



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, April 7, 2025

6:00 PM

**Northside Branch Library
Program Room
695 Moreland Way
Santa Clara, CA 95054**

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

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 25-324 [Action on the Board of Library Trustees Meeting Minutes of March 3, 2025](#)

Recommendation: Approve the Board of Library Trustees Meeting Minutes of March 3, 2025

PUBLIC PRESENTATIONS

[This item is reserved for persons to address the body on any matter not on the agenda that is within the subject matter jurisdiction of the body. The law does not permit action on, or extended discussion of, any item not on the agenda except under special circumstances. The governing body, or staff, may briefly respond to statements made or questions posed, and appropriate body may request staff to report back at a subsequent meeting.]

GENERAL BUSINESS

- 25-413 [Informational Report on Library Services at the Northside Branch Library](#)

Recommendation: Note and file informational report of the Northside Branch Library.

- 2 25-362 [Action on Revised Santa Clara City Library Collection Development Policy](#)

Recommendation: Approve the draft Santa Clara City Library Collection Development Policy (Attachment 1)

- 3 25-416 [Informational Update on Impacts of Federal Funding Changes to Library and Discussion and Possible Action on Support Letter to Local Congressional Representatives](#)

Recommendation:

1. Note and file informational report on the impacts of federal funding changes to the Library.
2. Authorize up to two Trustees to form a subcommittee to draft a letter in support of local library funding for full consideration of the Board.

- 4 25-419 [Discussion and Action on the Selection of Informational Staff Report Topics](#)

Recommendation: Approve list of topics for informational staff reports for future Board meetings and recommended schedule to receive them.

- 5 25-420 [Discussion and Action on Scheduling a Joint Meeting with the Board of the Santa Clara City Library Foundation and Friends](#)

Recommendation: Identify potential dates and times for a joint meeting with the Board of the Santa Clara City Library Foundation and Friends, and authorize City staff to coordinate scheduling with the Board of the Santa Clara City Library Foundation and Friends.

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to May 5, 2025, 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."

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City of Santa Clara

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

Agenda Report

25-324

Agenda Date: 4/7/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Board of Library Trustees Meeting Minutes of March 3, 2025

COUNCIL PILLAR

Enhance Community Engagement and Transparency

PUBLIC CONTACT

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

RECOMMENDATION

Approve the Board of Library Trustees Meeting Minutes of March 3, 2025

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - March 3, 2025 Minutes - Draft



City of Santa Clara

Meeting Minutes

Board of Library Trustees

03/03/2025

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).

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

Meeting ID: 858 6425 7230 or

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CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 6:04 PM.

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

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

Excused: 1 - Trustee Tryforos

CONSENT CALENDAR

1 [25-290](#) Action on the Board of Library Trustees Meeting Minutes of February 3, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of February 3, 2025

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

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

Excused: 1 - Trustee Tryforos

PUBLIC PRESENTATIONS

GENERAL BUSINESS

2 [25-288](#) Discussion and Action on Work Plan Goals and Activities for Calendar Year (CY) 2025

Recommendation: Discuss and approve the Board of Library Trustees Accomplishments and Work Plan goals, priorities and activities for calendar year 2025.

The **Board** engaged in discussion and revision of accomplishments and work plan goals and priorities, to prepare an annual work plan. A draft work plan and list of accomplishments was completed. It was agreed to request staff confirm and update **Trustee Tryforos's** liaison assignments with her before finalizing, as she was excused for the March 3, 2025 meeting. Staff were requested to confirm final edits with a sub-committee consisting of **Chair Evans** and **Vice-Chair Ricossa**, remove dates from the list of accomplishments, and then proceed with finalizing and sharing the contents with appropriate city staff to prepare for review with **Council**.

A motion was made by Trustee Mohammed, seconded by Vice-Chair Ricossa, to approve the accomplishments and work plan, and to authorize a sub-committee of Chair Evans and Vice-Chair Ricossa to approve updates to the accomplishments and work plan from Trustee Tryforos.

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

Excused: 1 - Trustee Tryforos

DRAFT

STAFF REPORT

City Librarian Wong informed the **Board** that the recently approved Collection Development Policy would need to receive minor updates to include language required by the California Freedom to Read Act (AB1825).

The **Board** received an update with photos showing the success of the Read-Aloud-a-Thon event held at the Library, including photos.

The **Board** was informed that the **Santa Clara City Library Foundation and Friends** would be tabling at the first Library Day at Oracle Park, an effort by the **San Francisco Giants** to spotlight Bay Area libraries. Scheduled for April 7, 2025, Library Day is anticipated to include a PSA shown on the big screen during the **Giants** game, library card sign ups in the community clubhouse, and fundraising opportunities for Library Friends' groups.

Staff shared that the Library would be closed for a half-day on April 8, 2025 for a staff development opportunity titled Verbal Judo Training, in coordination with the **Pacific Library Partnership, Sunnyvale Public Library, and Santa Clara County Libraries.**

National Library Week takes place April 6-12, 2025, and the **Board** was reminded that on April 8, 2025 **City Librarian Wong** and **Chair Evans** will receive a National Library Week Proclamation at the **City Council** meeting on behalf of the Library. **Board** members were invited to attend.

It was shared that **City Council** will be holding a Priority Setting Session at Central Park Library on April 3, 2025.

The **Foundation's** annual fundraiser to support the Library, Librarypalooza: Unlocking Future Stories was announced, scheduled to be held at the **Triton Museum of Art** on April 5, 2025.

City Librarian Wong provided an update on the success of the new Sunday hours at Central Park Library. Statistics show an increase in visitors, from approximately 800 on the first open Sunday on January 26, 2025, to approximately 1,200 on March 2, 2025. Items borrowed increased from approximately 1,000 on the first Sunday to approximately 2,300 at the most recent, with items returned showing a similar increase. Sunday was reported to be shaping up to be one of the most popular days at the Library, with the **Friends** reporting one of their best book sales in some time held during Sunday

hours. Sunday staffing models were described to the **Board**, with fewer staff than on weekdays and no programming scheduled yet. It was shared that mostly new staff were hired to cover Sundays, with some staff in training. The Circulation, Youth, Reference, and Tech Center service points are scheduled for coverage, with security and custodial staffing also arranged for Sundays. It was noted that there were a few community members who didn't remove their vehicles from the Central Park Library underground parking garage before the Library closed, so that their vehicles remained stuck in the garage after the gates closed. It was noted further that WiFi transmitters were installed in the garage, making it easier to receive calls or connect to WiFi from the underground parking garage. Processes have been improved so that the security guard will inform dispatch if cars are left behind. Signs are posted in the garage with the non-emergency police number.

The **Board** were advised that the Library is working on the biennial Operating Budget and updated its Performance Measures. Goals shared included the intent to begin producing an Annual Report, and to hold a Community Survey every two years.

Deputy City Attorney Luis Haro provided an update on the status of the Northside Branch Tile. The **Board** were informed of identified spalling and window leaking, resulting in claims against the construction and design firms. There is no timeline for the resolution of the lawsuit in progress, and it was shared that there is work in progress to look into potential temporary cosmetic repairs that would not impact the lawsuit. The **Board** were also informed of Open Government and Ethics training to be provided as per AB 1234, scheduled for March 17, 2025 at City of Santa Clara Council Chambers. Board and Commissioner participation and training requirements were reviewed. Scheduling a separate Brown Act training was discussed, as was the upcoming visit by a group from Santa Clara's sister city Izumo, Japan, with dates to be announced. The **Board** were reminded of Librarypalooza, the Library fundraiser scheduled for April 5, 2025 at the **Triton Museum of Art**.

TRUSTEES REPORT

Trustee Mohammed noted that he visited the Library on its new Sunday open hours and found it to be very active.

ADJOURNMENT

The meeting was adjourned at 7:55 PM.

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

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

Excused: 1 - Trustee Tryforos

The Board of Library Trustees Meeting is adjourned to April 7, 2025, at 6:00 PM, to be held at the Northside Branch Library.

DRAFT

MEETING DISCLOSURES

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Agenda Report

25-413

Agenda Date: 4/7/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Informational Report on Library Services at the Northside Branch Library

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

On October 7, 2024, the Board of Library Trustees held its first regular meeting in the Community Room of the Northside Branch Library since December 2, 2019. An informational tour and presentation about the Northside Branch was provided to Trustees.

DISCUSSION

The Board of Library Trustees will hold their regular meetings at the Northside Branch Library on April 7, 2025 and October 6, 2025, to support better information sharing about the high-demand services and community needs at this northernmost Santa Clara City Library location, serving a rapidly growing area.

An informational report will be provided by Helga Afaghani, Interim Senior Library Assistant, and Rachel Hughes, Librarian II, expanding upon the prior report on Northside Branch Library with a deeper dive into the use, services, programs and community needs served at this location. The presentation shares current information and highlights unique features about the collection, programs and services at Northside Branch Library. The purpose of this presentation is to keep the Board informed of and familiar with Library service needs beyond the Central Park Library.

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 related to this report.

COORDINATION

This report has been coordinated with the Program Coordinator and staff at Northside Branch Library.

PUBLIC CONTACT

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RECOMMENDATION

Note and file informational report of the Northside Branch Library.

Reviewed by: Sami James, Management Analyst
Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. April 7, 2025 Northside Branch Library Informational Report



Board of Library Trustees

Northside Branch Library

Monday, April 7, 2025



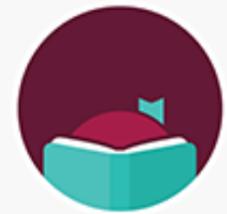


Collection



Popular eResources Northside

eBooks (Libby & hoopla)



Libby.

hoopla®

O'REILLY®

Career Development



Displays



Popular Topics

Personal Finance
Things That Go
Feelings
Bedtime
Back to School
Parenting

Special Themes

Oh the Horror!
Banned Books
National Library Week
"Fall" Books
Pride



Heritage Month Displays

Black History Month
Women's History Month
Arab American Heritage Month
AAPI Heritage Month
Latin American Heritage Month
Native American Heritage Month

Special Collections

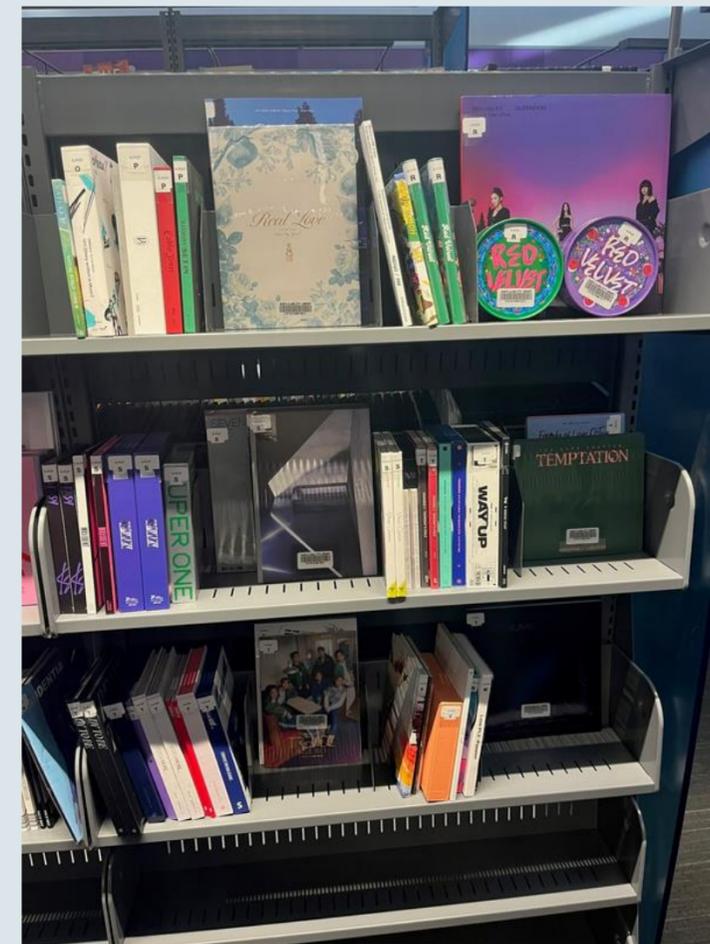
Seed Share



Video Games



K-pop



Picture Book Series





Programs

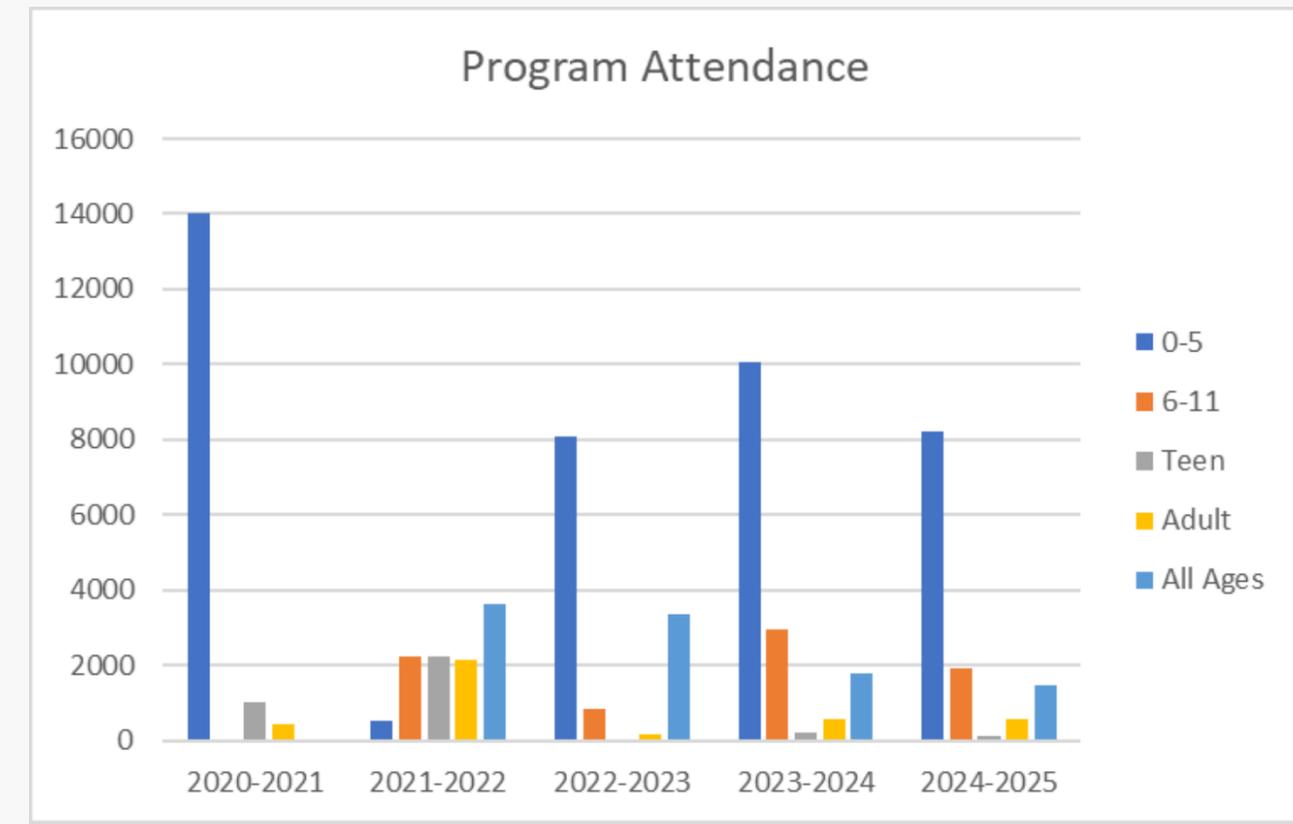
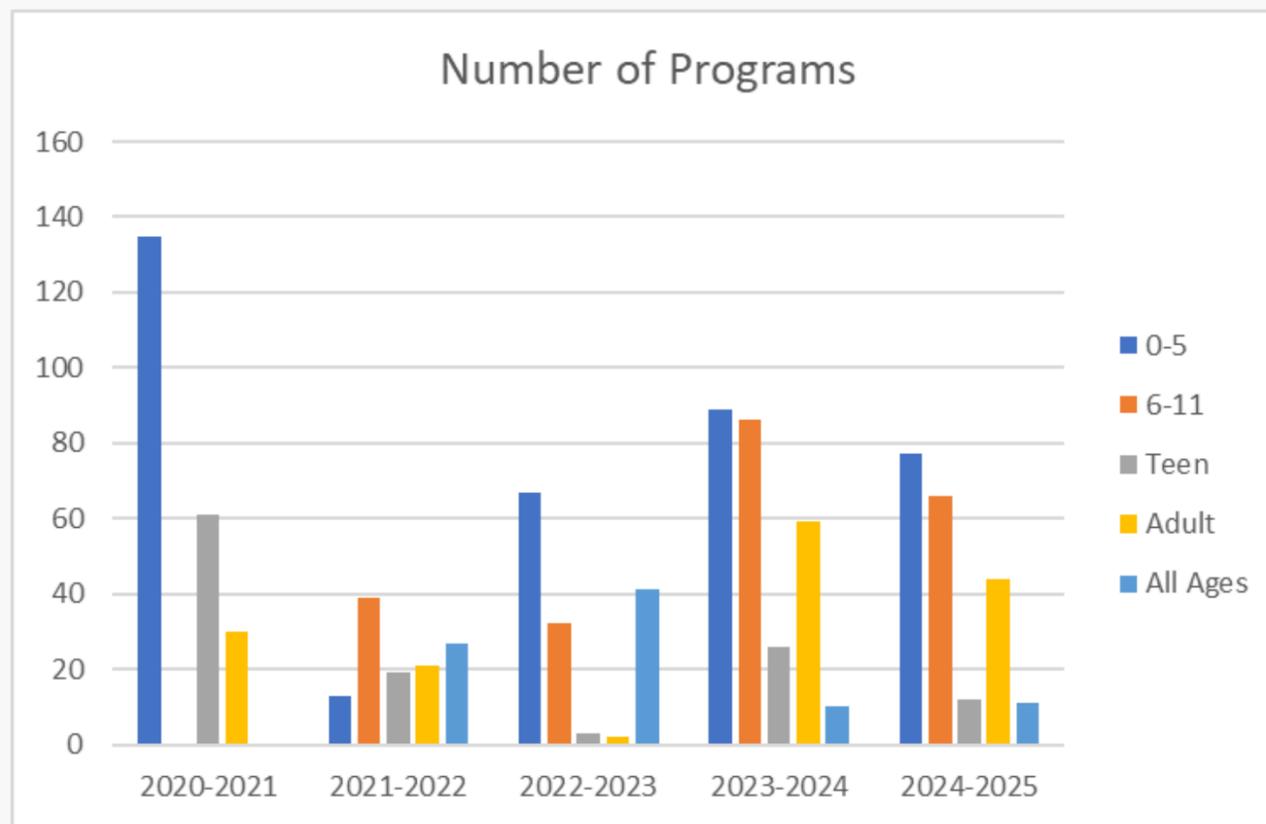


Programming Numbers



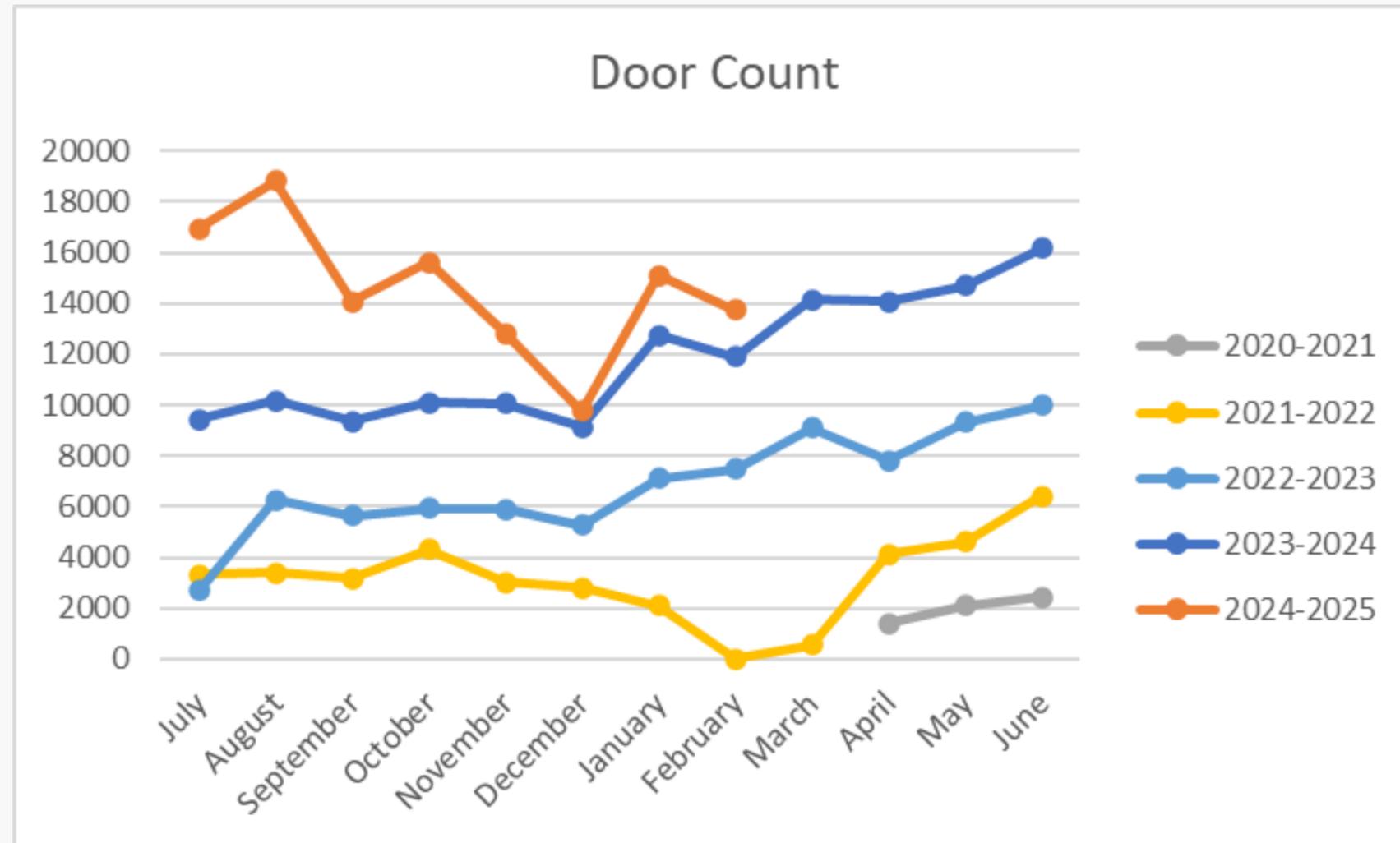
Number of programs					
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
0-5	135	13	67	89	77
6-11		39	32	86	66
Teen	61	19	3	26	12
Adult	30	21	2	59	44
All Ages		27	41	10	11
Total	226	119	145	270	210

