



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, April 6, 2026

6:00 PM

**Hybrid Meeting
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 26-338 [Action on the Board of Library Trustees Meeting Minutes of February 2, 2026 and March 2, 2026](#)

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

PUBLIC PRESENTATIONS

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

GENERAL BUSINESS

- 2 26-308 [Presentation on Funding Challenges for the Read Santa Clara Literacy Program](#)

Recommendation: Note and file informational presentation for discussion and possible action to spread awareness of Read Santa Clara's programs and challenges.

- 3 26-354 [Discussion and Possible Action on Recruitment for Upcoming Board of Library Trustees Vacancy](#)

Recommendation: Discuss and plan activities to help make people aware of what the Board of Library Trustees do and of the opportunity and process to join them.

- 4 26-340 [Action on Agenda Setting and Scheduling for Joint Meeting with the Santa Clara City Library Foundation and Friends Board](#)

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

- 5 26-341 [Review and Update Board of Library Trustees Workplan](#)

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

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to May 4, 2026.

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.



City of Santa Clara

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

Agenda Report

26-338

Agenda Date: 4/6/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

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

COUNCIL PILLAR

Enhance Community Engagement and Transparency

PUBLIC CONTACT

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

RECOMMENDATION

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

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - February 2, 2026 - Meeting Cancelled
2. Board of Library Trustees Minutes - March 2, 2026 Minutes - Draft



Draft

City of Santa Clara
Meeting Minutes
Board of Library Trustees

02/02/2026

6:00 PM

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

Meeting Cancelled due to lack of quorum



City of Santa Clara

Meeting Minutes

Board of Library Trustees

03/02/2026

6:00 PM

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

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

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

Meeting ID: 858 6425 7230 or

- o Phone: 1(669) 900-6833

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

- 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

Chair Evans called the meeting to order at 6:03 PM.

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

CONSENT CALENDAR

- 1 [26-217](#) Action on the Board of Library Trustees Meeting Minutes of February 2, 2026 and February 12, 2026

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

A motion was made by Trustee Ricossa, seconded by Trustee Mohammed, to approve the meeting minutes of February 12, 2026, and to revise the meeting cancellation notice for February 2, 2026 and continue it to the next meeting.

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) will extend the Central Park Library book sale to Sunday each third weekend, due to the success of prior Sunday sales. She noted that Saturday book sale income is back to pre-pandemic levels, and they hope to see this increase. Due to the popularity of book sales at Northside on Monday mornings, Mission will have these once per month as a trial, scheduled to coincide with story times. She informed the **Board** that on April 1, 2026, Library Giving Day, **SCCLFF** will hold a trivia night at **Taplands** in Santa Clara from 7 PM - 9 PM, with a portion of proceeds to be donated to **SCCLFF**. She reminded the **Board** that the 25th anniversary of **SCCLFF** would be celebrated on May 16, 2026 at the Triton Museum of Art from 6 PM to 9 PM, featuring a live auction, food and drink, and special guest **Alexis Madrigal**, co-host of **KQED** Forum

GENERAL BUSINESS

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

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

City Attorney Glen Googins held discussion with the **Board** on the charter review process, to understand their thoughts and assist them in preparing notes to share with the **Charter Review Ad Hoc Subcommittee**. He recommended presenting the **Board's** feedback to the **Ad Hoc Subcommittee** on March 12, 2026. It was noted that the **Board's** draft feedback to recommend for charter review revisions was not agendaized as it was a draft and would be made public via meeting agenda when final. **City Attorney Googins** shared that this is consistent with the city process, to share board and commission feedback on charter review publicly following presentation to the ad hoc subcommittee.

The **Board** then engaged in discussion with **City Attorney Googins**, addressing charter language and recommended changes. At the conclusion of discussion, it was agreed that **City Attorney Googins** would work with **Chair Evans** to prepare for the discussion with the **Ad Hoc Subcommittee** on March 12, 2026.

A motion was made by Vice-Chair Tryforos, seconded by Trustee Huynh to approve staff recommendation and move that Chair Evans represent the Board of Library Trustees in discussion with the Charter Review Ad Hoc Subcommittee on March 12, 2026.

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

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

City Librarian Wong reviewed the Proclamation for National Library Week 2026 with the **Board**, and informed them that the proclamation was planned to be presented at **Council** in April 2026.

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

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

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

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

The **Board** and the **City Librarian** agreed to continue this item to the next meeting.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh to continue this item to the next meeting.

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

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

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

The **Board** and the **City Librarian** agreed to continue this item to the next meeting.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh to continue this item to the next meeting.

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

STAFF REPORT

TRUSTEES REPORT

Chair Evans shared that he attended Celebrate Santa Clara: A Day on the Field the prior weekend, and that it was a great experience.

ADJOURNMENT

The meeting was adjourned at 8:03 PM.

A motion was made by Trustee Mohammed, seconded by Trustee Huynh 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 April 6, 2026 at Northside Branch Library.

MEETING DISCLOSURES

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

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

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

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.



City of Santa Clara

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

Agenda Report

26-308

Agenda Date: 4/6/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Presentation on Funding Challenges for the Read Santa Clara Literacy Program

BACKGROUND

Read Santa Clara is the literacy program at the Santa Clara City Library (the “Library”), providing literacy and ESL services for free to our community. Staff and trained volunteers help readers of all ages and language backgrounds strengthen their literacy skills through 1:1 and small group tutoring and book clubs. Read Santa Clara has also developed a quality, diverse collection of books curated for adult readers who are still developing literacy skills. Learners set their own priorities and goals, and working within a supportive environment, are able to use these services to make real and concrete improvements in their lives. 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.

DISCUSSION

This presentation was prepared to share with the Board of Library Trustees some of Read Santa Clara’s challenges to maintaining ongoing services, for discussion and possible action.

The presentation will be provided by Shanti Bhaskaran, the Literacy Program Supervisor at the 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.

COORDINATION

This report was coordinated with Library staff.

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

Note and file informational presentation for discussion and possible action to spread awareness of Read Santa Clara’s programs and challenges.

Reviewed by: Sami James, Management Analyst

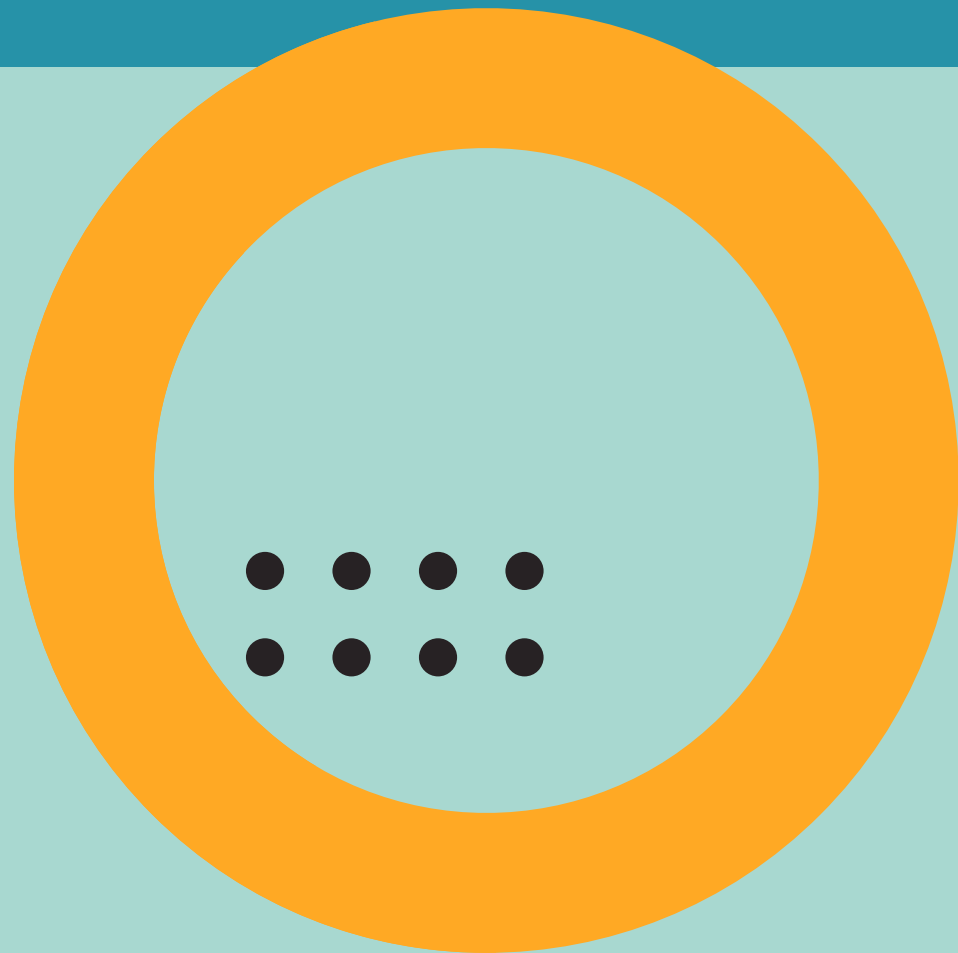
Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Informational Report - Read Santa Clara



Read Santa Clara:
Need for Funding Support



The Community Need:



- **19% of adults in Santa Clara County lack basic literacy skills.**
Low literacy impacts all aspects of life, including work, health, and their ability to support their children's education.
- **55% of Santa Clara City residents speak a language other than English and 16.7% have limited English language skills.**
- **1 in 5 children in Santa Clara Unified School District is an English language learner.**

Our Library's Strategic Priorities and Read Santa Clara


Adults

Adults will have the resources they need to explore topics of personal interest and continue to learn throughout their lives.

Adults will have convenient, timely access to a variety of new and popular materials.

&

Adults can access services and resources to help them accomplish life goals, develop career and professional skills, and connect to their community.



Our Services



Year at a Glance: FY24-25
READ SANTA CLARA
Building a Community of Readers



Adult Literacy

Free one-to-one and small group tutoring for basic reading, writing and math.

99 adult learners served
1,344 tutoring sessions
3,267 hours of instruction



65
dedicated
volunteers

Family Literacy

Programs designed to help parents and caregivers instill a love of reading in children.

64 family literacy events
339 adults & children served
1,095 books given



3,887
hours given
by volunteers

English Language Learning

Language instruction offered to those with little or no English language skills.

102 adult learners served
329 in-person sessions
932 hours of instruction



88%
success for
achieving a goal

Career Online High School

An opportunity for adults to earn a high school diploma and career certificate online.

12 adult learners enrolled
5 graduates of COHS
1,680 hours of instruction



OUR IMPACT

178 of 201 Read Santa Clara learners met a goal.



Read a book or a newspaper: 87%



Share a book with a family member: 84%



Get a job or a better job: 73%



Access community resources: 79%



Understand health information: 63%



Learn basic tech skills: 50%



An Adult Learner's Story:

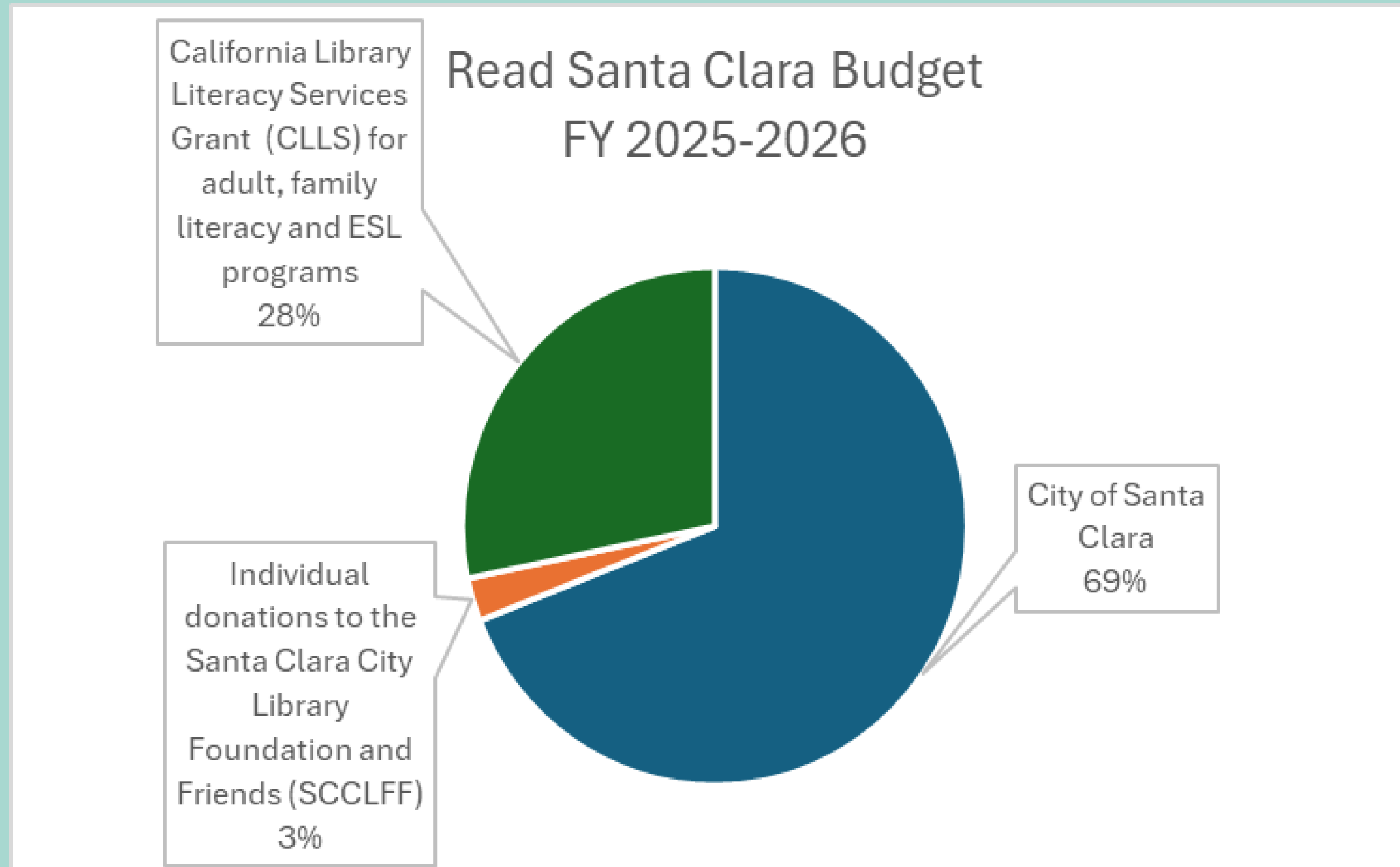
V.C. is a Spanish-speaker who attended small-group English language classes for parents at her child's school during school hours. Her son has special needs. She is unable to access other community ESL resources due to childcare restraints. Based on her goals, our sessions focused on using English to help her child at school and to advocate for him with his doctors.

The learner reported that during a doctor's appointment, she successfully expressed her concerns to her son's doctor in English.

We gave the learner a bilingual version of a book being read in her son's class. The learner read the book with her son.

She also asked for and received a library card. She expressed wanting to return to the class in the fall and requested that it be offered twice weekly.

How Read Santa Clara is funded



CLLS Grant:

- ESL
 - \$64,709 (36%)
- Adult and Family Literacy
 - \$115,361 (64%)

The California Library Literacy Services grant which funds 100% of Read Santa Clara's ESL services sunsets on June 30, 2026.

Why does the library offer ESL tutoring for adults?

Per Census data, 16.7% Santa Clara residents (about 11,000) lack English language skills.

Currently, Santa Clara Adult Ed offers about 300 ESL seats, which is less than 3% of the need. Placement for ESL classes each quarter close soon after registration opens as classes get filled very quickly. Adults with little or no English skills often struggle in large classroom settings.

1 in 5 students in SCUSD is an English language learner.

Parents/caregivers with limited language skills, and transportation/child care constraints can't attend classes. Often they are non-library users. The library's ESL tutoring for parents serve as a gateway to introduce their families to library resources.

A [survey](#) found that in Santa Clara County restaurant workers are 63% were Latino and 23% were Asian. As they have limited English language skills, they are unable to advance their careers and advocate for themselves. The library can offer customized ESL tutoring to help restaurant workers gain essential language skills for work.

Proposed ESL Services in FY 2026-27:

Read Santa Clara's ESL program will offer weekly small group classes and 1:1 tutoring to 120 adults with little or no English language skills to help them achieve goals such as communicating with their children's teachers or doctors, learning to speak better to get a job or advance in their careers and feel more confident communicating with others in their daily lives.

There would be small group classes offered at library branches and at a school site, in partnership with the Santa Clara Unified School District's Family Resource Center.

We would offer English for Restaurant Work classes for ESL learners, partnering with local restaurants.

Our Urgent Need:

Read Santa Clara's ESL services need to be sustained past June 30, 2026.

We are currently seeking grants and donations through the Santa Clara City Library Foundation and Friends (SCCLFF).

SCCLFF has so far been notified about grant awards for Read Santa Clara from VTA, Proliteracy, and Applied Materials. The amount raised through grants so far is \$36,000, 52% of the funding needed for staffing ESL services through FY 2026-2027.

Without additional funding, we'll not be able to sustain the current level of ESL services through the next fiscal year.

Request for Help:

- Please help spread the word in your networks about Read Santa Clara's services.
- Please let us know about potential individual donors and corporate or community foundation grants to sustain our ESL services for FY 2026-2027.

Thank you!



Agenda Report

26-354

Agenda Date: 4/6/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discussion and Possible Action on Recruitment for Upcoming Board of Library Trustees Vacancy

BACKGROUND

The Board of Library Trustees is made up of five trustees, including a chair and vice-chair, who may serve up to two four-year terms. The second term of Vice-Chair Debbie Tryforos expires on June 30, 2026, and there will be one vacancy on the Board of Library Trustees to fill.

Interested parties are encouraged to attend a Board of Library Trustees meeting. The next upcoming meetings for the Board of Library Trustees are:

- April 6th at the Northside Branch Library, Program Room, at 6:00 PM
- May 4th at the Central Park Library, Edinger Room, at 6:00 PM

DISCUSSION

Recruitment for upcoming vacancies on City of Santa Clara Boards and Commissions is in progress. Applications are available at <https://www.santaclaraca.gov/our-city/government/boards-commissions>, or in person at the City Clerk's Office, 1500 Warburton Ave, Santa Clara, CA 95050.

The deadline for applications is April 17, 2026 by 5:00 PM. Interviews are tentatively scheduled for May 26, 2026, at 6:00 PM in the City Hall Council Chambers. Applicants must be City of Santa Clara residents, and eligible to register to vote.

The Board of Library Trustees and Library staff will hold discussion on the recruitment for a new Trustee, and ways to support outreach to share this opportunity throughout the community.

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

Recruitment for the Board of Library Trustees is 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

Discuss and plan activities to help make people aware of what the Board of Library Trustees do and of the opportunity and process to join them.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Recruitment



Santa Clara
CITY LIBRARY

RECRUITMENT OPEN: BOARD OF LIBRARY TRUSTEES

Advocate for and represent the Santa Clara City Library in the community and with City Council

Attend Library events and share community feedback

Provide recommendations and advice to support library activities



Applications due **April 17, 2026**

APPLY NOW



Come join the Board of Library Trustees and support community building in Santa Clara!

Santa Clara City Library Mission:
Enhance lives and strengthen our diverse communities by providing the best in information, cultural and technical enrichment, a wide range of programs and services, and opportunities to achieve dreams.



Agenda Report

26-340

Agenda Date: 4/6/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

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

BACKGROUND

The Board of Library Trustees (Board) and the Santa Clara City Library Foundation and Friends (SCCLFF) Board met on June 2, 2025 and December 1, 2025 with the goal of furthering communications and collaboration in support of the Library. The Boards agreed to meet regularly to further shared goals and maintain ongoing collaboration. At the December 1, 2025 meeting, following a presentation on the role of grants in supporting Library programs and services, the Boards held discussion and identified some areas of possible collaboration and support.

DISCUSSION

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

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact.

COORDINATION

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

PUBLIC CONTACT

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

RECOMMENDATION

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

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. SCCLFF-BOLT Joint Meeting Notes 12.1.2025

December 1, 2025 Board of Library Trustees Meeting

Notes from BOLT and SCCLFF Board discussion

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



Agenda Report

26-341

Agenda Date: 4/6/2026

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Review and Update Board of Library Trustees Workplan

BACKGROUND

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

DISCUSSION

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

ENVIRONMENTAL REVIEW

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

FISCAL IMPACT

There is no fiscal impact.

COORDINATION

This report was prepared in coordination with the Clerk’s office.

PUBLIC CONTACT

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

RECOMMENDATION

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

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

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

Fiscal Year 2025/2026 Board of Library Trustees Workplan

Background

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

1. Collection Funding
 - a. Advocate to ensure future ongoing funding of the collection budget.
2. Alternative Funding
 - a. To reduce reliance on the City's General Fund, explore additional alternative funding support for library services.
3. Communications Funding
 - a. Advocate for a dedicated communications staff person.
4. Policies
 - a. Review Library policies and provide advisory support for policy updates and revisions.
 - i. Upcoming policies for review: Policy for Posting and Distribution of Community Information; Policy Regarding Privacy and Confidentiality; Use of Electronic Resources Policy; and Art Exhibits at the Santa Clara City Library Policy
 - b. Review revision of Collection Development Policy to meet requirements of AB1825 California Freedom to Read Act.
 - i. Update: BOLT has reviewed the Collection Development Policy (4/7/2025), which the California State Library confirmed was received and in compliance with AB1825 (4/21/2025)
5. Strategic Plan and Facilities Master Plan
 - a. Provide advisory and advocacy support for the completed Library Strategic Plan and Facilities Master Plan with Council and in the community.
6. Liaison Work
 - a. Engage with and strengthen a cooperative relationship with the Santa Clara City Library Foundation and Friends
 - i. Foundation and Friends Liaison – Vice-Chair Tryforos
 - ii. Conduct a joint meeting with the Santa Clara City Library Foundation and Friends (SCCLFF) Board
 1. Update: BOLT has appointed Vice-Chair Tryforos as liaison to the SCCLFF Board. A joint meeting was held on 6/2/2025 to share priorities and develop opportunities for collaboration.
 - b. Engage as liaisons to develop cooperative relationships and advocacy with City Boards, Commissions and Taskforces
 - i. The following are a list of current liaisons

1. Parks and Recreation Commission – Trustee Ricossa
 2. Santa Clara Station Area Taskforce – Chair Evans
 3. Historical and Landmarks Commission – Vice-Chair Tryforos
 4. Downtown Community Taskforce – Chair Evans
 5. Youth Advisory Commission – Trustee Huynh
 - ii. The following have been identified as potential future liaison opportunities
 1. Senior Advisory Commission – TBD
 2. Bike and Pedestrian Advisory Committee – TBD
 3. Cultural Commission – TBD
 - c. Conduct Library outreach with the community
 - d. Advocate for the support of Library budgets and services
7. Board Development
- a. Explore strategic Board development opportunities, including informational reports and funded conferences and trainings (budget permitting)
 - i. Update: BOLT has identified topics and scheduled a series of informational reports from staff
 - b. Become better educated on the role and context of public libraries in the United States
 - c. Become better informed on Library operations

Current Membership

Meetings are on the first Monday of every month except for January and July at 6:00 p.m. at the Central Park Library, Northside Branch Library, and Mission Branch Library. Meeting locations and the annual calendar of meetings are available at [City of Santa Clara - Board of Library Trustees](#).

Name	Appointed	Terms Ends
Jonathon Evans	05/24/21 (25)	2029
Debbie Tryforos	10/16/18 (22)	2026
Stephen Ricossa appointed to a serve a partial and full term	06/21/16 (23)	2027
Daniel Huynh	05/13/24 (28)	2028
G. Salim Mohammed	05/13/24 (28)	2028

Purpose, Role and Duties of BOLT:

BOLT is an advisory body, meaning that its function is primarily to provide advice and recommendations to Library staff and the City Council regarding Library services. Their primary role is to serve as advocates for the library system. Trustees represent the library system in interactions with the public, gathering community feedback and sharing information on Library operations and services. BOLT's advocacy includes

support of community surveys, strategic planning efforts, and policy updates. BOLT's powers and duties as defined by Section 1013 of the City Charter are to:

- (a) Make and enforce such by-laws, rules and regulations as it may deem necessary for the administration and protection of the City library.
- (b) Approve or disapprove the appointment of a librarian who shall be the department head;
- (c) Accept into the library fund and administer money, personal property or real estate donated to the City or otherwise acquired for library purposes subject to the approval of the City Council;
- (d) Contract with school, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the City Council.