSENT CALENDAR

CONSENT ITEMS PULLED FOR DISCUSSION

- 1 [25-466](#) Action on the Board of Library Trustees Meeting Minutes of April 7, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of April 7, 2025

Vice-Chair Ricossa pulled the minutes for discussion and noted that in item 3, in which a subcommittee was signed to draft a letter, the names of the members assigned to the subcommittee were not included. **Trustees Huynh** and **Mohammed** were assigned to the subcommittee and it was requested that the minutes be amended to include their names.

A motion was made by Trustee Tryforos, seconded by Trustee Ricossa, to approve the minutes as amended.

Aye: 4 - Chair Evans, Trustee Huynh, Vice-Chair Ricossa, and Trustee Tryforos

Absent: 1 - Trustee Mohammed

PUBLIC PRESENTATIONS

Trustee Mohammed arrived at 6:07 PM.

JoAnn Davis, Executive Director of the **Santa Clara City Library Foundation and Friends**, gave an update to the **Board** of upcoming **Foundation** activities. Patio sales will be held at **Northside Branch Library** on May 9 and 23, 2025. A Saturday sale will be held at **Central Park Library** on May 16 and 17, 2025. On May 10, 2025, the same day as the Bricks by the Book program, the **Foundation** will have a table at **Mission Branch Library** for the Relay for Life event from 3 PM to 6 PM. The **Board** were reminded that the Library will be closed on May 26, 2025 for Memorial Day. On May 28, 2025 there will be a **Foundation** fundraiser held in partnership with **Red Robin** in **Rivermark Plaza**, with 20 percent of food sale profits being donated to the **Foundation**. On May 31, 2025, the **Foundation** will host a **Board of Directors** retreat to engage in strategic planning. On June 2, 2025, at the time of the regular **Board of Library Trustees** meeting, the **Board** will host the **Santa Clara City Library Foundation and Friends Board** for a joint meeting. An update was provided on Librarypalooza, the annual Library fundraiser which raised over \$30,000 for the Library, about \$23,000 of which was net profit, an increase from the prior year. The **Foundation** also updated the Advocacy page on their website, lovethelibrary.org, to share information on how to advocate for the restoration of federal funding to the **Institute for Museum and Library Services**. It was shared that at the beginning of May 2025 nearly all the funding needed to support Summer Adventure has already been raised.

GENERAL BUSINESS

- 2 [25-414](#) Action on Revised Library Rules of Conduct and Revised Policy for Children Visiting the Library

Recommendation:

1. Review and approve the following:
 - a. Revised Santa Clara City Library Rules of Conduct (Attachment 1-2); and
 - b. Revised Santa Clara City Library Policy for Children Visiting the Library (Attachment 3-4).

City Librarian Patty Wong informed the **Board** of revisions made to the Library Rules of Conduct, and to the Policy for Children Visiting the Library for their review and approval. **Deputy City Attorney Luis Haro** provided additional detail about the updates made, including that the prior Food and Drink Policy was incorporated into the Library Rules of Conduct. The **Board** discussed the contents of the updates to the policies, how they would apply in different scenarios, and requested the name of the Children Visiting the Library Policy be updated to Policy for Youth Visiting the Library, which **City Librarian Wong** concurred was a good change. **JoAnn Davis** shared information on the **Foundation's** policy regarding minor volunteers.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh to approve the revised policies.

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

3 [25-532](#) Discussion and Possible Action on Work Plan Presentation to Council

Recommendation: Review and discuss work plan presentation to Council.

City Librarian Wong shared that the same contents the **Board** previously approved for their Work Plan had been incorporated into a Council template for their review, and that she anticipates their meeting with Council to review the Work Plan may occur in July. She also shared that the proposed operating budget book was released and available online, and that it recommended a partial restoration of the collection budget, an additional \$145,000 in each of the next two years. She shared this reflected one-time funds, not an ongoing restoration of the collection budget, and less than the budget lost in the prior operating cycle, which is why the language in the Work Plan recommends advocacy for a complete restoration of the collection budget. The presentation was reviewed and some updates provided on status of several items, including that the Collection Development Policy which the **Board** had approved revisions to had already been approved and accepted by the **California State Library**. She shared that she would be reviewing a draft Strategic Plan with the City Manager, and anticipates in the future a possible joint study session with **Council** for both the Strategic Plan and Facilities Master Plan. The **Board** made a minor revision to the Work Plan.