Program Attendance					
	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
0-5	14024	508	8097	10060	8212
6-11		2225	835	2953	1899
Teen	1016	2231	31	223	104
Adult	447	2153	173	564	567
All Ages		3615	3337	1803	1459
Total	15487	10732	12473	15603	12241



Door Count

	July	August	September	October	November	December	January	February	March	April	May	June	Total
2020-2021										1,416	2,099	2,428	5943
2021-2022	3308	3392	3160	4314	3024	2825	2116	0	578	4,139	4,624	6,413	37893
2022-2023	2712	6263	5655	5937	5915	5284	7124	7,484	9,118	7,820	9,309	10,004	82625
2023-2024	9441	10171	9373	10083	10076	9143	12745	11,885	14,135	14,070	14,706	16,180	142008
2024-2025	16939	18816	14069	15611	12815	9781	15119	13735					116885



Junior Detectives



Investigate mysteries as you solve puzzles, discover clues, explore STEM concepts and work together to solve various riddles!

Past Programs

Hacker Havoc
Full Moon Fugitive
Zombie Disco
Cattle Crooks
Bank Heist
Missing Mummy
Excalibur Expedition

Upcoming Programs

Space Case
Dragon Danger
Election Enigma
Mermaid Mystery
Science Fair Sabotage

Art After Dark



Little Learners & Toddler Time



Crafternoon





Partnerships



Montague



- Principal Leanna Goldenberg
- LEGO SPIKE kits
- Monthly PTA events for school

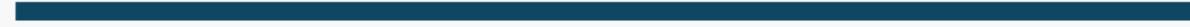


Special Storytimes



- Fire
- Police
- Streets
- Mission Trails - Garbage Truck
- County Paramedics





Thank you

Contacts:

Patricia Zeider - pzeider@santaclaraca.gov

Rachel Hughes - rhughes@santaclaraca.gov

Helga Afaghani - hafaghani@santaclaraca.gov





Agenda Report

25-362

Agenda Date: 4/7/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on Revised Santa Clara City Library Collection Development Policy

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The State of California passed Assembly Bill (AB) 1825, the California Freedom to Read Act (Act), on September 29, 2024. This bill requires public library jurisdictions to establish and maintain a publicly accessible and compliant collection development policy by January 1, 2026.

The Board of Library Trustees has approved a collection development policy ("Policy"). Updates to the Policy were made as recently as November 4, 2024. The updates to the Policy included clarifying the material reconsideration policy and creating appropriate appeal procedures in the event a request for reconsideration is denied. In addition, the updates aimed to provide greater transparency around the deselection or "weeding" part of the overall collection management process.

Based on a review of the City's collection development policy for compliance with AB 1825, the City Attorney's Office recommends adding certain acknowledgements that are required by the statute.

DISCUSSION

The California Freedom to Read Act requires that every public library that directly receives any state funding to establish, adopt, and maintain a written and publicly accessible collection development policy by January 1, 2026, and shall submit such policy to the State Librarian. The collection development policy shall, at a minimum, do the following:

- Establish a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.
- Guide the selection and deselection of library materials.
- Contain the following acknowledgements:
 - The library's collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs.
 - The library serves as a center for voluntary inquiry and the dissemination of information and ideas.
 - Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
 - The right of the public to receive access to a range of social, political, aesthetic,

moral, and other ideas and experiences.

The Santa Clara City Library, as a public library that receives state funding, is required comply with the Act. Based on a review of the current Policy, the Policy already contains two out of three of the required elements. The element that is missing are the acknowledgements. The acknowledgements include general principles that the Library already follows as a matter of policy and practice such as ensuring the Library collection meets the diverse interests of the community. However, the Act requires that the acknowledgements be expressly included in the collection development policy.

With the inclusion of the acknowledgements, the City's collection development policy will meet all of the requirements of the State law and the California Freedom to Read Act Process and Checklist (Attachment 3).

In particular, the current Policy already has a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection. Such process even includes appeal procedures in the event the request for reconsideration is denied. The process for reconsideration is as follows:

Request for Reconsideration

In order to represent the diversity of ideas within the City of Santa Clara community, it is vital that the Library's collection contain material of differing points of view on public issues. Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein.

The Library adheres to the principles of intellectual freedom outlined in the Library Bill of Rights of the American Library Association and the Freedom to Read Statement. Pursuant to these principles, the Library will not automatically withdraw selected resources from the collection in response to an individual or group.

The following procedures have been adopted for the handling of a formal request for reconsideration of a resource in the Library's collection:

1. The Santa Clara Library user completes a Request for Reconsideration Form.
2. Within thirty (30) days upon receipt of the form, the Assistant Librarian(s) will appoint a committee of at least four (4) Library staff members to consider the request.
3. The committee will evaluate the material based on the Standards for Selection in this Policy and will make a determination on the request and respond to the requester in writing.
4. The requester may appeal the committee's decision to the City Librarian. The appeal request must be in writing and shall include copies of the original request for reconsideration and the written determination by the review committee.
5. The City Librarian shall review the request for reconsideration and the committee's determination to ensure that the committee followed the Standards for Selection. Within ten (10) days of the appeal request, the City Librarian shall either affirm the committee's determination or remand the matter back to the committee with instructions on how to

apply the Standards for Selection policy.

6. The committee's determination shall remain in effect for five (5) years.
7. Throughout this process and until the final decision is made on the material, the item will continue to be accessible to the public.

Secondly, the current policy also guides the selection and deselection of materials. Materials selections are based on the Standards for Selection described in the Policy. The Policy also separately addresses the Selection of Electronic Resources. In addition, the Policy describes the process for Deselection. The Library uses the Continuous Review, Evaluation, and Weeding (CEW) guidelines to identify materials that will be deselected from the collection.

With the Board's approval of the updated Policy, Library staff will submit the Policy for review by the California State Library and upload the Policy to the Library's website. If the Policy is approved, the State Library will update the tracking spreadsheet to show that the library is fully compliant. If the State Library determines that the Policy is not in compliance, it will return the Policy and indicate why its deficient.

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 prepared in coordination with the City Attorney's Office.

PUBLIC CONTACT

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RECOMMENDATION

Approve the draft Santa Clara City Library Collection Development Policy (Attachment 1)

Reviewed by: Sami James, Management Analyst
Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Collection Development Policy - Draft
2. Collection Development Policy - Redline
3. California Freedom to Read Act and Checklist



Collection Development Policy Draft

Purpose

This document describes the purpose and nature of the library's collection and gives guidance and direction to library staff for collection development and maintenance. The Collection Development Policy will be reviewed regularly.

Mission Statement and Goals

The Santa Clara City Library enriches lives and strengthens our community by providing opportunities for lifelong learning, discovery, and creativity. We achieve this through our skilled and friendly staff, our collections, and our physical and virtual spaces.

