



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, March 2, 2026

6:00 PM

**Hybrid Meeting
Central Park Library
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:

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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 26-217 [Action on the Board of Library Trustees Meeting Minutes of February 2, 2026 and February 12, 2026](#)

Recommendation: Approve the Board of Library Trustees Meeting Minutes of February 2, 2026 and February 12, 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

- 2 26-226 [Discussion and Action on Recommending Potential Revisions to City Charter Section 1012 and Section 1013 for Consideration by the Charter Review Committee](#)

Recommendation: Action to direct staff to draft updated talking points consistent with the Board's discussion and take any other action necessary to facilitate a meeting between Chair Evans, as the Board's appointed representative, and the relevant Charter Review Ad Hoc Subcommittee.

- 3 26-200 [Proclamation of April 19-25, 2026 as National Library Week](#)

Recommendation: Recommend that the City Council proclaim April 19-25, 2026 as National Library Week in the City of Santa Clara.

- 4 26-227 [Action on Agenda Setting and Scheduling for Joint Meeting with the Santa Clara City Library Foundation and Friends Board](#)

Recommendation: Request staff to prepare an agenda, incorporating input from the Trustee's discussion and using staff discretion as needed, and to coordinate a meeting with the Santa Clara City Library Foundation and Friends Board.

- 5 26-219 [Review and Update Board of Library Trustees Workplan](#)

Recommendation: Request that staff, using their discretion, take actions as needed to support priorities identified by today's discussion regarding the Board of Library Trustees Workplan FY2025-26.

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees meeting is adjourned to April 6, 2026 at Northside Branch Library.

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.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

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Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



City of Santa Clara

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

Agenda Report

26-217

Agenda Date: 3/2/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Board of Library Trustees Meeting Minutes of February 2, 2026 and February 12, 2026

COUNCIL PILLAR

Enhance Community Engagement and Transparency

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

Approve the Board of Library Trustees Meeting Minutes of February 2, 2026 and February 12, 2026.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - February 2, 2026 - Meeting Cancelled
2. Board of Library Trustees Minutes - February 12, 2026 - Special Meeting Minutes



City of Santa Clara

Meeting Minutes

Board of Library Trustees

02/02/2026

6:00 PM

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

Cancelled

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).

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CALL TO ORDER AND ROLL CALL

At 6:04 PM **Chair Jonathon Evans** and **Trustee Steve Ricossa** were present. **Trustee Daniel Huynh** was absent due to an emergency, and **Trustee G. Salim Mohammed** and **Vice-Chair Debbie Tryforos** were both absent due to illnesses. Due to the lack of quorum the meeting was cancelled.

Present 2 - Chair Jonathon Evans, and Trustee Stephen Ricossa

Absent 3 - Trustee Daniel Huynh, Trustee G. Salim Mohammed, and Vice Chair Debbie Tryforos

CONSENT CALENDAR

- 1 [26-99](#) Action on the Board of Library Trustees Meeting Minutes of December 1, 2025, and Special Meeting Minutes of January 8, 2026

Recommendation: Approve the Board of Library Trustees Meeting Minutes of December 1, 2025, and Special Meeting Minutes of January 8, 2026

PUBLIC PRESENTATIONS**GENERAL BUSINESS**

- 2 [26-98](#) Discussion and Action on Recommendations for Potential Revisions to City Charter Section 1012 and Section 1013 for Consideration by the Charter Review Committee

Recommendation: Action to request staff to prepare draft talking points consistent with the Board's discussion regarding possible updates to the role and function of the Board of Library Trustees as expressed in the City Charter and take any other action necessary to facilitate a meeting between Chair Evans, as the Board's appointed representative, and the relevant Charter Review Ad Hoc Subcommittee.

- [26-100](#) Update on the Status of the Library Strategic Plan and Facilities Master Plan and Next Steps

Recommendation: Note and file status update on the Library Strategic Plan and Facilities Master Plan

- 3 [26-103](#) Review and Update Board of Library Trustees Workplan

Recommendation: Request that staff, using their discretion, take actions as needed to support priorities identified by today's discussion regarding the Board of Library Trustees Workplan FY2025-26.

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

Adjournment for lack of quorum until March 2, 2026.

MEETING DISCLOSURES

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City of Santa Clara

Meeting Minutes

Board of Library Trustees

02/12/2026

6:00 PM

Hybrid Meeting
Central Park Library
Board Room
2635 Homestead Rd
Santa Clara, CA 95051

Special Meeting

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 (“The Brown Act”) and Section 708 of the Santa Clara City Charter, the Chair calls for a Special Meeting of the Board of Library Trustees to commence and convene on February 12, 2026 at 6:00 PM for a Special Meeting held in a hybrid manner to consider the following matter(s) and to potentially take action with respect to them.

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).

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CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 6:00 PM.

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

Absent 1 - Trustee G. Salim Mohammed

A motion was made by Trustee Huynh, seconded by Vice-Chair Tryforos to excuse Trustee Mohammed.

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

Excused: 1 - Trustee Mohammed

CONSENT CALENDAR

1 [26-99](#) Action on the Board of Library Trustees Meeting Minutes of December 1, 2025, and Special Meeting Minutes of January 8, 2026

Recommendation: Approve the Board of Library Trustees Meeting Minutes of December 1, 2025, and Special Meeting Minutes of January 8, 2026

A motion was made by Trustee Huynh, seconded by Trustee Ricossa to approve Staff Recommendation.

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

Excused: 1 - Trustee Mohammed

PUBLIC PRESENTATIONS

GENERAL BUSINESS

- 2 [26-98](#) Discussion and Action on Recommendations for Potential Revisions to City Charter Section 1012 and Section 1013 for Consideration by the Charter Review Committee

Recommendation: Action to request staff to prepare draft talking points consistent with the Board's discussion regarding possible updates to the role and function of the Board of Library Trustees as expressed in the City Charter and take any other action necessary to facilitate a meeting between Chair Evans, as the Board's appointed representative, and the relevant Charter Review Ad Hoc Subcommittee.

City Librarian Wong advised the **Board** that finalizing their recommendations for the **Charter Review Ad Hoc Subcommittee** should focus on charter language changes, and that **City Attorney Glen Gogins** would be attending the March 2, 2026 **Board of Library Trustees** meeting to discuss the **Board's** recommendations with them. **City Librarian Wong** shared that **City Attorney Gogins** could help coordinate getting the **Board's** recommendations into the proper legal language, so the work at the current meeting would be most effective if focused on sharing what they want clearly and to be direct, since the legal language might be adjusted later in the process. She shared that the **Ad Hoc Subcommittee's** meeting date has not been set yet. **City Librarian Wong** informed the **Board** that their previous discussion topic on ensuring that the job description for **City Librarian** include the standard Masters in Library Science requirement was being addressed by staff.

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

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

Excused: 1 - Trustee Mohammed

[26-100](#)

Update on the Status of the Library Strategic Plan and Facilities Master Plan and Next Steps

Recommendation: Note and file status update on the Library Strategic Plan and Facilities Master Plan

City Librarian Wong informed the **Board** that **Council** unanimously approved the Library Strategic Plan and Facilities Master Plan on February 10, 2026, and thanked **Chair Evans** and **Vice-Chair Tryforos** for attending. She shared that related to the Facilities Master Plan, the agreement to re-open the Cafe at Central Park Library had been completed, and that the Cafe hoped to open in mid-March. She shared that Library was working with Purchasing to prepare a search for design services to further develop Facilities Master Plan recommendations and Measure I projects, and that design changes impacting Mission Branch would need review by the **Historical Landmarks Commission**.

A motion was made by Trustee Huynh, seconded by Trustee Ricossa to note and file the report.

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

Excused: 1 - Trustee Mohammed

3

[26-103](#)

Review and Update Board of Library Trustees Workplan

Recommendation: Request that staff, using their discretion, take actions as needed to support priorities identified by today's discussion regarding the Board of Library Trustees Workplan FY2025-26.

Management Analyst James informed the **Board** that the Work Plan language under "Current Membership" was revised to reflect that the meetings occur at all three Library locations, with a link added to the Calendar of Meetings showing meeting dates and locations, to address **Trustee Ricossa's** concerns at the last meeting. His questions about the dates in parentheses in the table provided by the **Clerk's** office was also addressed.

The **Board** continued this item to the next meeting.

A motion was made by Trustee Ricossa, seconded by Trustee Huynh to continue item number 3 to the next meeting.

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

Excused: 1 - Trustee Mohammed

STAFF REPORT

City Librarian Wong shared with the **Board** the process and timeline to recruit a replacement for **Vice-Chair Tryforos's** seat on the **Board** as her term expires in June 2026. She also shared that **Council** had approved resuming dinners with the **Boards and Commissions** as well as a larger gathering to recognize outgoing **Trustees**.

TRUSTEES REPORT**ADJOURNMENT**

The meeting was adjourned at 8:00 PM.

A motion was made by Vice-Chair Tryforos, seconded by Trustee Huynh to adjourn the meeting.

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

Excused: 1 - Trustee Mohammed

The Board of Library Trustees Meeting is adjourned to March 2, 2026, at 6:00 PM.

DRAFT

MEETING DISCLOSURES

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DRAFT



Agenda Report

26-226

Agenda Date: 3/2/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion and Action on Recommending Potential Revisions to City Charter Section 1012 and Section 1013 for Consideration by the Charter Review Committee

BACKGROUND

At the November 3, 2025 Board of Library Trustees (“Board”) meeting, City Attorney Glen Googins informed the Board of the formation of the City of Santa Clara Charter Review Committee, assembled to recommend updates and improvements to the City Charter. As part of this process, all City of Santa Clara Boards and Commissions were to be invited to review applicable charter language and appoint a representative to make recommendations to the Charter Review Committee. A document was shared with the Board listing the approved Charter Review Committee Ad Hoc Subcommittees and the existing charter review language for review by the Boards and Commissions (Attachment 1). It was discussed that at the Board meetings scheduled for February and March 2026, the Board should develop their recommendations for revised charter language to share with the Charter Review Subcommittee, and that more information on process and timing would be shared once available.

On December 1, 2025, the Board of Library Trustees appointed Chair Evans to represent the Board in communications with the Ad Hoc Subcommittees of the Charter Review Committee, with Trustee Mohammed appointed as his second or backup.

The Board met for a special meeting on January 8, 2026 to review and discuss Board powers and duties as described in the Santa Clara City Charter sections 1012 and 1013, in order to prepare recommendations to share with the Ad Hoc Subcommittee.

The Board met for a second special meeting on February 12, 2026 to continue their discussion of charter language pertaining to the Board of Library Trustees. The Board came to consensus on recommendations to share with the Ad Hoc Subcommittee, and took action to request staff to prepare draft talking points consistent with the Board’s discussion regarding possible updates to the role and function of the Board as expressed in the City Charter, and to take any other action necessary to facilitate a meeting between Chair Evans, as the Board’s appointed representative, and the relevant Charter Review Ad Hoc Subcommittee.

DISCUSSION

The Board will discuss their recommendations on revisions to sections 1012 and 1013 of the City Charter with City Attorney Glen Googins. The discussion will provide the opportunity for City Attorney Googins to advise the Board on how to most effectively convey their recommendations and participate in the Charter Review process.

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.

PUBLIC CONTACT

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RECOMMENDATION

Action to direct staff to draft updated talking points consistent with the Board’s discussion and take any other action necessary to facilitate a meeting between Chair Evans, as the Board’s appointed representative, and the relevant Charter Review Ad Hoc Subcommittee.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Charter Review Committee - Ad Hoc Subcommittees

**Approved
Charter Review
Committee
Ad Hoc Subcommittees**

Group One

**Powers and Structure of City Government:
Rules/Process for Action**

CAO Support: GG/JB

City Staff Support: CMO

Other Stakeholders: City Clerk

Group Two

**City Council: Elections, Powers and
Conduct of Meetings**

CAO Support: GG/SR

City Staff Support: CMO, City Clerk

Other Stakeholders: Parks and Recreation

Director/Commission on Section 714.1

Group Three

Senior Officials: Duties and Qualifications

CAO Support: SR/GG

City Staff Support: CMO

**Other Stakeholders: Designated Department
Heads/Senior Officials**

Group Four

**Boards and Commissions: Composition,
Powers and Duties**

CAO Support: JB/GG

City Staff Support: CMO

**Other Stakeholders: Designated Boards/Commissions
and their Staff liaisons.**

Group Five

Civil Service: General Rules for Classified and Unclassified Employees; Commission Composition and Duties

CAO Support: SR

City Staff Support: CMO/HR

**Other Stakeholders: Civil Service Commission;
Bargaining Units**

Group Six

Fiscal Administration and Procurement

CAO Support: GG/JB

City Staff Support: CMO/Finance/Public Works

Other Stakeholders: SVP

[NEXT PAGE IS CHARTER]

**THE CHARTER OF
THE CITY OF SANTA CLARA
CALIFORNIA**

Sec. 100	Name.	Article I. Name of City
Sec. 200	Boundaries.	Article II. Boundaries
Sec. 300	Rights and liabilities.	Article III. Succession
Sec. 301	Ordinances.	

- Sec. 302 Continuance of present officers and employees.
- Sec. 303 Continuance of contracts and public improvements.
- Sec. 304 Pending actions and proceedings.

Article IV. Powers

- Sec. 400 General grant of power.
- Sec. 401 Disposal of public utility.

Article V. Form of Government

- Sec. 500 Form of government.

Article VI. The Elective Officers

Sec 600 City Elected Officers

- Sec. 600.01 Municipal elections.
- Sec. 600.02 Consolidation of elections.

Article VII. The Council

- Sec. 700 Term – Method of holding elections.
- Sec. 700.1 Elections – City Council Districts.
- Sec. 700.2 Election Following Change of Boundaries.
- Sec. 701 Term limits of mayor and council members.
- Sec. 701.1 Qualifications for Chief of the Police Department.
- Sec. 702 Compensation.
- Sec. 703 Vacancies.
- Sec. 704 Presiding officer – Mayor.
- Sec. 704.1 Mayor – Limitation of terms.
- Sec. 704.2 Mayor – Political position.
- Sec. 704.3 Mayor – Powers and duties.
- Sec. 704.4 Mayor – Vacancy.
- Sec. 705 Vice Mayor.
- Sec. 706 Powers.
- Sec. 707 Regular meetings.
- Sec. 708 Special meetings.
- Sec. 709 Place of meeting.
- Sec. 710 Quorum.
- Sec. 711 Election and qualification of Council members.
- Sec. 712 Proceedings.
- Sec. 713 Action by ordinance or resolution.
- Sec. 714 Power to lease, sell, or convey City property.
- Sec. 714.1 Protection of parkland and public open space.
- Sec. 715 Power to levy and collect taxes.

Article VIII. City Manager Ordinances, Meetings

- Sec. 800 Appointment.
- Sec. 801 Compensation.
- Sec. 802 Powers and duties.
- Sec. 803 Rules and regulations.
- Sec. 804 Manager pro tempore.

- Sec. 805 Participation in Council action.
- Sec. 806 Removal of the City Manager.
- Sec. 807 Prohibition against Councilmanic interference.
- Sec. 808 Ordinances.
- Sec. 809 Repeal or amendment of ordinances.
- Sec. 810 Effective date of ordinances.
- Sec. 811 Emergency ordinances.
- Sec. 812 Publication of ordinances.
- Sec. 813 Codification of ordinances.
- Sec. 814 Adoption of printed building codes, etc.
- Sec. 815 Publishing of legal notices.

Article IX. Officers and Employees

- Sec. 900 Officers to be appointed by the City Council and by the City Manager.
- Sec. 901 Other appointive officers.
- Sec. 902 Appointive officers; duties.
- Sec. 903 City clerk; powers and duties.
- Sec. 904 Director of Finance.
- Sec. 905 City Engineer and Department of Public Works.
- Sec. 906 Chief of the Police Department.
- Sec. 907 Chief of the Fire Department.
- Sec. 908 City Attorney.
- Sec. 909 City Auditor.
- Sec. 910 Administrative Code.
- Sec. 911 Official bonds.
- Sec. 912 Oath of office.

Article X. Appointive Boards and Commissions

- Sec. 1000 In general.
- Sec. 1001 Appropriations.
- Sec. 1002 Appointments; terms.
- Sec. 1003 Meetings; Chair.
- Sec. 1004 Compensation, vacancies.
- Sec. 1005 Oaths; affirmations.
- Sec. 1006 Planning Commission – Generally.
- Sec. 1007 Planning Commission – Duties and powers.
- Sec. 1008 Parks and Recreation Commission.
- Sec. 1009 Parks and Recreation Commission – Powers and duties.
- Sec. 1010 Civil Service Commission.
- Sec. 1011 Civil Service Commission – Powers and duties.
- Sec. 1012 Board of Library Trustees.
- Sec. 1013 Board of Library Trustees – Powers and duties.

Article XI. Civil Service

- Sec. 1100 Civil service; merit principle.
- Sec. 1101 Classified service.
- Sec. 1102 Appointments from classified to the unclassified service.

- Sec. 1103 Classification.
- Sec. 1104 Pay plan.
- Sec. 1105 Civil service rules and regulations.
- Sec. 1106 Reserved.
- Sec. 1107 Prohibitions.
- Sec. 1108 Contract for administrative services.

Article XII. Retirement

- Sec. 1200 State system.

Article XIII. Fiscal Administration

- Sec. 1300 Fiscal year.

- Sec. 1301 Annual budget; preparation by the City Manager.
- Sec. 1302 Budget – Submission to City Council.
- Sec. 1303 Budget – Public hearing.
- Sec. 1304 Budget – Further consideration and adoption.
- Sec. 1305 Budget – Appropriations.
- Sec. 1309 Bonded debt limit.
- Sec. 1310 Contracts on public works.
- Sec. 1311 General fund.
- Sec. 1312 Capital project funds.
- Sec. 1313 Department funds.
- Sec. 1314 Petty cash funds.
- Sec. 1317 Actions against City.
- Sec. 1318 Centralized purchasing.
- Sec. 1319 Independent audit.
- Sec. 1320 Utilities fund.
- Sec. 1321 Revenue bonds.

