



# City of Santa Clara

## Meeting Agenda

### Board of Library Trustees

**Monday, February 3, 2025**

**6:00 PM**

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

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

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

Meeting ID: 858 6425 7230 or

- o Phone: 1(669) 900-6833

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

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

#### **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      25-153      [Action on the Board of Library Trustees Meeting Minutes of December 2, 2024](#)

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of December 2, 2024

**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      25-95      [Proclamation of April 6-12, 2025 as National Library Week](#)
  
- 25-105      [Discussion and Action on Work Plan Goals and Activities for Calendar Year \(CY\) 2025](#)

**Recommendation:** Discuss and draft the Board of Library Trustees work plan goals and activities for calendar year 2025.

**STAFF REPORT**

**TRUSTEES REPORT**

**ADJOURNMENT**

The Board of Library Trustees Meeting is adjourned to March 3, 2025, at 6:00 PM.

**MEETING DISCLOSURES**

The time limit within which to commence any lawsuit or legal challenge to any quasi-judicative 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-judicative 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."

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## Agenda Report

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25-153

Agenda Date: 2/3/2025

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### **REPORT TO BOARD OF LIBRARY TRUSTEES**

#### **SUBJECT**

Action on the Board of Library Trustees Meeting Minutes of December 2, 2024

#### **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) <<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 December 2, 2024

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

#### **ATTACHMENTS**

1. Board of Library Trustees Minutes - December 2, 2024 Minutes - Draft



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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12/02/2024 6:00 PM Hybrid Meeting  
Mission Branch Library, Community Room  
1098 Lexington St  
Santa Clara, CA 95050

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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

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- If you no longer wish to stay in the meeting once your item has been heard, please exit the meeting.

#### **CALL TO ORDER AND ROLL CALL**

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

**A motion was made by Trustee Huynh, seconded by Vice-Chair Ricossa, to excuse Trustee Mohammad.**

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

**Excused:** 1 - Trustee Mohammed

**CONSENT CALENDAR**

1      [24-1170](#)      Action on the Board of Library Trustees Meeting Minutes of November 4, 2024

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of November 4, 2024

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

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

**Excused:** 1 - Trustee Mohammed

**PUBLIC PRESENTATIONS**

**JoAnn Davis, Executive Director** of the Santa Clara City Library Foundation and Friends gave an update on Foundation activities. Information was shared on the December fundraising appeal, and that some long-term donors had doubled their donations. Over the holidays, it was shared that the Foundation would be closed the same days as the Library. Upcoming book sale times were shared, and the planned date for Librarpalooza 2025 was set for April 5. **Patty Wong, City Librarian** shared that she had met a family who had expressed their love of the Foundation's book sales, and thanked the Foundation for this good work. **JoAnn Davis** shared that the Saturday book sales took 120 volunteers, and that the community has become aware that the book sales take place the 3rd Saturday of every month.

**GENERAL BUSINESS**

[24-1172](#)      Informational Report on Library Services and Tour of the Mission Branch Library

**Recommendation:** Note and file informational report and conduct tour of the Mission Branch Library.

A presentation was shared with the **Board** by **Adina Aguirre, Program Coordinator** for Mission Branch Library. The presentation covered the history of the branch, the unique qualities of the branch, and its services and staff. **Program Coordinator Aguirre** gave the **Board** a brief tour of the branch. Staff then answered various questions from the **Board** about the branch's statistics, services, and programs.

[24-962](#)

Discussion on Libraries Nationwide Proclaiming Themselves as Book Sanctuaries

**Recommendation:** Recommend that City staff research options for declaring the Santa Clara City Library as a Book Sanctuary and identify potential next steps to implement the Board's direction.

Staff shared information with the **Board** on the Book Sanctuary movement, what it means to be a book sanctuary, and how that relates to current Library services and policies. Discussion addressed how libraries nationwide have responded to book sanctuary declarations, challenges to the freedom to read, and federal and state library funding.

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

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

**Excused:** 1 - Trustee Mohammed

[24-1200](#)

Informational Report on Comic Con 2024

**Recommendation:** Note and file informational report on Comic Con 2024.

An informational report was provided about Comic Con 2024, updating the **Board** on the events and activities, the strong positive community response, attendance, and outcomes.