A motion was made by Vice-Chair Ricossa, seconded by Trustee Huynh to approve the work plan as amended.

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

- 4 [25-508](#) Discussion and Possible Action on Conducting Outreach to Support the Library due to Federal Funding Cuts to Library Services and Potential Establishment of a Subcommittee to Implement Board's Actions

Recommendation: Discuss and take action to identify next steps in supporting and advocating for the Library in the community.

City Librarian Wong provided an update to the **Board** on the state of recent federal funding cuts to library services. She shared that there was a court ordered injunction halting further dissolution of the **Institute for Museum and Library Services (IMLS)**, resulting in one lawsuit, and that this impacts loss of staff rather than preserving funding for programs and for the state libraries. Information on the local direct impacts felt by the Library so far were the elimination of databases and some electronic resources, some of which are relied on by schools including the **Santa Clara Unified School District**. She shared that she would be meeting with them shortly to share this information, and that the Library was also exploring options for better pricing on these resources which will no longer be federally funded, in case a solution might be found to their elimination from the collection.

The **Board** reviewed the draft letters written to congressional representatives by **Trustee Huynh** and **Trustee Mohammed**. **Chair Evans** agreed to sign them on behalf of the **Board** so they could be sent out the following day. **City Librarian Wong** indicated she would share these with the appropriate City staff as well, as **Council** had expressed interest in sending a letter to support federal library funding when they awarded the Proclamation of National Library Week on April 6, 2025. As the **Board** had approved the drafting and sending of this letter at the last **Board** meeting on April 7, 2025, no further action was taken.

- 5 [25-519](#) Discussion and Action on Agenda Setting for Joint Meeting with Santa Clara City Library Foundation and Friends Board

Recommendation: Prepare an agenda for the discussion with the Santa Clara City Library Foundation and Friends Board at the June 2, 2025 regular Board of Library Trustees meeting.

With coordination from **Vice-Chair Ricossa** and **Trustee Tryforos**, the **Foundation Board** and **Board of Library Trustees** coordinated a date for a joint meeting, to take place during the next regular **Board of Library Trustees** meeting on June 2, 2025, to be held at **Mission Branch Library**. The proposed schedule was discussed and approved, with a planned Meet and Greet at 5:30 PM - 6:00 PM, a joint meeting to be held from 6:00 PM - 7:00 PM, and a regular **Board** meeting from 7:00 PM - 8:00 PM. The **Board** discussed possible agenda topics, and agreed that staff would review, prioritize and organize them, review these with **Chair Evans** to develop an agenda appropriate for a first initial joint meeting, and share the agenda with the **Foundation Board**. Through the Executive Director, JoAnn Davis, it was agreed that any items not discussed due to limited time could be captured as parking lot items for future scheduled meetings.

DRAFT

STAFF REPORT

The joint meeting with the **Board of the Santa Clara City Library Foundation and Friends** was discussed further, and the **Board** was in agreement that staff would coordinate with **Chair Evans** on the regular **Board** agenda items for the second half of the June 2, 2025 meeting. **Deputy City Attorney Luis Haro** provided an update on the situation with **Northside Branch Library** tile damage.

Trustee Mohammed anticipates a schedule conflict for the June 2, 2025 meeting and will be absent. Two **Trustees** are unavailable for the August 4, 2025 regular meeting, and the **Board** agreed to cancel this meeting and schedule a special meeting instead for August 18, 2025. Due to **Chair Evans** anticipating a schedule conflict for the October 6, 2025 regular meeting, **Vice-Chair Ricossa** will lead that meeting. The September 8, 2025 meeting will coincide with International Literacy Day, on which the Career Online High School (COHS) program led by **Read Santa Clara** will hold a small graduation ceremony. The **Board** agreed to recognize the graduates at approximately 6:00 PM. The **Board** were reminded of upcoming City Council Study Sessions for the new biennial Operating Budget, scheduled for May 13, 2025, and May 27, 2025. The public hearing for the adoption of the new FY 2025/26 and FY 2026/27 Operating Budget is scheduled for June 10, 2025. The **Board** also received a list of Library-related conferences for their information, for board development purposes.

TRUSTEES REPORT

The **Board** further discussed the agenda for the upcoming joint meeting with the **Board of the Santa Clara City Library Foundation and Friends**, concurring that the Library would organize the agenda topics, shorten them as appropriate, review with **Chair Evans** and then share with **JoAnn Davis, Executive Director** of the **Santa Clara City Library Foundation and Friends**, and **Kathy Betts, President** of the **Executive Committee of the Board of the Santa Clara City Library Foundation and Friends**.

The meeting was adjourned at 8:05 PM.

ADJOURNMENT

A motion was made by Trustee Huynh, seconded by Trustee Mohammed to adjourn the meeting.

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

The Board of Library Trustees Meeting is adjourned to June 2, 2025, at 6:00 PM.

The June meeting will take place at Mission Branch Library, Community Room, 1098 Lexington St., Santa Clara, CA 95050.

DRAFT

MEETING DISCLOSURES

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City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

25-620

Agenda Date: 6/2/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion on Nominations and Election of Board of Library Trustees Chair and Vice Chair for FY 2025/26

COUNCIL PILLAR

Enhance Community Engagement and Transparency

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 will hold discussion to nominate a Chair and Vice-Chair for Fiscal Year (FY) 2025/26. Individuals nominated can either accept or decline the nomination.

Following nominations, at the first meeting after July 1st, the Board of Library Trustees will hold elections for Chair and Vice-Chair. Elections will be scheduled for the August 18, 2025 special meeting of the Board of Library Trustees. 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 FY 2025/26 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.

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 <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Nominate a Chair and Vice-Chair of the Board of Library Trustees for FY 2025/26.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian



Agenda Report

25-517

Agenda Date: 6/2/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion and Action to Schedule Informational Reports to Board

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees periodically receives informational reports from Library staff, strengthening Board understanding and knowledge of Library services, programs, resources, and initiatives. Such efforts bring the Board and Library staff together to provide the knowledge base and familiarity needed to effectively support and advocate for the Library and its efforts in the community. At the April 7, 2025 meeting, the Board discussed topics for future informational reports and identified those of most interest.

DISCUSSION

The Board will discuss and recommend a proposed schedule to receive informational reports from staff. Scheduling these in advance allows staff time to prepare and coordinate reporting. An approved schedule for informational reports may be adjusted if necessary, to accommodate higher priority items, staff schedules, or logistical considerations.

Informational report topics identified as of most interest to the Board at the April 7, 2025 meeting include:

- Library of Things
- Read Santa Clara
- Seed Share
- Trail of the Book: From Selection to Removal
- Library Grants

A potential draft schedule for informational reports is as follows:

- August 4, 2025 Trail of the Book: From Selection to Removal
- October 6, 2025 Read Santa Clara
- December 1, 2025 Library Grants
- March 2, 2026 Library of Things
- May 4, 2026 Seed Share

ENVIRONMENTAL REVIEW

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FISCAL IMPACT

There is no fiscal impact related to this report.

PUBLIC CONTACT

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RECOMMENDATION

Approve a schedule to receive informational reports.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian



City of Santa Clara

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Agenda Report

25-586

Agenda Date: 6/2/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion and Possible Action on Work Plan Presentation to Council

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees has developed an annual work plan. It was reviewed and developed at the February 3, 2025 meeting of the Board of Library Trustees, and approved by the Board on March 3, 2025. On May 5, 2025 the Board reviewed the presentation briefly and make minor edits.

DISCUSSION

The Board will review and hold discussion on the draft annual work plan presentation and coordination of the presentation to 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 other than staff time.

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 <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Review and discuss work plan presentation to Council.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Draft Work Plan 2025 Presentation for Council



Board of Library Trustees

Work Plan 2025 & Accomplishments

Date TBD



Board of Library Trustees

Work Plan 2025 & Accomplishments

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





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