City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, May 7, 2018	**6:00 PM**	**Central Park Library - Board Room**
		2635 Homestead Road
		Santa Clara, CA 95051

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.A   **18-542**   April 2, 2018 Meeting Minutes

> *Recommendation:* Approve April 2, 2018 meeting minutes.

PUBLIC PRESENTATIONS

This portion of the meeting is reserved for persons to address the Board of Library Trustees on any matter on the agenda. The law does not permit the Board of Library Trustees action on, or extended discussion of, any item not on the agenda except under special circumstances. Commissioners or the staff liaison may briefly respond to statements made or questions posed and may request staff to report back at a subsequent meeting. Please limit your remarks to 3 minutes.

GENERAL BUSINESS

STAFF REPORT

18-515   Staff Report: Library Reports and Updates

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to June 4, 2018, at 6:00 p.m.

City of Santa Clara

Agenda Report

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

18-542   **Agenda Date: 5/7/2018**

SUBJECT
April 2, 2018 Meeting Minutes

RECOMMENDATION
Approve April 2, 2018 meeting minutes.

Board of Library Trustees

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

Meeting Minutes
April 2, 2018, 6:00 p.m.

Trustees in Attendance

Lee Broughman
Jan Hintermeister
David Kyo
Ashish Mangla
Stephen Ricossa

Trustees with Excused Absence

Staff In Attendance

Hilary Keith, City Librarian
Paul Sims, Assistant City Librarian
Shanti Bhaskaran, Literacy Program Supervisor
Donna Tanaka, Senior Library Assistant

Public in Attendance

Tracy Wingrove, Library Foundation and Friends

Matters for Council Action: None

1. Chair Ricossa called the meeting to order at 6:00 p.m. Roll Call: Three Trustees present for a quorum. Trustee Mangla arrived at 6:05 p.m. Trustee Kyo arrived at 6:27 p.m.

2. There were no Public Presentations.

3. Staff Presentation

   A. Shanti Bhaskaran, Literacy Program Supervisor, gave an overview on the Library literacy programs as well as the upcoming April 20 Literacy Community event.

Trustee Mangla took his seat at the dais.

4. Gifts

   A. Ms. Wingrove from the Foundation & Friends stated that donations from the Women's Club, Historic Home, Harris-Laas House, and Rotary Club totaled $3,500 for the Mission Campaign. Ms. Wingrove distributed a Donor Wall brochure and invited the Board to attend the reception for local author event (Nidhi Chanoni – "Pashmina") on April 23. She also gave an overview of the Spring Grant process.

5. Approval of Minutes:

   A. Trustee Hintermeister made a motion to approve the minutes from the March 5, 2018 meeting. The motion was seconded by Trustee Broughman. The motion was approved unanimously (Trustee Kyo absent).

6. Correspondence & Announcements:

   A. City Librarian shared a suggestion form received March 26, 2018, thanking library staff for their excellent customer service.

   B. City Librarian reported that Mayor Gillmor will attend the National Session for Mayors' Institute of City Design to advance Placemaking in Santa Clara.

Trustee Kyo took his seat at the dais.

7. City Librarian's Report

   A. Monthly Report: Assistant City Librarian discussed and reviewed monthly performance measure data, and shared demographic data on Read Santa Clara learners. Discussion included how data can be used and interpreted to drive patron visits, increase library usage, develop targets and goals, and assess performance.   Assistant City Librarian will include a logarithmic scale on graphs to make changes more discernable.

   B. Personnel Updates: City Librarian reported recruitment updates for three Librarian positions, three Library Assistants and announced Justin Wasterlain as the Lead Librarian at Mission Branch. Trustee Kyo suggested that Library technology programs such as Girls Who Code could potentially be a source for recruiting Library Interns.

   C. Events at the Library: Assistant City Librarian shared a PowerPoint slide set highlighting March programs. City Librarian noted the successful March 26th Pathway to Citizenship event with Congressman Ro Khanna, and an anticipated Naturalization Ceremony at the Library in June/July.

8. Unfinished Business

   A. Mission Library renovation:
      • Assistant City Librarian gave an update on the renovation.

   B. Automated Material Handler update:
      • Department of Public Works is recommending that City Staff is used for removal of old equipment and work area modification; the Resolution is scheduled for the May 8 Council meeting. Anticipate May 22 installation start date.

   C. Board of Trustees Work Plan
      • City Librarian will send a revision of the Community Room policy for review at next Board meeting.

9. New Business

   A. CPLA Workshops and CLA Conference
      - CPLA is still working on getting access for Trustee Mangla and Trustee Broughman.
      - City Librarian will advise Board of upcoming CPLA and CLA Conference Workshops and events.

   B. Joint meeting with Cultural Commission
      - Discussed possibility of meeting with the Cultural Commission. Board will continue discussion at next meeting.

   C. Hard Hat tour at Mission Branch: Staff will send some possible dates to the Board.

10. Matters of Trustee Interest

   A. Trustee Hintermeister discussed the City of San Jose Library's Maker Mobile.

   B. Trustee Mangla thanked Assistant City Librarian for the updates to the Library website.

   C. Trustee Broughman encouraged Board and Staff to attend the April 23 reception for the local author event (Nidhi Chanoni – "Pashmina"), hosted by the Foundation.

11. Future Agenda Topics:

   A. Staff Presentation: Justin Wasterlain

   B. Community Room Policy

   C. Continuation of Cultural Commission discussion

12. Upcoming Events

   A. Library closure dates/hours: None

   B. Literacy Community Event, April 21, Mission City Center for Performing Arts

   C. Volunteer Appreciation luncheon, April 28. City Librarian will forward information to the Board.

13. Motion by Trustee Broughman to adjourn the meeting. Motion was seconded by Trustee Kyo. Motion to adjourn passed unanimously.

14. Meeting adjourned at 7:58 p.m. The next regular scheduled meeting is on May 7, 2018, 6:00 p.m. at the Central Park Library, Board Room.

Respectfully submitted,

_____
Jan Hintermeister
Secretary, Board of Library Trustees

City of Santa Clara

Agenda Report

1500 Warburton Avenue
Santa Clara, CA 95050
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18-515   **Agenda Date: 5/7/2018**

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT
Staff Report: Library Reports and Updates

BACKGROUND
As a regular part of the monthly Board meetings, Staff will provide information on activities and issues having an impact on the library.

DISCUSSION
The City Librarian will report and update the Board on current and upcoming library activities. Staff will also share a presentation on events held at the library in April, as well as review the attached monthly report.

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.

Approved by: Hilary Keith, City Librarian

ATTACHMENTS
1. Monthly Report - March 2018

2017-18   Monthly Library Statistics

		July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	FYTD
	Items borrowed													
BB	Central Library	191211	182101	178741	178966	174891	176137	185001	167,719	191,057				1807839
BB	Mission Library	2135	2240	1699	1606	1617	162	0	0	0	0	0	0	9459
BB	Northside Library	26882	28098	25399	24313	23527	24161	28096	23,723	27,827				257656
BB	Bookmobile							354	**1040**	**2160**				6326
	Total Items Borrowed	**220228**	**212439**	**205839**	**204885**	**200035**	**200460**	**213451**	**192,482**	**221,044**		**0**	**0**	**2081280**
	eBooks & eAudio Borrowed	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
MG	Bookflix	497	244	297	165	100	204	585	1,149	2,769				6010
MG	Enki	211	394	350	280	236	221	301	191	295				2479
MG	Flipster	326	363	415	266	462	512	390	475	536				
MG	Freegal	3,453	187	0	0	0	0	0	0	0				3,640
MG	Hoopla	3,089	2,440	2,384	2,542	2,515	2,664	2,801	2,567	2,960				23,962
MG	Overdrive Advantage	2,063	2,057	2,099	2,091	2,252	2,516	2,621	2,412	2,757				20,868
MG	Overdrive Consortium	1,679	1,701	1,645	1,635	1,655	1,666	1,725	1,524	1,709				14,939
MG	New York Times Online	999	1,058	937	954	969	896	848	718	818				8197
MG	Audiobook Cloud	206	135	50	45	53	33	37	19	0				578
MG	Tumblebook Cloud	14	28	24	45	20	8	21	8	0				168
MG	Tumblebook Cloud Jr.	35	17	11	8	8	15	12	6	0				112
MG	Tumblebooks	353	342	339	1,086	924	658	697	462	224				5085
MG	Zinio	574	452	326	309	229	227	193	225	227				2,762
	Total eBooks Borrowed	**13499**	**9418**	**8877**	**9426**	**9,423**	**9620**	**10231**	**9,756**	**12,295**	**0**	**0**	**0**	**92545**
	Total Circulation	**233727**	**221857**	**214716**	**214311**	**209,458**	**210080**	**223682**	**202,238**	**233,339**		**0**	**0**	**2173825**
	Patron Visits	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	Central Library	80562	81615	78436	83413	66663	68949	83518	75,200	78,524				774813
BB	Mission Library	4202	8418	4516	3811	4112	0	0	0	0	0	0	0	25059
BB	Northside Library	26943	27259	24301	25820	21365	22557	24324	25,328	26,517				249255
CC	Bookmobile							324	580	1,524				4219
	Total Patron Visits	111707	117292	107253	113044	92140	91506	108166	101,108	106,565		0	0	1053346
	Holds	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	Placed	11630	11911	11301	11276	10670	10350	13411	11,127	12,810				116351
BB	Filled	8843	9397	8884	9014	8389	8093	9860	8,828	10,048				91007
	Patron Registration	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	SC - All Branches	1734	1755	1896	1416	1240	727	1308	705	905				12448
BB	SVLS Libraries	683	657	647	509	482	487	549	551	538				5654
BB	Other Libraries	99	92	85	98	56	83	78	72	87				831
	Total Patron Registrations	**2516**	**2504**	**2628**	**2023**	**1778**	**1297**	**1935**	**1328**	**1,530**		**0**	**0**	**18933**