The Library acts to fulfill its mission by selecting, acquiring, organizing, preserving, maintaining, and providing access to a collection of materials in a variety of formats and electronic resources that address the needs of Santa Clara's diverse and complex communities in a responsive manner. The Library's collections provide general reference resources as well as information and entertainment. The collections affirm and uphold the public's rights to intellectual freedom and access to the full range of information and ideas. Selection of materials reflects the expressed and determined needs and concerns of the community.

Intellectual Freedom Statement

The Library neither approves nor disapproves of the views expressed in materials included in the collection. The inclusion of an item is not to be considered an endorsement, official or otherwise, by the Library. Selections for the Library will not be made on the basis of anticipated approval or disapproval, but solely on the merits of the material in relation to building the collection and serving the needs and interests of users, and in accordance with this policy. Materials are not marked or identified to show approval or disapproval.

The Library's collection is based on the principles of the [Freedom to Read](#) and [Freedom to View](#) Statements and the [Library Bill of Rights adopted by the American Library Association](#).

Philosophy and Values

Collections reflect a breadth of knowledge with an increasing investment in and emphasis on works for all ages that celebrate diversity, equity, inclusion, and social justice. This includes, but is not limited to, the inclusion of materials by and about people of color, LGBTQ+ individuals, and people with disabilities.

Selection of Library materials responds to changing social values, inequitable access to technology within the community, and cultural differences and values, as well as the reading and language abilities of the community.

The Library purchases materials in a variety of physical and digital formats, including those that make the collection more accessible to people with disabilities; this is reflected in the expressed and determined needs of the community.

The Library acknowledges the experience of marginalized people and groups in response to discrimination in its many forms over time, and the Library supports the interconnected goals of uplifting community voices and building community power. An inclusive and representative Library collection is one means of advancing those ideals.

The Library recognizes the intersectional nature of discrimination that is compounded for individuals who identify with multiple vulnerable populations, and it seeks to provide materials that represent the diversity of perspectives within and across the abovementioned populations.

The Library is intentional about reflecting diverse voices and people of a variety of different backgrounds in the display, marketing, and promotion of collections.

The Library purchases materials in languages spoken by a significant portion of community residents, with an emphasis on English, Spanish, and Chinese. Other languages are purchased as needs are identified and resources including vendor inventory and space are available. Additional languages are added based on updated Census, school district, and City community data reflecting the evolving demographics of the community.

The Library welcomes purchase suggestions from community members, and purchases suggested items that meet Santa Clara City Library's standards for selection, depending on budget limitations, availability and competing community demands.

California Freedom to Read Act

In accordance with the California Freedom to Read Act, the Library acknowledges the following statements:

- The Library's collection meets the broad and diverse interests of the community and respects both the Library's autonomy and the specific needs of the City.
- The Library serves as a center for voluntary inquiry and the dissemination of information and ideas.
- The Library's materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole.
- Members of the public have a right to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences.

Institution and Clientele

The Santa Clara City Library is made up of a Main Library – Central Park, two neighborhood branches – Northside and Mission, and the Bookmobile, as well as the 24/7 digital library. The Library's service area is the City of Santa Clara. The Library is also used by residents, educational institutions, business, and retail in and around the surrounding Santa Clara City community.

Overview of Collection

The Santa Clara City Library's collection includes books, CDs, DVDs, periodicals, microfilm, braille, online materials and more, many of which are offered in multiple languages. Current collection development emphasizes popular works, basic reference, genealogy and academic support. The Library's collection includes an archival focus in the Central Park Library's Heritage Room; the Heritage Room holds local Santa Clara City History, and the Library partners with Santa Clara County Historical and Genealogical Society (SCCHGS) to serve the needs of interested parties.

Individual branch collections reflect the interests and needs of local communities and languages other than English. The Central Park Library houses the largest print material, DVD, CD, audiobook, magazine, and newspaper collections in the system. Collections of the branch libraries concentrate on materials of high interest and materials that support the Library's strategic goals and budget. Branch collections are shaped in part, by customer use and requests or suggestions.

The Library offers our patrons access to a greatly expanded collection via its interlibrary loan service, including Link+. The Library also provides service electronically on a 24-hour basis via its online catalog, website, subscription databases, and a collection of e-media that currently includes e-books, e-audiobooks, music and periodicals. Materials in the collection are accessible to be delivered by placing it on-hold and delivered to any of our locations, including our Bookmobile. The collection is displayed and accessible outside of the library and at outreach and partner events. The Library's e-resources are

available to anyone present in the library, and offsite to the Library's cardholders via the Library's website and vendor websites and apps.

Standards for Selection

Collection development decisions are made on the basis of staff expertise, judgement, knowledge of what is already in the collection, and through evaluations and recommendations from library review journals (such as Library Journal, School Library Journal, Kirkus Reviews, Booklist, and/or Publisher's Weekly) and other professional selection tools.

The Library selects materials on a variety of criteria including:

- Demonstrated or perceived community interest, need – which is determined by current census, GIS, Office of Education, and other data sources – or demand by Library users or potential users.
- Contemporary significance or permanent value.
- Relevance to the experience and contributions of diverse populations, including local and regional communities.
- Quality, including accuracy, clarity and usability.
- Significance and/or reputation of the author and/or any other contributors.
- Relation to existing collections.
- Format, durability, and ease of use.
- Value of resource in relation to its cost.
- Scope of collection.

These criteria are applied as appropriate across all subjects, languages, material types, and formats.

Works are not excluded because of frankness or coarse language. In each case, the material is judged on the volume as a whole, not by detached excerpts. On controversial questions upon which there are divergent points of view, the Library policy is to provide factual material on all sides as far as availability permits. Significant works may be acquired or retained despite features that may be objectionable to some residents.

The Library does not purchase the following types of material: costly books of little demand, collectibles, textbooks (unless they are of general interest and the best in the subject field) or family genealogies. Abridged, expurgated, or condensed materials are generally not acquired.

Self-Published

We may acquire self-published books when they fit the scope of the Library's collection and meet our standards of selection. A positive review in one or more of the major review journals is the best way to bring a title to our attention. We are more likely to consider the addition of a self-published book if it has been reviewed in a major review journal.

Due to staffing and time constraints we are not able to meet with individual authors. Unfortunately, we cannot accept review copies or notify you if your book is not selected because of the number of submissions we receive. If your book is selected for purchase it will be added to the [catalog](#).

You may also bring your book to our attention by:

Email

Email Santa Clara City Librarians at librarians@santaclaraca.gov please include:

- Basic bibliographic information about your book (title, author, ISBN, publisher, date of publication, number of pages, price, distributor).
- A link to your book's website and links to professional reviews or other coverage in the news media (if available).
- A brief description of your book and its intended audience and information about how or where to buy it.

Mail

Send a flier or promotional materials to:

Santa Clara City Library- Central Park
2635 Homestead Road
Santa Clara, CA 95051

Selection of Electronic Resources

Electronic resources, including online databases and Internet links from the Library's home page, are selected to complement the Library's physical collection using criteria established for print sources. Electronic resources are selected according to the material selection policy, and by the following selection criteria:

- Comprehensiveness
- Authority, accuracy, and currency of the database
- Frequency of updates
- Ease of use
- Platform
- Minimum technology requirements for the general public

- Remote access and licensing restrictions
- Overlap and comparison with other print and electronic sources
- Usage

The online collection evolves as new formats and products become available. Selection for online and electronic resources follows the above criteria as well as the *Standards for Selection* listed in this document. For some subscription-based services, an outside vendor selects a pre-curated collection. This collection may include research and learning databases, eBooks and other downloadable and streaming media.