Article XIV. Franchises

- Sec. 1400 Procedure; terms.

Article XV. Reserved

Article XVI. Reserved

Article XVII. Reserved Powers, State Election Code and Amendments to State Elections Code

Article XVIII. Miscellaneous

- Sec. 1800 Definitions.
- Sec. 1801 Violations.
- Sec. 1802 Validity.
- Sec. 1803 Effective date.

Article I. Name of City

- Sec. 100 Name.

The municipal corporation now existing and known as the “City of Santa Clara” shall remain and continue to be a municipal body politic and corporate, as at present, in name, in fact, and in law.

Sec. 912 Oath of office.

Each member of the City Council, of every board and commission, and each officer and department head, before entering upon the discharge of the duties of his/her office shall take, subscribe to and file with the City Clerk the following oath of affirmation: "I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter." (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Article X. Appointive Boards and Commissions**Sec. 1000 In general.**

There shall be the following enumerated boards and commissions which shall have the powers and duties herein stated, and such other powers and duties as may be conferred by the City Council which are not inconsistent herewith. In addition, the City Council may create by ordinance such boards or commissions as in its judgment are required and may grant to them such powers and duties as are consistent with the provisions of this Charter.

Sec. 1001 Appropriations.

The City Council shall include in its annual budget sufficient appropriations of funds for the efficient and proper functioning of such boards and commissions.

Sec. 1002 Appointments; terms.

Except as otherwise provided in this article, the members of each of such boards or commissions shall be appointed, and shall be subject to removal, by motion of the City Council adopted by at least four affirmative votes. Except as otherwise provided in this article, the members of such boards and commissions shall serve for a term of four years and until their respective successors are appointed and qualified; provided, however, the members first appointed to those boards and commissions shall so classify themselves by lot that each succeeding July 1st the term of at least one of their number shall expire.

Sec. 1003 Meetings; Chair.

As soon as practicable, following the first day of July of every year, each of such boards and commissions shall organize by electing one of its members to serve as presiding officer at the pleasure of such board or commission. Each board or commission shall hold regular meetings as required by ordinance of the City Council, and such special meetings as it may require. All proceedings shall be open to the public unless the nature of any proceeding is such that in the opinion of such board or commission the public interest would be best served by closing a particular proceeding to the public, and the reasons therefor are declared in any action closing such proceeding. Upon conclusion of any such proceeding any final action which is to be taken by such board or commission, with respect to such proceedings, shall be taken in open meeting.

The affirmative or negative vote of a majority of the entire membership of such board or commission shall be necessary for it to take action. Each board or commission shall keep a record of its proceedings and transactions. Each board or commission may prescribe its own rules and regulations which shall be consistent with this Charter and copies of which shall be kept on file in the office of the City Clerk where they shall be available for public inspection. It shall have the same power as the City Council to compel the attendance of witnesses, to examine them under oath and to compel the production of evidence before it. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1004

Sec. 1004 Compensation, vacancies.

The members of boards and commissions shall serve without compensation for their services as such, but may receive reimbursement for necessary traveling and other expenses when on official duty on order of the City Council.

Except as otherwise herein provided, any vacancies in any board or commission from whatever cause arising, shall be filled by appointment by the City Council. Upon a vacancy occurring leaving an unexpired portion of a term, any appointment to fill such vacancy shall be for the unexpired portion of such term. If a member of a board or commission absents himself/herself from three regular meetings of such board or commission, consecutively, unless with permission of such board or commission expressed in its official minutes, or is convicted of a crime involving moral turpitude, or ceases to be a qualified elector of the City, his/her office shall be vacant and shall be so declared by the City Council. (As amended, 1967 Statutes, Senate Concurrent Resolution No. 35; Chapter 61; Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1005 Oaths; affirmations.

Each member of any such board or commission shall have the power to administer oaths and affirmations in any investigation or proceeding pending before such board or commission.

Sec. 1006 Planning Commission – Generally.

There shall be a City Planning Commission consisting of seven members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government except that the City Manager, and the Director of Public Works and Utilities, or their designated representatives, shall serve as ex-officio members of the commission. (As amended, 1965 Statutes, Senate Concurrent Resolution No. 74, Chapter 101)

Sec. 1007 Planning Commission – Duties and powers.

The Planning Commission shall have power and be required to:

- (a) After a public hearing thereon, recommend to the City Council the adoption, amendment, or repeal of the General Plan or any part thereof for the physical development of the City;
- (b) Exercise such functions with respect to land subdivisions, planning, and zoning as may be prescribed by ordinance; and
- (c) Exercise such planning, zoning, environmental or other function as now or may be hereafter authorized by the State of California in so far as they do not conflict with the provisions of this Charter. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1008 Parks and Recreation Commission.

There shall be a City Parks and Recreation Commission consisting of seven members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government.

Sec. 1009 Parks and Recreation Commission – Powers and duties.

The Parks and Recreation Commission shall have power and be required to:

- (a) Act in advisory capacity to the City Council in all matters pertaining to parks, recreation, playgrounds and entertainment;

(b) Consider the annual budget of the Parks and Recreation Department during the process of its preparation and make recommendations with respect thereto to the City Manager and the City Council; and

(c) Assist in the planning and supervision of a recreation program for the inhabitants of the City, promote and stimulate public interest therein and to that end, solicit to the fullest extent possible the cooperation of school authorities and other public and private agencies interested therein. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1010 Civil Service Commission.

There shall be a Civil Service Commission consisting of five members to be appointed by the City Council from the qualified electors of the City, none of whom shall hold any paid office or employment in the City government.

Sec. 1011 Civil Service Commission – Powers and duties.

(a) The Civil Service Commission is charged with the duty of providing qualified persons for appointment to the service of the City. All appointments in the public service shall be made for the good of that service, and solely upon merit and fitness, as established by appropriate test, without regard to partisan politics, race, color or religious belief.

(b) Act as Board of Review to hear petitions by civil service employees, and applicants for civil service positions, and to grant or deny such petitions.

(c) Perform such other duties as may be required by the civil service rules and regulations. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)

Sec. 1012 Board of Library Trustees.

There shall be a Board of Library Trustees consisting of five members to be appointed by the City Council from the qualified electors of the City and no member of said Board shall hold any paid office or employment in the City government.

Sec. 1013 Board of Library Trustees – Powers and duties.

The Board of Library Trustees shall have charge of the administration of the Santa Clara Free Public Library and shall have power and be required 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. (Amended by electors at an election held March 7, 2000, Charter Chapter 11 of the State *Statutes of 2000*)



Agenda Report

26-200

Agenda Date: 3/2/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Proclamation of April 19-25, 2026 as National Library Week

BACKGROUND

National Library Week (April 19-25, 2026) is an annual celebration highlighting the valuable role that libraries, librarians, and library workers play in transforming lives and strengthening our communities. Libraries are inclusive places, and the Santa Clara City Library (“Library”) celebrates the joy in bringing our community together for stories, information, public spaces and community gatherings. Here in Santa Clara, the Library is where people of all ages, backgrounds and beliefs are welcome.

The theme of National Library Week 2026 is “Find Your Joy,” and 2026 already looks to be a joyful year at the Library. With support from City Council, the Library has finalized its 3-year Strategic Plan and 20-year Facilities Master Plan. These studies build on data, demographics, and strong community engagement to inform and develop a vision of the future of our Library services and facilities, where all are welcomed to “Discover what’s possible.”

The residents of the City of Santa Clara saw a need for a local library as far back as 1870, when the Santa Clara Library Association formed and collected over 300 volumes to share with residents at the Odd Fellows Hall on Washington and Franklin Streets. Since the construction of the first Library in 1955, where the Mission Branch Library now stands, the possibilities and resources shared with City residents have grown exponentially. From multilingual artificial intelligence programs and story times to teen library card design contests, STEM Zone and Comic Con events, the first small 19th century Library collection has grown into a dynamic library system and community hub with a strong, diverse collection and programming that brings people together. In the 2026 Every Story Counts statewide survey, Santa Clara respondents most frequently identified the Library strengths as services and books for youth (including storytime), the quality and breadth of the physical collection, and friendly and helpful staff. The survey found that the most common reasons to use the library was to borrow items, attend programs, use the space, get information, and to learn or try something new.

The Library welcomed 753,139 visitors in FY 2024-25, and with increased investment in our diverse collection of materials including greater investment in e-books and audiobooks, circulation of library materials has increased 25% from the prior year, to 1,863,357 in FY 2024-25. Community members come to the Library eager for books, music and movies; computers and tech help; community rooms, individual and group study and work spaces; the Library of Things; and programs and services for all ages. Entertainment and informational, educational, cultural and language resources are available for all ages, with books and materials in over ten languages, featuring Chinese, Spanish, Japanese, Korean and Ukrainian.

The Library also plays a critical role in supporting the needs of the Santa Clara community by providing assistance to job seekers, small businesses, and entrepreneurs from all economic, social

and cultural backgrounds through internet and technology access, literacy skill support, and connection to services, resources and information. By providing opportunities for all members of the community to gather and connect over shared interests, programs, and meeting spaces for local individuals and groups, the Library provides accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals.

DISCUSSION

The theme for the American Library Association's ("ALA") National Library Week 2026, "Find Your Joy," was chosen to express how libraries provide free, welcoming, open-to-all spaces for communities to find and share stories and knowledge, connection and inspiration. National Library Week takes place from April 19-25, 2026, and is celebrated across the country.

The proclamation of April 19-25, 2026 as National Library Week raises awareness of how the Santa Clara City Library works to improve the quality of life for all Santa Clara residents. These efforts materialize every day in the free and welcoming spaces, collections, services and programs designed to nurture the intellectual freedom, cultural expression and social health and connection of the community. The Library concretely supports the intellectual freedom and freedom to read of its community by providing a diverse and balanced collection including challenged and banned books, accessible and shared through displays and book lists, so community members of all economic situations have the resources to read and think freely.

The Library invites the community to participate in National Library Week this April 19-25, 2026 by visiting the library and sharing what books, programs and events brought them the most joy this year. The community is invited to a special screening of "Free for All: The Public Library," on April 22, 2026 at Central Park Library, a documentary sharing the radical history of a civic institution where everything is free and the doors are open to all. As the new Library mission statement reads, the Library works to "Enhance lives and strengthen our diverse communities by providing the best in information, cultural and technical enrichment, a wide range of programs and services, and opportunities to achieve dreams."

City Librarian, Patty Wong, and Chair of the Board of Library Trustees, Jonathon Evans, will receive the proclamation.

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(a) as it has no potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment.

FISCAL IMPACT

There is no fiscal impact other than staff time.

PUBLIC CONTACT

Public contact was made by posting the Council 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

Recommend that the City Council proclaim April 19-25, 2026 as National Library Week in the City of Santa Clara.

Reviewed by: Patty Wong, Director, Library

Approved by: Jovan D. Grogan, City Manager

ATTACHMENTS

1. Proclamation of April 19-25, 2026 as National Library Week

PROCLAMATION

WHEREAS, libraries are cornerstones of democracy, promoting the free exchange of information and ideas for all;

WHEREAS, libraries provide the opportunity for everyone to find joy, connect to community, and connect to the world around them through stories, music, movies, and even in a hands-on way with the Library of Things;

WHEREAS, libraries serve as safe spaces for all members of the community to come together, express themselves, and learn, regardless of age, race, ethnicity, creed, ability, sexual orientation, gender identity, or socio-economic status, and everyone is welcome;

WHEREAS, our Santa Clara City Library supports intellectual freedom by providing a diverse and balanced collection including challenged and banned books, providing a welcoming space for all our diverse community seeking the freedom to read;

WHEREAS, our Santa Clara City Library has developed a Strategic Plan and Facilities Master Plan, with a new Mission, to “Enhance lives and strengthen our diverse communities by providing the best in information, cultural and technical enrichment, a wide range of programs and services, and opportunities to achieve dreams;”

NOW, THEREFORE, be it resolved that I, Mayor Lisa M. Gillmor, by virtue of the authority vested in me as Mayor, and on behalf of the entire City Council, do hereby proclaim the week of April 19-25, 2026 as National Library Week in the city of Santa Clara, and encourage all residents to visit their Santa Clara City Library to explore the wealth of books and resources available.



Agenda Report

26-227

Agenda Date: 3/2/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on Agenda Setting and Scheduling for Joint Meeting with the Santa Clara City Library Foundation and Friends Board

BACKGROUND

The Board of Library Trustees (Board) and the Santa Clara City Library Foundation and Friends (SCCLFF) Board met on June 2, 2025 and December 1, 2025 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 December 1, 2025 meeting, following a presentation on the role of grants in supporting Library programs and services, the Boards held discussion and identified some areas of possible collaboration and support.

DISCUSSION

The Board will hold discussion to identify agenda topics for the next joint meeting with the SCCLFF Board, and recommend potential meeting dates.

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 Santa Clara City Library Foundation and Friends Board.

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

Request staff to prepare an agenda, incorporating input from the Trustee’s discussion and using staff

discretion as needed, and to coordinate a meeting with the Santa Clara City Library Foundation and Friends Board.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. SCCLFF-BOLT Joint Meeting Notes 12.1.2025

December 1, 2025 Board of Library Trustees Meeting

Notes from BOLT and SCCLFF Board discussion

- Collaborating as volunteers helpful
- Good to have library staff at SCCLFF events to answer questions
- Sharing of networks/joint networking
- Foundation making a video for 25th anniversary, Library to share videos they can use
- Looking to increase awareness of Foundation
- Joint efforts and presentations for outreach and fundraising
- If library staff could give presentations to non-profits would be helpful to Foundation
- Share information on Foundation in library newsletter
- Advertise in bookstore
- Foundation all volunteers plus 2 PT staff, could use more volunteer help 10-12 people to help host successful event, auctioneers and cowboys coming, still no speaker
- Currently are over 100 active volunteers
- Foundation looking to rebrand, increase attendance at events and awareness of the Foundation
- Library does some presentations to non-profits like Rotary
- Library can share something in bookstore impact of Foundation fundraising
- Library can help drive some collaborative process
- Need for strong Board members on Foundation, 2 are rotating off soon
- Foundation just redid brochures
- Foundation doing Membership drive (\$20/yr)
- People need to see how the money they are donating is going to the library, what specific programs the Foundation is funding. Numbers and outcomes.
- Agendize these topics for next joint meeting.



Agenda Report

26-219

Agenda Date: 3/2/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Review and Update Board of Library Trustees Workplan

BACKGROUND

The Board of Library Trustees (“Board”) developed a workplan for Fiscal Year (FY) 2025-26 to identify and provide direction on the Board’s key priorities. It was developed at the February 2, 2025 regular Board meeting and approved at the March 3, 2025 meeting. The workplan was further reviewed at the May 5, 2025 Board meeting and at the June 2, 2025 Board meeting. On the August 18, 2025 Board meeting it was prepared for Council review and approval. Council unanimously approved the Board of Library Trustees Workplan for FY 2025-26 on November 4, 2025.

Review of the workplan was scheduled for the February 12, 2026 special meeting of the Board, but was continued to the March 2, 2026 meeting.

DISCUSSION

The Board will review the workplan as approved by Council, to discuss updates and accomplishments, and identify priorities requiring further work and focus.

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 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

Request that staff, using their discretion, take actions as needed to support priorities identified by today's discussion regarding the Board of Library Trustees Workplan FY2025-26.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Workplan FY 2025-26 (revised 2.4.2026)

Fiscal Year 2025/2026 Board of Library Trustees Workplan

Background

On August 18, 2025, BOLT reviewed the upcoming FY2025/2026 workplan and proposes to work on the following list of items. This workplan was approved by City Council on November 4, 2025.

1. Collection Funding
 - a. Advocate to ensure future ongoing funding of the collection budget.
2. Alternative Funding
 - a. To reduce reliance on the City's General Fund, explore additional alternative funding support for library services.
3. Communications Funding
 - a. Advocate for a dedicated communications staff person.
4. Policies
 - a. Review Library policies and provide advisory support for policy updates and revisions.
 - i. Upcoming policies for review: Policy for Posting and Distribution of Community Information; Policy Regarding Privacy and Confidentiality; Use of Electronic Resources Policy; and Art Exhibits at the Santa Clara City Library Policy
 - b. Review revision of Collection Development Policy to meet requirements of AB1825 California Freedom to Read Act.
 - i. Update: BOLT has reviewed the Collection Development Policy (4/7/2025), which the California State Library confirmed was received and in compliance with AB1825 (4/21/2025)
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.
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 – Vice-Chair Tryforos
 - ii. Conduct a joint meeting with the Santa Clara City Library Foundation and Friends (SCCLFF) Board
 1. Update: BOLT has appointed Vice-Chair Tryforos as liaison to the SCCLFF Board. A joint meeting was held on 6/2/2025 to share priorities and develop opportunities for collaboration.
 - 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 – Trustee Ricossa
 2. Santa Clara Station Area Taskforce – Chair Evans
 3. Historical and Landmarks Commission – Vice-Chair Tryforos
 4. Downtown Community Taskforce – Chair Evans
 5. Youth Advisory Commission – Trustee Huynh
 - 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
 - c. Conduct Library outreach with the community
 - d. Advocate for the support of Library budgets and services
7. Board Development
- a. Explore strategic Board development opportunities, including informational reports and funded conferences and trainings (budget permitting)
 - i. Update: BOLT has identified topics and scheduled a series of informational reports from staff
 - b. Become better educated on the role and context of public libraries in the United States
 - c. Become better informed on Library operations

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
Debbie Tryforos	10/16/18 (22)	2026
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.