	Patron Electronic Resources Use	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
JS	Public Internet Computer Users	11526	13000	11597	11744	10295	10058	10859	10364	11893				101336
JS	Wifi Sessions	34943	36297	35971	37728	32230	32414	32827	29602	29633				301645
	Reference Questions	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
RS	Central Adult Library	3378	4216	3452	3697	3261	2998	3324	2991	3268				30585
MB	Central Local History	150	322	140	192	130	64	73	92	113				1276
EU/CT	Central Children's	3829	4001	2550	2470	2406	2238	2828	2865	3201				26388
BB	Central Customer Service	0	0	1360	1868	1100	1057	1229	1620	1467				11007
HL	Mission Library	606	711	822	605	489	0	0						3233
MP	Northside Library	91	577	628	578	1093	1068	916	912	1254				7117
CC	Bookmobile							32	71	136				391
	Total Reference Questions	8054	9827	8952	9410	8479	7425	8402	8551	9439		0	0	79997
	# of Programs													
	Children	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
EU/CT	Central Library	29	8	31	37	39	27	33	35	21				260
HL	Mission Library	7	2	0	0	0	0	0						9
MP	Northside Library	26	14	15	13	18	10	11	15	14				136
	Total	62	24	46	50	57	37	44	50	35	0	0	0	405
	Adult	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
RS	Central Library	26	27	26	33	21	15	26	37	38				249
MB	Local History	7	5	6	11	7	1	4	8	9				58
HL	Mission Library	3	1	0	0	0	0	0	0	0				4
MP	Northside Library	15	12	10	10	7	16	10	16	10				106
	Total	51	45	42	54	35	32	40	61	57	0	0	0	417
	Teen	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
NC	Central Library	13	1	9	10	7	5	8	7	10				70
HL	Mission Library	0	0	0	0	0	0							0
MP	Northside Library	4	0	3	6	3	2	6	6	14				44
	Total	17	1	12	16	10	7	14	13	24	0	0	0	114
SB	Read Santa Clara	69	91	93	100	131	104	161	95	86				930
CC	Bookmobile							0	0	0				0
	Community Events	0	0	1	0	0	0	2	0					3
	Total # of Programs	199	161	194	220	233	180	261	219	202	0	0	0	1869
	Program Attendance													
	Children	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
EU/CT	Central Library	4,379	466	2656	3395	3179	2236	2755	3673	2944				25,683
HL	Mission Library	625	138	0	0	0	0	0	0					763
MP	Northside Library	2259	1954	1117	3199	1405	1740	907	5650	1399				19630

		July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
	Total	7,263	2558	3773	6594	4584	3976	3662	9323	4343	0	0	0	46,076
	Adult	**July**	**August**	**September**	**October**	**November**	**December**	**January 2018**	**February 2018**	**March 2018**	**April 2018**	**May 2018**	**June 2018**	
RS	Central Library	560	1429	582	965	591	544	698	1629	1428				8426
MB	Local History	146	97	159	198	170	32	78	226	233				1339
HL	Mission Library	50	27	0	0	0	0	0	0					77
MP	Northside Library	783	516	268	467	132	665	555	574	454				4414
	Total	1539	2069	1009	1630	893	1241	1331	2429	2115	0	0	0	14256
	Teen	**July**	**August**	**September**	**October**	**November**	**December**	**January 2018**	**February 2018**	**March 2018**	**April 2018**	**May 2018**	**June 2018**	
NC	Central Library	330	20	220	821	145	102	116	126	191				2071
HL	Mission Library	0	0	0	0	0	0	0	0					0
MP	Northside Library	102	0	103	232	99	59	110	119	465				1289
	Total	432	20	323	1053	244	161	226	245	656	0	0	0	3360
	Read Santa Clara	273	260	610	303	337	298	492	360	382				3315
	Bookmobile							0	0	0				0
	Community Events	0	0	7500	0	0	0	324	0					7824
	Total Attendance	9507	4907	13215	9580	6058	5676	6035	12357	7496	0	0	0	74831
	Volunteer Hours	**July**	**August**	**September**	**October**	**November**	**December**	**January 2018**	**February 2018**	**March 2018**	**April 2018**	**May 2018**	**June 2018**	
MB	Genealogy	192	200	169	193.25	176	116	199	142.5	233				1620.75
SB	Read Santa Clara	180.5	227	236.5	205.5	290.5	241	310.5	298	208.5				2198
CT	Volunteer Program	598.33	153.25	268.35	807.5	252.58	183.5	321.81	224.91	298.08				3108.31
FF	Foundation & Friends	501	477	501	477	501	477	501	477	501				4413
	Total Volunteer Hours	1471.83	1057.25	1174.85	1683.25	1220.08	1017.5	1332.31	1142.41	1240.58	0	0	0	11340.06
	Collection	**July**	**August**	**September**	**October**	**November**	**December**	**January 2018**	**February 2018**	**March 2018**	**April 2018**	**May 2018**	**June 2018**	
YLC	Titles Added	1549	1412	2021	1529	1267	1470	1852	1667	1129				13896
YLC	Items Added	2472	3074	4041	3328	2903	2918	4684	3740	4071				31231