Gifts

Gifts are evaluated with the same criteria as purchased materials. Acceptance of donated items is subject to the discretion of the appropriate selector in conformity with library selection standards. Gift materials not added to the collection are not returned to the donor. Unused gifts may be offered to the Foundation and Friends of the Santa Clara City Library for public sale, discarded, or disposed of in some other way. The donor will receive a receipt upon request for donated materials.

Subscription-based gifts, such as periodical or magazine subscriptions, will not be accepted and added to the collection. Collections of donated materials may not necessarily be kept together as a group, and the Library may not be able to accept gifts with this requirement. The Library cannot be responsible for the appraisal of gifts for income tax or any other purpose.

Requests for Reconsideration

In order to represent the diversity of ideas within the City of Santa Clara community, it is vital that the Library's collection contain material of differing points of view on public issues. Inclusion of a particular resource does not constitute endorsement or advocacy of the ideas or statements found therein.

The Library adheres to the principles of intellectual freedom outlined in the Library Bill of Rights of the American Library Association and the Freedom to Read Statement. Pursuant to these principles, the Library will not automatically withdraw selected resources from the collection in response to an individual or group.

The following procedures have been adopted for the handling of a formal request for reconsideration of a resource in the Library's collection:

1. The Santa Clara Library user completes a Request for Reconsideration Form.
2. Within thirty (30) days upon receipt of the form, the Assistant Librarian(s) will appoint a committee of at least four (4) Library staff members to consider the request.

3. The committee will evaluate the material based on the Standards for Selection in this Policy and will make a determination on the request and respond to the requester in writing.
4. The requester may appeal the committee's decision to the City Librarian. The appeal request must be in writing and shall include copies of the original request for reconsideration and the written determination by the review committee.
5. The City Librarian shall review the request for reconsideration and the committee's determination to ensure that the committee followed the Standards for Selection. Within ten (10) days of the appeal request, the City Librarian shall either affirm the committee's determination or remand the matter back to the committee with instructions on how to apply the Standards for Selection policy.
6. The committee's determination shall remain in effect for five (5) years.
7. Throughout this process and until the final decision is made on the material, the item will continue to be accessible to the public.

SCCL Request for Reconsideration

Collection Management

Deselection

Systematic deselection is required on a regular basis to keep the collection responsive to patron needs, budget adjustments, to ensure its vitality and usefulness to the community, and to make room for newer materials or newer formats. The deselection process identifies items that are outdated, physically worn out, whose purpose is better served by online resources, or no longer in demand as determined using data analysis from the Integrated Library System. Deselection also helps the Library evaluate the collection by identifying areas or titles where additional materials are needed, older editions that need to be updated, and subjects, titles, or authors that are no longer of interest to the community. If Library staff is uncertain about a title to be withdrawn, standard bibliographic tools are consulted to see if the title has historical or literary value. Deselection is an ongoing process at all library locations referencing the [CREW guidelines](#) – Continuous Review, Evaluation, and Weeding.

Deselected materials are considered for re-sale to support the Santa Clara Library Foundation and Friends. The Foundation and Friends scan items which are either sent to a partner agency to be sold or sold in the Foundation and Friends bookstore. Deselected materials are also available for sale at the Friends and Foundation monthly or virtual sales.

Replacement

Materials that have been lost or damaged may be repurchased by Library selectors using the same criteria as for selection. Other factors considered when deciding on replacements include the number of copies the Library system owns, the availability of newer materials on the subject, the number of duplicate copies, existence of adequate coverage of a field, other similar materials in the collection, and demand for and intrinsic value of a specific title.



Approved by the Board of Library Trustees
11/4/2024



Request for Reconsideration of Library Materials

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by the library.

Material for Consideration

Author/Producer: _____ Publisher: _____

Title: _____

Edition: _____ Year: _____

Type of Material: Book/Audiobook/eBook Magazine Video Music CD

Other: _____

Did you read, view or listen to the entire work or a portion of the work? All Part None

Describe your concerns regarding this material. Please be specific. List pages/sections, if applicable:

What do you believe is the purpose or theme of this work?

What age group do you think this work would appeal to?

Have you read reviews of this work?

How did this material come to your attention?

Are there other titles you recommend for additional information or other viewpoints on this topic?

What would you like the library to do about this material?

Contact Information

First & Last name: _____ Organization (if applicable): _____

Email Address: _____ Phone: _____

Signature: _____ Date: _____



Collection Development Policy Draft

Purpose

This document describes the purpose and nature of the library's collection and gives guidance and direction to library staff for collection development and maintenance. The Collection Development Policy will be reviewed regularly.

Mission Statement and Goals

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Institution and Clientele

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- Demonstrated or perceived community interest, need – which is determined by current census, GIS, Office of Education, and other data sources – or demand by Library users or potential users.
- Contemporary significance or permanent value.
- Relevance to the experience and contributions of diverse populations, including local and regional communities.
- Quality, including accuracy, clarity and usability.
- Significance and/or reputation of the author and/or any other contributors.
- Relation to existing collections.
- Format, durability, and ease of use.
- Value of resource in relation to its cost.
- Scope of collection.

These criteria are applied as appropriate across all subjects, languages, material types, and formats.

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The Library does not purchase the following types of material: costly books of little demand, collectibles, textbooks (unless they are of general interest and the best in the subject field) or family genealogies. Abridged, expurgated, or condensed materials are generally not acquired.

Self-Published

We may acquire self-published books when they fit the scope of the Library's collection and meet our standards of selection. A positive review in one or more of the major review journals is the best way to bring a title to our attention. We are more likely to

consider the addition of a self-published book if it has been reviewed in a major review journal.

Due to staffing and time constraints we are not able to meet with individual authors. Unfortunately, we cannot accept review copies or notify you if your book is not selected because of the number of submissions we receive. If your book is selected for purchase it will be added to the [catalog](#).

You may also bring your book to our attention by:

Email

Email Santa Clara City Librarians at librarians@santaclaraca.gov please include:

- Basic bibliographic information about your book (title, author, ISBN, publisher, date of publication, number of pages, price, distributor).
- A link to your book's website and links to professional reviews or other coverage in the news media (if available).
- A brief description of your book and its intended audience and information about how or where to buy it.

Mail

Send a flier or promotional materials to:

Santa Clara City Library- Central Park
2635 Homestead Road
Santa Clara, CA 95051

Selection of Electronic Resources 1852

Electronic resources, including online databases and Internet links from the Library's home page, are selected to complement the Library's physical collection using criteria established for print sources. Electronic resources are selected according to the material selection policy, and by the following selection criteria:

- Comprehensiveness
- Authority, accuracy, and currency of the database
- Frequency of updates
- Ease of use
- Platform
- Minimum technology requirements for the general public
- Remote access and licensing restrictions
- Overlap and comparison with other print and electronic sources
- Usage

The online collection evolves as new formats and products become available. Selection for online and electronic resources follows the above criteria as well as the *Standards for Selection* listed in this document. For some subscription-based services, an outside vendor selects a pre-curated collection. This collection may include research and learning databases, eBooks and other downloadable and streaming media.

Gifts

Gifts are evaluated with the same criteria as purchased materials. Acceptance of donated items is subject to the discretion of the appropriate selector in conformity with library selection standards. Gift materials not added to the collection are not returned to the donor. Unused gifts may be offered to the Foundation and Friends of the Santa Clara City Library for public sale, discarded, or disposed of in some other way. The donor will receive a receipt upon request for donated materials.

Subscription-based gifts, such as periodical or magazine subscriptions, will not be accepted and added to the collection. Collections of donated materials may not necessarily be kept together as a group, and the Library may not be able to accept gifts with this requirement. The Library cannot be responsible for the appraisal of gifts for income tax or any other purpose.

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The Library adheres to the principles of intellectual freedom outlined in the Library Bill of Rights of the American Library Association and the Freedom to Read Statement. Pursuant to these principles, the Library will not automatically withdraw selected resources from the collection in response to an individual or group.

The following procedures have been adopted for the handling of a formal request for reconsideration of a resource in the Library's collection:

1. The Santa Clara Library user completes a Request for Reconsideration Form.
2. Within thirty (30) days upon receipt of the form, the Assistant Librarian(s) will appoint a committee of at least four (4) Library staff members to consider the request.
3. The committee will evaluate the material based on the Standards for Selection in this Policy and will make a determination on the request and respond to the requester in writing.
4. The requester may appeal the committee's decision to the City Librarian. The appeal request must be in writing and shall include copies of the original request for reconsideration and the written determination by the review committee.

5. The City Librarian shall review the request for reconsideration and the committee's determination to ensure that the committee followed the Standards for Selection. Within ten (10) days of the appeal request, the City Librarian shall either affirm the committee's determination or remand the matter back to the committee with instructions on how to apply the Standards for Selection policy.
6. The committee's determination shall remain in effect for five (5) years.
7. Throughout this process and until the final decision is made on the material, the item will continue to be accessible to the public.

[SCCL Request for Reconsideration](#)

Collection Management

Deselection

Systematic deselection is required on a regular basis to keep the collection responsive to patron needs, budget adjustments, to ensure its vitality and usefulness to the community, and to make room for newer materials or newer formats. The deselection process identifies items that are outdated, physically worn out, whose purpose is better served by online resources, or no longer in demand as determined using data analysis from the Integrated Library System. Deselection also helps the Library evaluate the collection by identifying areas or titles where additional materials are needed, older editions that need to be updated, and subjects, titles, or authors that are no longer of interest to the community. If Library staff is uncertain about a title to be withdrawn, standard bibliographic tools are consulted to see if the title has historical or literary value. Deselection is an ongoing process at all library locations referencing the [CREW guidelines](#) – Continuous Review, Evaluation, and Weeding.

Deselected materials are considered for re-sale to support the Santa Clara Library Foundation and Friends. The Foundation and Friends scan items which are either sent to a partner agency to be sold or sold in the Foundation and Friends bookstore. Deselected materials are also available for sale at the Friends and Foundation monthly or virtual sales.

Replacement

Materials that have been lost or damaged may be repurchased by Library selectors using the same criteria as for selection. Other factors considered when deciding on replacements include the number of copies the Library system owns, the availability of newer materials on the subject, the number of duplicate copies, existence of adequate coverage of a field, other similar materials in the collection, and demand for and intrinsic value of a specific title.



Approved by the Board of Library Trustees
11/4/2024



Request for Reconsideration of Library Materials

If you have found materials or library resources about which you have concerns, please complete this form to assure prompt, complete consideration by the library.

Material for Consideration

Author/Producer: _____ Publisher: _____

Title: _____

Edition: _____ Year: _____

Type of Material: Book/Audiobook/eBook Magazine Video Music CD

Other: _____

Did you read, view or listen to the entire work or a portion of the work? All Part None

Describe your concerns regarding this material. Please be specific. List pages/sections, if applicable:

What do you believe is the purpose or theme of this work?

What age group do you think this work would appeal to?

Have you read reviews of this work?

How did this material come to your attention?

Are there other titles you recommend for additional information or other viewpoints on this topic?

What would you like the library to do about this material?

Contact Information

First & Last name: _____ Organization (if applicable): _____

Email Address: _____ Phone: _____

Signature: _____ Date: _____

California Freedom to Read Act Process and Checklist

To help libraries be compliant with the California Freedom to Read Act, the State Library will review collection development policies following this process and checklist:

1. Review the collection development policy from a library in accordance with the checklist and verify the following statements are true:
 - The library posted their collection development policy on their public website.
 - The policy establishes a process for community members to share their concerns regarding library materials and to request that library materials be reconsidered for inclusion in the library's collection.
 - The policy guides the selection and deselection of materials.
 - The policy contains the following statements:
 - The "collection meets the broad and diverse interests of the community and respects both the library's autonomy and their specific community needs."
 - The "public library serves as a center for voluntary inquiry and the dissemination of information and ideas."
 - "Library materials should be provided for the interest, information, and enlightenment of all people, and should present diverse points of view in the collection as a whole."
 - The "right of the public to receive access to a range of social, political, aesthetic, moral, and other ideas and experiences" is acknowledged.
2. If the policy meets all the requirements on the checklist:
 - a. Update the tracking spreadsheet to show that the library is fully compliant.
 - b. Notify the library that their policy is compliant.
3. If the policy does not meet the requirements on the checklist:
 - a. Return the policy to the library,
 - b. Indicate to the library what is missing,
 - c. Provide additional technical assistance as needed.



Agenda Report

25-416

Agenda Date: 4/7/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Informational Update on Impacts of Federal Funding Changes to Library and Discussion and Possible Action on Support Letter to Local Congressional Representatives

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Institute for Museum and Library Services (IMLS), the nation's only federal agency for American libraries, received a federal executive order on March 14, 2025 to reduce services to the lowest levels required by statutory law. IMLS administers and distributes Congressionally approved funds via federal grants to states, discretionary grants to individual library entities and archives, and funding support for databases and e-resources to support libraries in California and nationwide. The Santa Clara City Library has received inquiries from the Board of Library Trustees seeking to understand how this change will impact services at the Library, and at libraries across the state and country.

DISCUSSION

Nationwide, the reduction of funding for IMLS puts in jeopardy nearly \$200 million in grants to states, approximately \$15 million of which is earmarked for California. This is anticipated to result in a loss or reduction of library services dependent on this funding across the country, including:

- Early literacy development and grade-level reading programs
- Summer reading programs for kids
- High-speed internet access
- Employment assistance for job seekers
- Braille and talking books for people with visual impairments
- Homework and research resources for students and faculty

The Santa Clara City Library does not receive direct federal funding from grants or from IMLS, and does not expect an interruption of already awarded grants or other funding sources.

However, as these orders take effect, there will be an impact to sources of revenue and discounted services via memberships and partnerships which do support the Library. As a result, it is anticipated that these changes will ripple down to impact services and resources.

One likely impact will be in federally-sourced support to reduce costs for various electronic information resources. Federal dollars, for example, support group purchasing for shared digital newspaper subscriptions and e-books, and it remains to be seen which services will be cut. The Library currently receives support from the California State Library, which provides multiple databases and e-resources at low- to no-cost to our and other libraries. Federal funding cuts will impact their ability to offer these resources. As these changes trickle down and take effect, the Santa Clara City Library as well as libraries nationwide are facing the need to analyze the cost impacts of reduced state and partnership support for such resources. Without replacement sources of funding, it is likely that the Library will see a reduction in the databases and e-resources that can be provided.

In terms of grants, the Library does expect an impact in regularly leveraged grants. IMLS distributes most federal funds through the “Grants to States” program called the Library Services and Technology Act (LSTA), to support state and local libraries. The State of California received \$15.9 million from IMLS funding in FY 2023-24, along with other grants and resources. This funding is used in California to support programs and services where library funding has gaps or is stretched thin, such as summer learning programs for youth, career development and support for job seekers, braille and audiobooks for the visually impaired, and internet access in rural communities. The Santa Clara City Library has received grant support from the California State Library regularly, particularly from the California Library Literacy Services grants supporting Adult and Family Literacy, and English as a Second Language services. In FY 2023-24, the Library received \$111,012 to support Adult and Family Literacy, and this funding is critical to the provision of literacy support to the community. For English as a Second Language services, the California State Library’s funding for grant support runs out in 2026, and is not expected to renew. For the FY 2024-25 and 2025-26, the Library received \$126,327 in English as a Second Language grants, from LSTA funding. With no additional grant funding available from the California State Library, impacted by federal cuts, this critical service is now at risk.

California State Library grants have supported programming at Santa Clara City Library as well, such as the Lunch at the Library grant, which the Youth Services team uses to implement enrichment programs at summer school sites focusing on themes such as storytelling, STEAM, and literacy. In FY 2023-24, the Library received \$4,123 for the Lunch at the Library grant, via LSTA funding from the California State Library. In FY 2023-24 the Library received \$26,785 from the Inspiration Grant, also supported by LSTA funding, to support outreach efforts at Montague Park, an underserved, high-need neighborhood in Santa Clara.

The Santa Clara City Library also launched a weekly Homework Help Center at Central Park Library with an \$89,551 grant from the California State Library spanning FY 2022-24. The Stronger Together: Teens Lead and Learn program supported Grades 2-6 while giving teens a valuable first job experience. Fifty paid teen interns completed 4,650 service hours, earning \$67,975 in scholarships. Teen Homework Helpers assisted 35+ students with over 551 assignments, with 12-15 families regularly seeking help.

In summary, the reduction of federal funding for libraries to the lowest levels legally permitted will impact libraries nationwide, including the Santa Clara City Library. These impacts are expected to take the form of reduced California State Library targeted grant opportunities, potentially impacting Read Santa Clara and Youth Services. Should the Board decide to take action in support of federal funding for libraries following discussion on the informational report, it may authorize the formation of a subcommittee to draft a letter to local congressional representatives, illuminating the potential impact of federal funding cuts to the services offered at the Santa Clara City Library, and local libraries around the country.

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 related to this 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>>.

RECOMMENDATION

1. Note and file informational report on the impacts of federal funding changes to the Library.
2. Authorize up to two Trustees to form a subcommittee to draft a letter in support of local library funding for full consideration of the Board.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Save Federal Funding to California Libraries

Save Federal Funding to California Libraries

Library Investment in California

Federal funding for libraries is guaranteed each year by Congress and authorized under law. In 2023-2024, California received **\$15.9 million in Library Services and Technology Act (LSTA) funding** from the Institute of Museum and Library Services, or **40 cents per Californian**.

Federal funds support veterans, allow for group purchasing of materials, and improve literacy for job seekers. LSTA funding **fills gaps in library budgets and frees local funding** to meet local needs. Federal Communications Commission reimbursements - approximately \$10.8 million in 2023-2024 - **make broadband affordable for libraries and schools**.

500K+ literacy learners and their families

Improved reading skills lead to better jobs, higher wages, and financial independence. Federal funds pay for tools and training for learners, volunteer tutors, and library staff. Over four decades, more than **500,000 adult learners and family members** in 633 libraries across the state have benefitted from California literacy programs.



I was nervous for the job interview, but I remembered all the hard work I put in with my tutor and knew I could do it.

– Adult Learner,
Lincoln Public Library

This program has helped me learn to read. I feel energized that I could read my first book. Words make sense to me now! This skill is moving me forward in life. This program has given me hope.

– Adult Learner,
Riverside County Library System

43K+ Veteran one-on-one appointments

Libraries connect U.S. Veterans to their earned benefits. More than 1.5 million former service members live in California. In one-on-one appointments and in group programs, veterans learn about benefits they are entitled to, prepare for certificate testing, and translate military skills to civilian life. In seven years, they received support in over **43,000** one-on-one appointments, with **104,000** attending educational programs.



4,000+ annual job fair and workshop attendees

Libraries support employment, career development, and skill building for job seekers. Californians visit career fairs and job centers, work with tutors for GED and adult education courses, practice interview skills, and work with library staff to improve their applications and resumes.



150K
eBooks
available
for all
Californians

Group purchasing frees up local library budgets.

Federal dollars pay for shared digital newspaper subscriptions and eBooks, phone support for rural library patrons, and library staff training. Local money is reserved for local patrons' needs. On an annual basis, local library workers attend free classes more than **45,000 times**.



... the most incredible professional support effort in the nation. I am continually surprised and excited seeing the mentorship as it stands on the statewide level.

– Public library worker

6M
Californians
served by
local library
grantees

Grants to local libraries meet local needs. Federal funds bolster libraries' budgets to pay for senior tech help and exercise classes, tool-lending libraries, play spaces for toddlers, and even privacy booths for telehealth appointments in rural areas.



574K+
materials
checked out
annually

Since 1931, Congress has required every state to provide materials to people with blindness and low vision.

California's four regional Braille and Talking Book libraries provide books, audiobooks, magazines, movies, and newspapers for the over **797,000** Californians with visual impairment.



1 in 5
Californians
lack access to
high-speed
internet

Libraries connect Californians to the internet. Especially in rural areas, people rely on local libraries for reliable broadband essential for education, workforce and economic development, healthcare appointments, and public safety updates. The federal E-Rate program makes broadband affordable for local libraries and schools.





Agenda Report

25-419

Agenda Date: 4/7/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion and Action on the Selection of Informational Staff Report Topics

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees periodically receives informational reports from Library staff, strengthening Board understanding and knowledge of Library services, programs, resources, and initiatives. Such efforts bring the Board and Library staff together to provide the knowledge base and familiarity needed to effectively support and advocate for the Library and its efforts in the community. Recent reports have increased familiarity with Library e-resources, as well as the nature of services particular to the branch locations of Mission and Northside Branch Libraries.

DISCUSSION

The Board of Library Trustees has discussed in regular meetings an interest in identifying potential topics for informational reports from Library staff and planning out timelines for these. The following list is a starting point for discussion. The intended outcome is for the Board to discuss and select a list of topics for future informational reports, as well as determine a reasonable frequency to incorporate these into Board meetings.

Possible informational report topics include:

- Library of Things
- Read Santa Clara
- Technology programming/workshops
- Seed Share
- Digital Library
- Services and programs for adults
- Services and programs for children and teens
- Library outreach and partnerships
- Bookmobile services
- Trail of the book: from selection to removal
- Library grants
- Library budget and funding
- Foundation and Friends engagement
- Volunteer opportunities

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 related to this 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>>.

RECOMMENDATION

Approve list of topics for informational staff reports for future Board meetings and recommended schedule to receive them.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian



Agenda Report

25-420

Agenda Date: 4/7/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion and Action on Scheduling a Joint Meeting with the Board of the Santa Clara City Library Foundation and Friends

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

The Board of Library Trustees and the Board of the Santa Clara City Library Foundation and Friends (SCCLFF) are natural collaborators in their missions to support the Library and its good work in the community. One of the priorities the Board of Library Trustees identified in their draft work plan for 2025 includes engaging with and strengthening a cooperative relationship with the SCCLFF, and having a joint meeting with the SCCLFF Board.

DISCUSSION

The Board will discuss moving forward with scheduling a joint meeting with the Board of the SCCLFF. Discussion may include possible dates and times to propose, and discussion on what form this joint meeting may take.

The Board of the SCCLFF meets the third Monday of each month for their regular meeting. They will be having some turnover in membership in July 2025, so it may be beneficial to consider coordinate a meeting or gathering in the fall of 2025.

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 Santa Clara City Library Foundation and Friends.

PUBLIC CONTACT

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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

Identify potential dates and times for a joint meeting with the Board of the Santa Clara City Library Foundation and Friends, and authorize City staff to coordinate scheduling with the Board of the Santa Clara City Library Foundation and Friends.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian