



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, June 1, 2026

6:00 PM

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

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

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

Meeting ID: 858 6425 7230 or

- o Phone: 1(669) 900-6833

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

- The meeting will be recorded so you must choose 'continue' to accept and stay in the meeting.
- 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.
- 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

6:00 PM - The Joint Meeting will begin

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

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

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

ADJOURN JOINT MEETING

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

REGULAR MEETING OF THE BOARD OF LIBRARY TRUSTEES

CONSENT CALENDAR

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

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

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

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

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

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

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

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

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

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

MEETING DISCLOSURES

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

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.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

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.



Agenda Report

26-615

Agenda Date: 6/1/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

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

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees (BOLT) and the Board of the Santa Clara City Library Foundation and Friends (SCCLFF) are natural collaborators in their missions to support the Library and its good work in the community. BOLT and the SCCLFF Board met on June 2, 2025 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. At the April 6, 2026 regular meeting of the Board, Trustees reviewed the notes from the December 1, 2025 joint meeting, and discussion was held to coordinate the next joint meeting of the Boards. BOLT and the SCCLFF Board agreed to hold their next joint meeting on June 1, 2026. BOLT proposed agenda topics at the May 4, 2026 regular board meeting. The purpose of the joint meeting is to further collaboration and relationship building between the Boards.

DISCUSSION

The Board of Library Trustees and the SCCLFF Board will spend the first hour and a half of the June 1, 2026 regular Board of Library Trustees meeting holding a joint meeting, to further collaboration and share information about their respective work and roles. This will be followed by the regular Board meeting agenda.

Schedule for June 1, 2026 Board of Library Trustees Meeting:

6:00 PM - 7:30 PM: Joint Meeting of Board of Library Trustees and SCCLFF Board

7:30 PM - 8:00 PM: Regular Board of Library Trustees meeting agenda

The joint meeting agenda is as follows:

- [10 min] Greeting, brief introduction for the 2 new SCCLFF Board members to summarize the roles and responsibilities of BOLT, the roles and responsibilities of SCCLFF, and SCCLFF's MOU.
- [15 min] BOLT and SCCLFF to share information on their priorities for FY 2026-27
- [15 min] How SCCLFF supports the Library.
 - To support their advocacy for SCCLFF and for Library priorities, BOLT seeks greater understanding of how SCCLFF supports the Library with donations, grants, and Friends grants, and their impacts and outcomes.
- [30 min] Collaboration.
 - Discuss collaborative efforts to move forward with, such as support of fundraising efforts or assigning a liaison from SCCLFF to BOLT.
 - Discuss opportunities to support Facilities Master Plan.

- Discuss opportunities to support Strategic Plan.
- [20 min] Plan next joint meeting date and agenda topics.
 - The Boards may also prepare a list of “parking lot” items for discussion at future meetings.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact other than staff time.

COORDINATION

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

PUBLIC CONTACT

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

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

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Handbook

DRAFT

Board of Library Trustees Handbook

(Updated April 2026)



Santa Clara
CITY LIBRARY



**City of
Santa Clara**
The Center of What's Possible

Introduction to the Board of Library Trustees

The Board of Library Trustees (Board) is primarily responsible for the establishment, acceptance, and continued supervision of the public library program.

The Charter of the City of Santa Clara prescribes several specific responsibilities of the Board. The Board

- a) Makes and enforces, subject to Council approval and Library staff support, by-laws and rules and regulations for the administration of the public library;
- b) Approves or disapproves the appointment of the City Librarian;
- c) Accepts donations into the library fund (subject to the approval of the City Council); and
- d) Contracts with other governmental agencies to render or receive library services (also subject to the approval of the City Council)

Charter, City of Santa Clara, Sec. 1012 and 1013. <https://www.codepublishing.com/CA/SantaClara/html/SantaClaraCH.html#1012>

**Subject to change, City of Santa Clara Charter currently in revision*

Function of the Board of Library Trustees

The Board of Library Trustees is an advisory body, meaning that its function is primarily to provide advice and recommendations to Library staff and the City Council regarding Library services. The City Librarian is responsible for day-to-day management of the Library system and its staff. The interface between City staff and the Board is solely through the City Librarian. Although Board members are likely to meet other members of Library staff, in no sense do Board members provide direction to Library staff.

The Board of Library Trustees are appointed for four-year terms by City Council. Trustees may be reappointed for a second term.

Responsibilities of the Board of Library Trustees

The Board performs its duties in public meetings. Although the Board annually determines the precise time and location for its meetings for the following calendar year, in general the Board meets on the 1st Monday of the month at 6:00 pm and generally at the Central Park Library Edinger Room at 2635 Homestead Road. Some meetings may be held at the Northside Library or Mission Library.

Special meetings can also be called as necessary under special circumstances in coordination with City staff.

The Board recommends an annual calendar of meetings and an annual Workplan for City Council approval. The Board can also form subcommittees consisting of less than a quorum of the Board to perform designated tasks.

Expectations of the Board of Library Trustees

The Board and Library staff have identified the following common expectations of Board of Library Trustee members (subject to City staff review):

- Attend regularly scheduled meetings and special meetings if needed
- Maintain and monitor Annual Work Plan and if needed, add items to it
- Advocate for the Library system, focusing primarily on local Santa Clara issues, but also for state and national library issues
- Represent the Library system in interactions with the public by accepting (and reporting) feedback from residents and providing information on Library operations
- Respond to City Council and City Librarian requests
- Approve grants and donations to the Library
- Serve on Ad Hoc subcommittees as needed
- Advise and engage in the development of the Library Strategic Plan and other plans and to support their implementation
- Establish and approve Library policy, subject to Council oversight
- Provide a liaison (one Board member) to the Santa Clara City Library Foundation and Friends (SCCLFF)
- Recruit potential Board member applicants to ensure an applicant pool reflective of Santa Clara's diversity and user base
- Be familiar and comply with the Brown Act and the ethical obligations imposed by state and City codes



Priorities of the Board of Library Trustees

- Development of and action on Annual Workplan
- Coordination with the Santa Clara City Library Foundation and Friends to support Foundation fundraising initiatives
- Coordination with City Council to raise awareness of the Library
- Approval of Santa Clara City Library policies
- Support of Santa Clara City Library events and programs
- Share community perspectives with Santa Clara City Library leadership

Opportunities to Support the Library

In addition, there are many opportunities as a Board member to support the Library system:

- Engage with City Council to raise awareness of the importance of Library programs and services
- Provide input and feedback on planning efforts such as Strategic Plans or Facilities Master Plans
- Attend library programs
- Participate in professional development and training opportunities, e.g., conferences, workshops and training sessions focusing on Trustee and Library work
- Encourage the Santa Clara City Library Foundation and Friends Board to become actively involved in raising money to support future revenue measures and/or larger donations from community donors
- Participate to the extent possible in Santa Clara City Library Foundation and Friends fundraisers (e.g., end of year appeal, Annual Gala)

Training Opportunities

There are many training opportunities which members of the Board of Library Trustees may consider. These include:

- Serving with a Purpose - <https://www.servingwithapurposeca.org/>
- California Library Association (CLA) annual conference - <https://www.cla-net.org/>
- California Public Library Advocates (CPLA) meetings and programs - <https://cpladvocates.org/>
- United for Libraries Board/Trustee/Commission/Friends training - <https://www.ala.org/united/trustees>
- Future of Libraries Conference - <https://www.plpinfo.org/staffdevelopment/the-future-of-libraries/>
- Public Library Association (PLA) bi-annual conference, division meetings and programs - <https://www.ala.org/pla/>
- Pacific Library Partnership (PLP) programs - <https://www.plpinfo.org/>
- American Library Association (ALA) annual conference - <https://www.ala.org/conferencesevents/>
- Library Juice Academy online courses - <https://libraryjuiceacademy.com/>
- InfoPeople online training - <https://infopeople.org/training/view/online>



Library Shelf for Trustees

There are digital and print library resources available to Trustees for deeper insight into library services and professional efforts and innovations nationwide:

Digital

(No login required) American Libraries: <https://americanlibrariesmagazine.org/magazine/issues/>
(SCCL library card required) Booklist Reader: <https://ncdl.overdrive.com/ncdl-santaclaracity/content/media/13003123>

Physical

Library Journal: Library has physical copies that BOLT can borrow on request, or that can be brought to the monthly Board meetings.

Volunteer Opportunities

There are many volunteer opportunities which members of the Board of Library Trustees may consider. These include:

- Read Santa Clara (training provided)
 - Volunteer Tutor for Adult Literacy
 - English as a Second Language Tutor
- Adult Services
 - English as a Second Language Book Club
 - English as a Second Language Conversation Club
- Santa Clara City Library Foundation and Friends

About the Library

History

- 1850's: Earliest regional Library in the office of Justice of the Peace Dick Jones
- 1870: Santa Clara Library Association formed
 - Library located at Odd Fellows Hall on Washington St. & Franklin St.
 - Over 300 volumes
- 1879: Christian Temperance Free Reading Room open
 - Located in "M.E." Church basement
 - Nov 1879 moved to Liberty & Main
 - Closed 1895
- 1895: Shakespeare Club members formed Santa Clara Book Club
 - Collection moved to Women's Christian Temperance Union Reading Room at the Grove Building, 909 Main St.
- 1903: Town Library established by the Board of Town Trustees
 - First located in two rooms in the Franck Building
- 1914: Library moved to 2nd floor City Hall on Franklin & Washington
- 1927: Charter established Board of Library Trustees
- 1953: First City Librarian hired, Frances Klune
- 1955: Library built at current location of Mission Branch, in City Plaza at Main & Lexington
- 1960: First Bookmobile purchased
- 1967: First Central Library built, architect Edward Durrell Stone
- 1980: Central Library renovated and expanded, architect Len Watson
 - Closed 2001, moved to temporary location 3345 Lochinvar Ave
- 2004: New Central Park Library Dedicated
- 2014: Northside Branch Library opened

About the Library

Current Facilities

Central Park Library

2635 Homestead Rd, Santa Clara, CA 95051

80,000+ sq.ft. public space, total ~ 146,000 sq.ft.

Current Building Opened 4/19/2004, Architect Group 4, Contractor SJ Amoroso

Northside Branch Library

695 Moreland Way, Santa Clara, CA 95054

17,000+ sq.ft.

Opened 8/9/2014, Architect Steinberg Hart, Contractor Bogard Construction

Mission Branch Library

1098 Lexington St., Santa Clara, CA 95050

7,900+ sq.ft.

Originally built 1955, Architect Noll & Tam, Contractor Higgins and Root

Renovation 2000, Renovation and Expansion 9/9/2018

About the Library

The Santa Clara City Library consists of

- 1 Main Library
- 2 Branch Libraries
- 1 Bookmobile
- 1 Virtual Branch (website)

Recent Statistics

In FY 2024-25

- Items in the Library's collection circulated 1,863,357 times (checkouts and renewals)
 - 1,593,178 circulation of physical items
 - 270,179 circulation of e-resources
- Our collection contained 409,687 items, valued at \$28,358,535
 - 316,800 at Central Park Library
 - 62,113 at Northside Branch
 - 22,062 at Mission Branch
 - 8,712 on Bookmobile
- Patrons visited the Library 753,139 times
 - 463,368 at Central Park Library
 - 88,492 at Mission Branch
 - 181,356 at Northside Branch
 - 19,923 at Bookmobile

Library Services Beyond Books and Media

- RetroTech (digitization of older media)
- Tech Center (computer resources and assistance)
- Book clubs
- ESL programs for English language learning
- Seed exchange program
- SVP tools lending (Kill A Watt Electric Meter, Stud Locator, Multimeter)
- IT equipment (Chromebook and hotspot) lending
- Library of things (hiking poles, bear canisters. Park passes, GoPro 360 Camera, bike locks and tools, Fitbit)
- Storytime
- Summer Adventure
- Programs for all ages
- HomeBound Services
- Dial-a-Story
- STEAM Labs
- Homework Help Center (Elementary, Middle, and High School)
- Teen Internship/ Teen Volunteer Opportunities
- Bookmatch Readers Advisory Service
- Virtual Branch



Bookmobile

The Santa Clara City Library's Bookmobile meets the changing community needs and serves people where they live, learn, work and play.

Throughout the year, our Bookmobile provides services to neighborhoods, senior facilities, community events, and bustling live-shop-work developments in Santa Clara, including the City Hall Plaza. During the school year, the Bookmobile visits many preschools and Title 1 schools in the city and provides access to the library collection for students, families, and teachers.

The Bookmobile offers critical access to books and resources that promote early childhood literacy, enrich the lives of our seniors, and provides a gateway for low-income residents and new immigrants to a world of reading, learning and information. Bookmobile stops are designed to support access to senior, youth, and underserved populations, increasing access for Santa Clara residents across the city.



Comic Con

Comic Con developed out of the Santa Clara City Library’s STEM Innovation Bowl, or STEM Con, held before the 2016 Super Bowl in Santa Clara, hosting over 10,000 people and connecting fun, activity-oriented programs with technology and football.

This evolved into Comic Con at the Santa Clara City Library, modeled on other Comic Cons around the country, and focusing increasingly on comics and arts as an entry to the love of reading.

In 2024, the Santa Clara City Library hosted its 8th Comic Con, a highlight of local programming.

Comic Con draws crowds of many thousands to the library, for activities like crafts, photo booths and displays, artist panels, drawing panels, tabletop game panels, raffles, character story times and photos, cosplay and costume contests. Free comic books are given away in support of activities, all to encourage and support the love of reading.

Starting in 2024, Comic Con is scheduled to be held every other year, with the next one planned for October 10, 2026.

SANTA CLARA CITY LIBRARY 2026 COMIC CON

Goes **RETRO**

IT'S LIKE TOTALLY FREE

ARTISTS • GAMING
VENDORS • CRAFTS
COMICS • COSTUMES
CONTESTS • FOOD

RSVP AT:

WHERE THE MUSEUM MEETS THE MOMENT

THE SANTA CLARA CITY LIBRARY FOUNDATION AND FRIENDS

SCLIBRARY.ORG/COMIC-CON
CENTRAL PARK LIBRARY | 10-10-26 | 10AM-5PM

Read Santa Clara

DRAFT

Mission: Read Santa Clara serves adults with limited literacy skills through 1:1 and small group tutoring, enabling them to achieve their goals as family members, workers, community members and lifelong learners. It is estimated that 1 in 6 adults lack basic literacy skills in Santa Clara County. Read Santa Clara is a part of the solution.

History: It began in 1995 as a branch of the Santa Clara County Reading Program serving the City of Santa Clara, and was housed at the Mission Branch Library. In 2000, recognizing the value of the literacy services, the City leadership decided to make Read Santa Clara an integral service of the Santa Clara City Library. The program is made possible by funding from the City of Santa Clara, from the California Library Literacy Services (for operations) and donations to the Library Foundation and Friends. Read Santa Clara operates with 2.5 FTE funded by the City of Santa Clara, as well as 4 As-Needed PT Grant-Funded Staff. Administration of Read Santa Clara is managed from Central Park Library.

Services include:

- Training for volunteers to tutor adults 1:1 and small groups to strengthen basic reading/writing skills
- Monthly family Literacy events for parents/caregivers with limited literacy skills at the library and at 6 state preschool classes (at 4 school sites)
- ESL small groups and 1:1 help for adults (referred by community partners and other library programs) who speak little or no English
- Technology assistance for adults with limited literacy skills
- Career Online High School, for adults who didn't complete high school, to earn a career certificate and get a high school diploma in 18 months
- A special Adult New Reader collection at all three library branches

Grants include:

- California Library Literacy Services Adult and Family Literacy Grant (\$111,897 in FY 24-25, and \$115,361 in FY 25-26) and ESL Grant (\$61,618 in FY 24-25, and \$64,709 in FY 25-26).

Outcomes include the following goals set and met by adult learners in FY 24-25:

- Read a book or a newspaper (87%)
- Share a book with a family member (84%)
- Access community resources (79%)
- Get a job or a better job (73%)
- Understand health information (63%)
- Learn basic tech skills (50%)
- 178 of 201 Read Santa Clara learners met a literacy goal.

Foundation and Friends

The Santa Clara City Library Foundation and Friends (SCCLFF) (<https://lovethelibrary.org/>), is a non-profit organization dedicated to supplementing public funding to expand and enhance the Library's programs and services.

SCCLFF actively seeks gifts, donations, grants, and bequests, as well as raising funds through year-round book sales. The Santa Clara City Library Foundation and Friends has a memorandum of understanding with the City of Santa Clara to support its mission.

Mission: The Santa Clara City Library Foundation & Friends strengthens the Library as a pillar of our diverse and thriving community through philanthropic funding and active partnership.

Vision: Enriching lives through lifelong learning.

Priorities:

- 1) Fundraising and Fund Management Manage and grow revenues through current revenue streams, new funding sources, and policy changes
- 2) Board Excellence and Engagement Provide a rewarding volunteer experience
- 3) Organizational Excellence Develop and implement effective organizational plans
- 4) Community Awareness of the Foundation Cultivate deeper engagement and strong alignment with Partners and City's Leaders, Staff, and Council
- 5) Partners, Stakeholders, and City Leadership Engagement

A Little more about SCCLFF:

- The Foundation and Friends support the Library by funding programs, materials, and major efforts such as Comic Con and Summer Adventure. SCCLFF serves as a fiscal agent for grants, and operates the Friends Bookstore, both at Library facilities and online. The Board of SCCLFF includes a non-voting representative serving as a liaison from the Library Board of Trustees.



City of Santa Clara

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

Agenda Report

26-617

Agenda Date: 6/1/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Board of Library Trustees Meeting Minutes of May 4, 2026

COUNCIL PILLAR

Enhance Community Engagement and Transparency

PUBLIC CONTACT

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RECOMMENDATION

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

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - May 4, 2026 Minutes - Draft



City of Santa Clara

Meeting Minutes

Board of Library Trustees

05/04/2026

6:00 PM

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

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Via Zoom:

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

Meeting ID: 858 6425 7230 or

Phone: 1(669) 900-6833

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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.

Chair Evans announced that Vice-Chair Tryforos would be attending remotely under the provision of SB 707. **Deputy City Attorney Nguyen** informed the **Board** that AB 2449 had been replaced by SB 707, which amends Section 54953(c) of the Government Code.

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

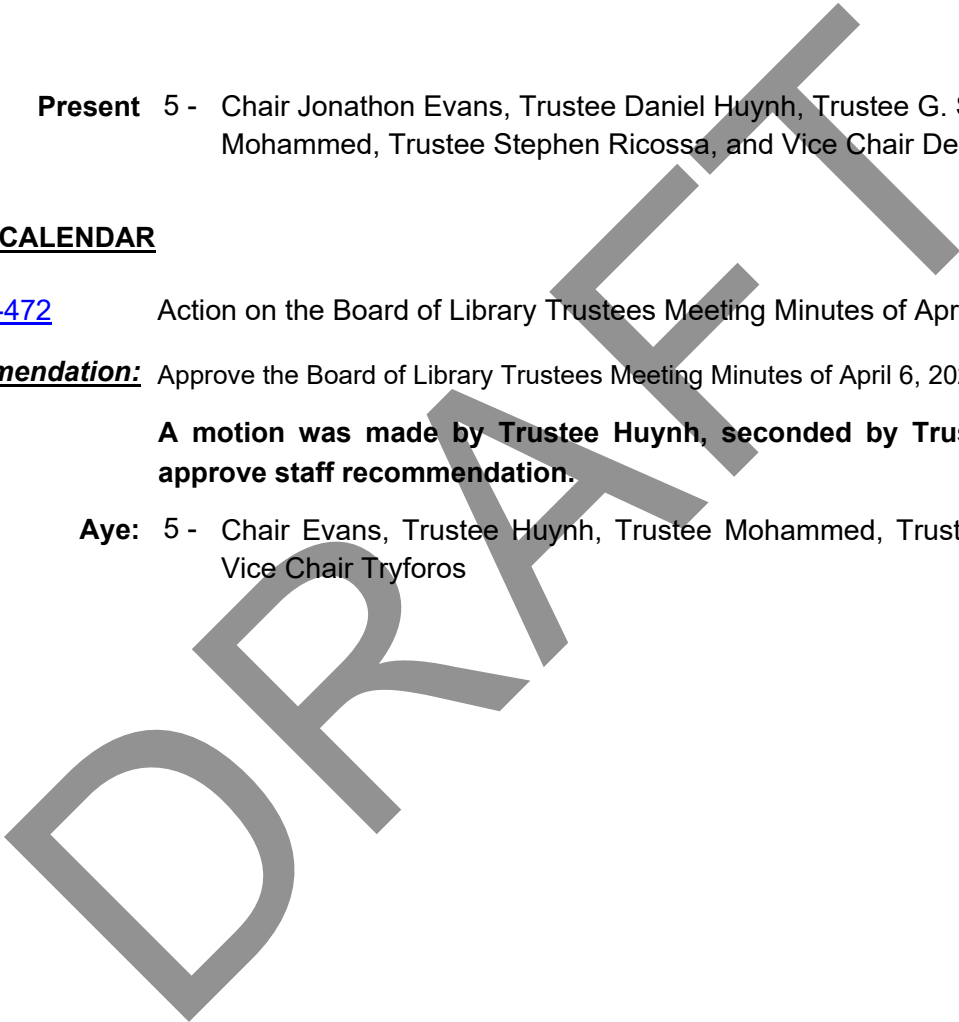
CONSENT CALENDAR

1 [26-472](#) Action on the Board of Library Trustees Meeting Minutes of April 6, 2026

Recommendation: Approve the Board of Library Trustees Meeting Minutes of April 6, 2026.

A motion was made by Trustee Huynh, seconded by Trustee Ricossa to approve staff recommendation.

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



PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the Santa Clara City Library Foundation and Friends (SCCLFF) shared a reminder of the celebration and fundraiser in honor of the **SCCLFF's** 25th Anniversary. The event is scheduled for May 16, 2026 at the Triton Museum from 6-9 PM. The special guest is Alexis Madrigal, co-host of **KQED's Forum**. She informed the **Board** that on May 5, 2026 **SCCLFF's** 25th Anniversary was going to be recognized by City Council at their regular meeting. The May Saturday book sale was cancelled to accommodate the 25th Anniversary event. Brief discussion addressed the dress code, that live music was scheduled, and that memorabilia would be available for sale including Mission Branch Library's 70th Anniversary shirt.

GENERAL BUSINESS

- 2 [26-477](#) Discussion and Action on Draft Letter to Legislators in Support of ESL Funding for California Libraries

Recommendation: Discuss and take Action on Draft Letter to Legislators in Support of ESL Funding for California Libraries

City Librarian Wong shared with the **Board** a draft letter to legislators advocating for renewed ESL funding for California Libraries, which the **Board** was welcome to send as a group or individually. Following discussion, the **Board** made the decision to send a single letter from the **Board**, which **Chair Evans** was authorized to sign and send on behalf of the **Board**.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh, to authorize the Chair to send the letter on behalf of the Board of Library Trustees to state legislators with content substantially as it is.

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

- 3 [26-484](#) 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 Trustees' discussion and using staff discretion as needed, and to coordinate a meeting with the Santa Clara City Library Foundation and Friends Board.

The **Board** reviewed and discussed agenda ideas for the upcoming joint meeting of the **Board** with the **SCCLFF Board** planned to occur during the June 1, 2026 regular meeting of the **Board**. The joint meeting is planned to last 1.5 hours. It was agreed that attendees could have a potluck, but that meeting time would be reserved for discussion of joint agenda items, and attendees could eat during that meeting. The **Board** revised the draft agenda to further develop meeting discussion topics, and authorized staff to coordinate a joint meeting.

A motion was made by Trustee Huynh, seconded by Trustee Ricossa to take action to authorize staff to coordinate a joint meeting with the Santa Clara City Library Foundation and Friends Board, with a request to be send to the Director of the Foundation.

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

- 4 [26-481](#) Review and Update Board of Library Trustees Workplan and Discussion on Use of Draft Workplan to Prepare for Dinner with Council

Recommendation: Discussion on the annual workplan draft for the coming year, and Direct staff to prepare talking points for the dinner with Council, scheduled for June 23, 2026, based on Trustee input and on the Board's discussion of the draft workplan.

The **Board** reviewed the FY 2025-2026 Workplan and the status of these priorities. **Trustees** provided feedback and instructed staff to prepare a draft update of the Workplan as well as draft talking points based on the Workplan for the upcoming dinner with Council on June 23, 2026, for review at the June 1, 2026 meeting.

A motion was made by Trustee Ricossa, seconded by Trustee Huynh to update the work plan based on the Board's discussion and to prepare talking points for the upcoming dinner with Council.

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

- 5 [26-487](#) Receive Informational Report on Library Budget, and Possible Action to Advocate for Library Budget Priorities

Recommendation: Note and file informational report on Library Budget, and take possible action to advocate for Library budget priorities

The **Board** received a summary and review of Library budget pages from the Proposed FY 2026-27 and FY 2027-28 CIP Budget. Important upcoming study session dates at **Council** were shared with the **Board**. An update was provided on Library's Measure I projects and their progress.

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

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

STAFF REPORT

City Librarian Wong shared important upcoming dates with the **Board**, including upcoming budget study session dates and **Council** priority setting dates. The timing and process of recruitment of a new **Trustee** to replace outgoing **Vice-Chair Tryforos** was provided. An updated Board of Library Trustees Handbook was provided to the **Board**, revised to include links to Library-related resources. Information was provided to respond to questions posed by the **Board** at the last meeting, including that there is a two-year period required before an outgoing **Trustee** can reapply to the same **Board**, and that staff were looking into whether it was possible to request funding for **Trustees** to attend training or conferences related to their roles. Lastly, **City Librarian Wong** announced to the **Board** that she would be retiring in December 2026, and that they would be involved in the selection of a new **City Librarian** per their charter-specified duties. She shared that the group would review next steps at the June meeting, and shared a reminder about the upcoming Asian American Stories 2026 video contest being held on May 9, 2026, for which the Library is a partner.

TRUSTEES REPORT

ADJOURNMENT

The meeting was adjourned at 8:25 PM.

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

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

The Board of Library Trustees meeting is adjourned to June 1, 2026, at 6:00 PM, at Mission 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.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

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.



Agenda Report

26-620

Agenda Date: 6/1/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action to Appoint Trustees to Participate in the Recruitment of a New City Librarian

BACKGROUND

City Librarian Patty Wong has announced that she will be retiring in December 2026. Per Section 1013(b) of the City Charter of Santa Clara, one of the Board of Library Trustees' duties is to "Approve or disapprove the appointment of a librarian who shall be the department head." City staff is currently preparing to start the recruitment process and is requesting that the Board of Library Trustees select members to participate in the recruitment of the new City Librarian.

DISCUSSION

The Board of Library Trustees will hold discussion and take action to appoint two Trustees to participate in the recruitment process for a new City Librarian and speak on behalf of the Board. This may be one primary appointee and one appointee to serve as a second or alternative.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact.

COORDINATION

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

PUBLIC CONTACT

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

RECOMMENDATION

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

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian



Agenda Report

26-618

Agenda Date: 6/1/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

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

BACKGROUND

The Board of Library Trustees reviewed and developed an annual work plan over a series of meetings on February 12, 2026, March 2, 2026, April 6, 2026 and May 4, 2026.

DISCUSSION

The Board of Library Trustees has prepared a draft annual work plan, to be reviewed with Council on June 23, 2026. The FY 2026-2027 work plan identifies the Board's priorities, including support for the Library's budget, Strategic Plan Implementation, and Facilities Master Plan implementation which is supported in part with Measure I funding. The Board will continue to review policy updates, develop liaison partnerships with other Boards and Commissions, and explore Board Development opportunities.

The Board of Library Trustees will also hold a dinner meeting with Council on June 23, 2026. The dinner will include a ten-minute presentation by the Board on accomplishments over the last year. A draft presentation will be reviewed by the Board to prepare for that meeting.

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact.

COORDINATION

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

PUBLIC CONTACT

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

City of Santa Clara public library.

RECOMMENDATION

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

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

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

Fiscal Year 2026/2027 Board of Library Trustees Workplan

Background

On June 1, 2026, the Board of Library Trustees (BOLT) reviewed the upcoming FY 2026-27 workplan and proposes to work on the following list of items. This workplan draft has not yet been reviewed by City Council.

1. Collection Funding
 - a. Advocate to ensure future ongoing funding of the collection budget.
 - i. Collection budget funding was restored by \$290,000 in the FY 2025-26 and FY 2026-27 operating budgets only, not restored for ongoing years. BOLT recommends maintaining the current collection budget level.
2. Alternative Funding
 - a. To reduce reliance on the City's General Fund, explore additional alternative funding support for library services.
 - i. Explore how other Library systems are funded beyond the General Fund.
 - ii. Gain understanding of the Santa Clara City Library Foundation and Friends's fiscal support of the Library via grants and donations.
 - iii. Identify what advocacy activity might be most effective.
3. Strategic Plan
 - a. Support Strategic Plan implementation and receive updates on implementation progress.
 - b. Provide advocacy for the following priorities:
 - i. Communications Coordinator
 1. Advocate for a dedicated communications staff person.
 - ii. Mobile application
 1. Advocate for ongoing funding of a mobile app to increase access and community connection with library services.
 - c. Conduct Library outreach with the community to increase community connection
 - i. Library to provide strategic plan-based priorities
 - ii. Increase connection local companies, tech, non-profits
4. Facilities Master Plan/Measure I
 - a. Provide feedback on facility designs and improvements reflected in the Facilities Master Plan and approved Measure I initiatives.
5. 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

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 – TBD
 - ii. Conduct joint meetings with the Santa Clara City Library Foundation and Friends (SCCLFF) Board approximately every six months.
- 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 – TBD
 - 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

7. Board Development

- a. Explore strategic Board development opportunities, including informational reports and funded conferences and trainings (budget permitting)
- b. Become better educated on the role and context of public libraries in the United States
- c. Become better informed on Library operations

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.

Joint City Council & Board of Library Trustees Meeting

Item #1
June 23, 2026



**City of
Santa Clara**
The Center of What's Possible



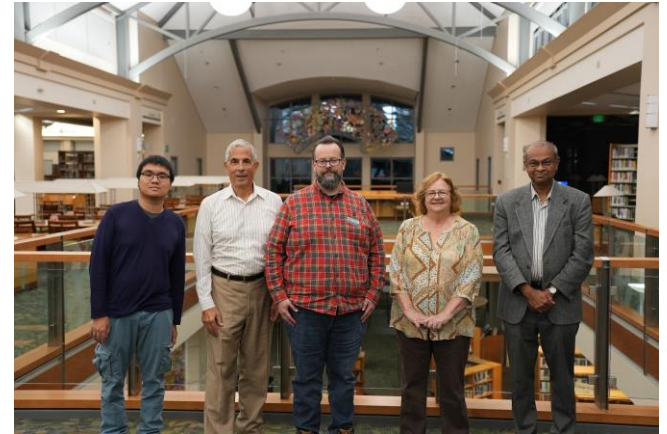
Agenda

- Welcome – Mayor Lisa M. Gillmor
- Introductions – Mayor & Council, Commissioners, City Staff
- Report on FY 2025/26 Accomplishments – Board of Library Trustees



FY 2025/26 Accomplishments

- Advisory and Advocacy Support of Library Strategic Plan and Library Facilities Master Plan
 - The Board of Library Trustees participated in the development and approval of these Library planning efforts, which were approved by Council on February 10, 2026.
 - The Board will continue to receive updates and collaborate with Library staff and the Santa Clara City Library Foundation and Friends to support plan initiatives and priorities.





FY 2025/26 Accomplishments

- Policy Updates
 - The Board of Library Trustees provided review and support to key Library policy updates, one of the initiatives listed in the Library Strategic Plan.
 - Collection Development Policy – Updated to meet requirements of AB1825 California Freedom to Read Act.
 - Public Rules of Conduct Policy
 - Policy for Youth Visiting the Library (including new support for lost children)
 - Food and Drink Policy





FY 2025/26 Accomplishments

- The Board has assigned Trustees to serve as liaisons to other city boards and commissions, to further collaboration and partnerships with key city allies. Liaisons have been assigned to the following, with more planned in the new year:
 - Parks and Recreation Commission
 - Santa Clara Station Area Taskforce
 - Downtown Community Taskforce
 - Youth Advisory Commission
 - The Board of the Santa Clara City Library Foundation and Friends





FY 2025/26 Accomplishments

- The Board has pursued Board development opportunities to be better informed on Library programs and operations, and to better advocate for and represent the Library within the community. Key topics reviewed this year include
 - Information on the lifecycle of materials at the Library
 - Library Grants
 - Read Santa Clara and its services.
- **The Board advocated for restoration of the Library's collection budget, which Council approved through FY 2026-27.**



Joint City Council & Board of Library Trustees Meeting

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