[24-1201](#)

Informational Report on State Library Report FY 2023-24

**Recommendation:** Note and file informational report on State Library Report FY 2023-24.

Information was shared on the data and statistics submitted by Santa Clara City Libraries in the FY 2023-24 State Library Report.

**STAFF REPORT**

Discussion was held on the need to prepare an annual work plan for the **Board** to share with **Council**. There was discussion on process changes with work plan review with Council and upcoming action to revise and prepare a new work plan.

**City Librarian Wong** provided a status update on Strategic Plan and Facilities Master Plan efforts at the Library, and shared that they would probably be addressed together when brought to **Council**.

Comparative information with local and comparable library systems that had been previously requested by the **Board** was shared. Discussion included the General Obligation Bond that appeared on the recent ballot (Measure I), and how a similar measure that would have provided funding to build a new library in Sunnyvale did not pass.

Reminders were shared with the **Board**, including that there is no **Board** meeting in January, that the homeless count was scheduled for January and the **Board** was invited to participate. Information was provided about the Library further expanding open hours to include Sundays at Central Park Library starting January 26, 2025, from 1:00 PM to 5:00 PM. Closure of all system libraries on December 10, 2024 for a citywide staff recognition was shared.

**TRUSTEES REPORT****ADJOURNMENT**

The Board of Library Trustees Meeting is adjourned to February 3, 2025, at 6:00 PM.

The meeting was adjourned at 8:19 PM.

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

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

**Excused:** 1 - Trustee Mohammed



**MEETING DISCLOSURES**

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## Agenda Report

25-95

Agenda Date: 2/3/2025

### REPORT TO BOARD

#### SUBJECT

Proclamation of April 6-12, 2025 as National Library Week

#### COUNCIL PILLAR

Enhance Community Engagement and Transparency

#### BACKGROUND

National Library Week (April 6-12, 2025) is an annual celebration highlighting the valuable role libraries, librarians, and library workers play in transforming lives and strengthening our communities. The theme for National Library Week 2025 is “Drawn to the Library.”

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 Santa Clara City Library (Library) in 1955, where the Mission Branch Library now stands, the possibilities and resources shared with City residents have grown exponentially.

With 600,258 visitors and a diverse collection of materials circulating 1,594,219 times in FY 2023-24, the Library continues to draw in community members eager for not only books but music and movies; technological equipment, help and resources; community rooms and spaces; and programs and services like bilingual story time, tax help, reference and information services, and literacy and ESL support. Well-known for its service to children and families, the Library provides endless reading for youth of all ages, homework help, board games, and programming from STEM activities to Lego Club. 2024 also saw the addition of a Ukrainian collection for children, helping families maintain cultural and linguistic traditions for the next generation. Library services are just as strong for Santa Clara residents of all ages. Adults from many backgrounds join book clubs, conversation clubs, and other programs connecting them to other community members with shared interests. Entertainment and informational, educational, cultural and language resources are available for all ages, including books and materials in over ten languages, including Chinese, Japanese, Hindi, Korean and Spanish.

After successfully increasing systemwide public open hours from 88 to 144 hours per week in October 2023, marking a significant recovery from the impacts of COVID on public services, the community continued to ask for more time at the Library. During the winter closure from December 26 to December 31, Central Park Library remained open to serve the public, serving 6,483 community members eager for services. On January 26, 2025, thanks to Council responsiveness to the repeated requests from the community, Central Park Library restored Sunday hours from 1pm to 5pm.

**DISCUSSION**

The American Library Association's (ALA) theme for National Library Week 2025 is "Drawn to the Library!", to share the word that whatever draws you in, the Library has something for everyone. This year's National Library Week occurs April 6-12, 2025, and is celebrated across the country.

The proclamation of April 6-12, 2025 as National Library Week raises awareness about the positive impact that the Santa Clara City Library has on improving the quality of life for Santa Clara. 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. Santa Clara City 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 by visiting City libraries, and sharing what stories or services at the Library they valued most in the last year.

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**

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**RECOMMENDATION**

Recommend that the City Council proclaim April 6-12, 2025 as National Library Week in the City of Santa Clara.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

**ATTACHMENTS**

1. Draft Proclamation - National Library Week 2025
2. 2023-24 Infographic from State Library Report

## **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 pursue their passions and engage in lifelong learning, allowing them to live their best life;

**WHEREAS**, libraries strive to develop and maintain programs and collections that are as diverse as the populations they serve and ensure equity of access for all;

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

**WHEREAS**, libraries adapt to the evolving needs of their communities, continually expanding their collections, services, and partnerships;

**WHEREAS**, libraries play a critical role in providing opportunities for job seekers, small businesses, and entrepreneurs from all economic, social and cultural backgrounds, by providing internet and technology access, literacy skills, and connection to services, resources and information;

**WHEREAS**, libraries are accessible and inclusive places that promote a sense of local connection, advancing understanding, civic engagement, and shared community goals;

**WHEREAS**, our Santa Clara City Library supports the intellectual freedom and freedom to read of its community by providing a diverse and balanced collection including challenged and banned books, ensuring those books are accessible, and educating others on banned and challenged books through displays and book lists, providing sanctuary for all seeking the freedom to read;

**WHEREAS**, our Santa Clara City Library provided services to more than 600,258 people in 2024 through the Central Park Library, the Northside Branch Library, the Mission Branch Library, the bookmobile, our adult and family literacy services and our virtual branch;

**WHEREAS**, libraries, librarians, and library workers are joining library supporters and advocates across the nation to celebrate National Library Week;

**NOW, THEREFORE**, be it resolved that I, Mayor Lisa M. Gillmor, Mayor of the City of Santa Clara, proclaim National Library Week, April 6-12, 2025. During this week, I encourage all residents to visit their Santa Clara City Library to explore the wealth of resources available.



# SANTA CLARA CITY LIBRARY

## Annual Report 2024



The library had **6,661** open hours in 2023/2024!



**56,422** people have a card at our library



**600,240** people walked through our doors last year



In addition to **664,159** website visits



Print materials totaled **407,523**



The collection contained **448,406** items



There were **255,539** check outs of electronic materials



Contributing to a total of **1,849,758** checkouts!



We lent our items to libraries outside of our system **8,120** times



Our service is delivered by **64.25** dedicated FTE staff



**44,974** Reference questions were asked



And brought in **4,571** items upon patron request



**1,528** total programs offered



**66,801** people attended in total!

<https://www.sclibrary.org/>  
2635 HOMESTEAD ROAD  
SANTA CLARA, CA, 95051

For questions or comments, please email [support@countingopinions.com](mailto:support@countingopinions.com)

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# READ



## Agenda Report

25-105

Agenda Date: 2/3/2025

### REPORT TO BOARD OF LIBRARY TRUSTEES

#### SUBJECT

Discussion and Action on Work Plan Goals and Activities for Calendar Year (CY) 2025

#### COUNCIL PILLAR

Enhance Community Engagement and Transparency

#### BACKGROUND

The City of Santa Clara is developing a new process for Boards and Commissions to update their work plans and share with Council. The Board of Library Trustees is tasked to update and revise their work plan, for Board approval at the March or April regular meeting. It is anticipated that meetings will subsequently be scheduled in May or June for the Boards and Commissions to review their work plans with Council, ensure alignment with Council priorities, and finalize a new annual work plan.

Below are summaries of the recent work plans of the Board of Library Trustees:

1. CY 2022 Work Plan

a. Summary

- i. At the December 6, 2021 Board of Library Trustees regular meeting, the Board reviewed and updated their prior work plan goals and activities. The following ideas were accomplished, or no longer prioritized due to new or changing information.

b. Content

i. Development

1. Explore opportunities for Library services in upcoming developments. Patrick Henry Specific Plan has potential.

ii. General Plan

1. Library incorporation into General Plan; continue using numbers as an approach to planning; address future library needs in relation to increasing population.

iii. Developer Impact Fees

1. Explore how developer impact fees are used elsewhere to support library services. Advocate for their use in Santa Clara.

iv. Placemaking

1. Explore ways to enhance and utilize areas surrounding libraries to attract new users.

v. Community Rooms

1. Assess community room fee structure.

2. CY 2023 Work Plan

a. Summary

- i. At the April 3, 2023 Board of Library Trustees regular meeting, the Board updated and recommended the CY 2023 work plan.
  - b. Content
    - i. Library Hours
      - 1. Advocate for and support staff in the restoration of Library Hours to pre-pandemic levels (144 hours/week across all branches), including nights and weekends, budget permitting, by December 2023.
    - ii. Strategic Plan
      - 1. Participate in and contribute to Santa Clara City Library Strategic Plan 2023.
    - iii. Alternative Funding
      - 1. To reduce reliance on the City's General Fund, explore alternative funding support for Library services.
    - iv. Communications
      - 1. Develop a communications plan to garner interest and awareness of the Board and generate resident interest in participating on the Board, present to Council on Library operations and support for future service.
    - v. Board Development
      - 1. New Trustee Handbook development.
    - vi. General Plan
      - 1. Explore feasibility of incorporating library services element into City's General Plan.
- 3. CY 2024 Work Plan
  - a. Summary
    - i. At the November 6, 2023 Board of Library Trustees regular meeting, the Board reviewed the work plan goals and activities for CY 2023, and recommended work plan goals and activities for CY 2024. The goals were written to be specific, measurable, attainable, realistic, and time-bound (SMART). A brief, condensed version of these was shared with Council at a Council dinner with the Board.
  - b. Content
    - i. Communications
      - 1. Develop a communications and action plan to garner interest and awareness of Board of Library Trustees activities and generate resident interest in participating on the Board by March 2024, in anticipation of upcoming vacancies.
    - ii. Alternative Funding
      - 1. To reduce reliance on the City's General Fund, explore alternative funding support for Library services.
      - 2. City Librarian to review and research alternative funding strategies, and develop possibilities to inform the Board by May 2024.
      - 3. Explore feasibility of supporting alternative funding strategies in coordination with city staff by August 2024.
    - iii. Strategic Plan
      - 1. Support the completion and approval of the Santa Clara City Library Strategic Plan, scheduled for completion in May 2024.
    - iv. Facilities Master Plan
      - 1. Support the Library in initiating the Facilities Master Plan, planned to be



- procured and conducted in Fiscal Year (FY) 2023-24 and 2024-25.
- v. New Trustee Handbook
    1. The New Trustee Handbook is in development, with its contents based on ideas generated by the Board of Library Trustees. It is in review with the City Attorney's Office.
    2. Complete development of the New Trustee Handbook as a source of information for new and existing Board of Library Trustee members by April 2024.
  - vi. Collection Funding
    1. Advocate for support and funding for the Library's collection budget, critical to providing the community access to books, media, and electronic resources, throughout CY 2024.

### **DISCUSSION**

The Board will discuss and draft work plan goals and activities for CY 2025. The intended outcome is to have a complete list of work plan goals and activities ready for Board approval at the March or April regular meeting of the Board of Library Trustees.

What follows is a draft list of potential work plan goals provided solely as a starting point for efficient discussion, populated from prior work plan goals and other subjects raised by the Board in meetings over the past year.

1. Support the Library in the completion and implementation of the Strategic Plan and Facilities Master Plan.
  - a. Ideas for implementation of outreach and establishing partnerships in the community, advisory support
2. Alternative Funding
  - a. To reduce reliance on the City's General Fund, explore alternative funding support for Library services.
3. Communications
  - a. Advocating for Library outreach in the community
4. Collection Funding
  - a. Advocate for restoration of the collection budget
5. Informational Development of Board
  - a. Review and become informed on Library updated policies
  - b. Review Library Bill of Rights and Freedom to Read Act
  - c. Identify list of Library matters to learn more about via staff presentations.
    - i. Recent examples include a presentation on e-Resources, and presentations about and tours of Mission and Northside Branch Libraries.
    - ii. Bookmobile engagement/ride along?
6. Coordination with the Santa Clara City Library Foundation and Friends
  - a. Liaison to attend Foundation board meetings
  - b. Review and become familiar with key Foundation documents
  - c. Support Foundation fundraising
7. Liaison role with related Boards and Commissions
  - a. Vice-Chair Ricossa - Parks and Recreation Commission
  - b. Trustee Tryforos - Youth Advisory Commission or Historical Commission
  - c. Chair Evans - Santa Clara Station Area Taskforce

**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 has been coordinated with the City Manager’s Office.

**PUBLIC CONTACT**

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**RECOMMENDATION**

Discuss and draft the Board of Library Trustees work plan goals and activities for calendar year 2025.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian