



City of Santa Clara

Call to Notice of Special Meeting

Board of Library Trustees

Special Meeting

Monday, August 18, 2025

6:00 PM

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

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 (“The Brown Act”) and Section 708 of the Santa Clara City Charter, the Chair calls for a Special Meeting of the Board of Library Trustees to commence and convene on August 18, 2025 at 6:00 PM for a Special Meeting held as a hybrid meeting to consider the following matter(s) and to potentially take action with respect to them.

6:00 PM BOARD SPECIAL MEETING

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 25-774 [Action on the Board of Library Trustees Meeting Minutes of June 2, 2025](#)

Recommendation: Approve the Board of Library Trustees Meeting Minutes of June 2, 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

- 2 25-775 [Election of Board of Library Trustees Chair and Vice Chair for FY 2025/26](#)

Recommendation: Elect a Chair and Vice-Chair of the Board of Library Trustees for FY 2025/26.

- 25-865 [Informational Report to the Board - Trail of the Book: The Lifecycle of Materials in the Santa Clara City Library](#)

Recommendation: Note and file informational report.

3 25-874 [Action to Review and Approve Work Plan 2025](#)

Recommendation: Action to Approve Final Work Plan 2025.

STAFF REPORT

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to September 8, 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."

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](https://twitter.com/SantaClaraCity)

Agenda Report

25-774

Agenda Date: 8/18/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Board of Library Trustees Meeting Minutes of June 2, 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 June 2, 2025

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Board of Library Trustees Minutes - June 2, 2025 Minutes - Draft



City of Santa Clara

Meeting Minutes

Board of Library Trustees

06/02/2025

6:00 PM

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

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

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- Unmute when called on to speak and mute when done speaking. If there is background noise coming from a participant, they will be muted by the host. Press *6 if you are participating by phone to unmute.
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CALL TO ORDER AND ROLL CALL

Chair Evans called the meeting to order at 5:32 PM.

Present 4 - Chair Jonathon Evans, Trustee Daniel Huynh, Vice-Chair Stephen Ricossa, and Trustee Debbie Tryforos

Absent 1 - Trustee G. Salim Mohammed

Members of the **Board of the Santa Clara City Library Foundation and Friends (SCCLFF)** in attendance for the Joint Meeting of the Board of Library Trustees and the SCCLFF Board included **Janet Arsenault, Kathy Betts, JoAnn Davis, Sue Rose and Ken Young.**

A motion was made by Vice-Chair Ricossa, seconded by Trustee Huynh, to approve the excused absence of Trustee Mohammad.

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

Excused: 1 - Trustee Mohammed

5:30 PM - Meet and Greet with the Board of the Santa Clara City Library Foundation and Friends

6:00 PM - The Joint Meeting will begin

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

[25-618](#)

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

Recommendation: Conduct a joint meeting with the Board of the Santa Clara City Library Foundation and Friends, and take action to plan a future joint meeting.

Members of the **Board of the Santa Clara City Library Foundation and Friends (SCCLFF)** joined the **Board of Library Trustees** for a joint meeting. Following a short meet and greet, the joint meeting included introductions of the attending members and brief presentations and discussions about the history and work of each of the **Boards**. The **Board of Library Trustees** reviewed the history, roles and responsibilities of the **Board**. They shared information on their 2025 Work Plan and priorities, primarily addressing funding, policy updates, the Strategic Plan and Facilities Master Plan projects, and liaison work. The **SCCLFF Board** shared information on their history, work, and their own strategic planning. They reported strong improvements to their investment plan, updates to their governance committee documents and handbook, and information about their work in fundraising and administering grants to support library programming. Discussion addressed book sales, book donations, and efforts to make the best use of donated books to supplement collection spending, primarily in replacing worn out books. At the end of the joint meeting, it was agreed for the **Boards** to meet every 6 months, with the next meeting to be planned for December 2025.

ADJOURN JOINT MEETING

The joint meeting of the **Board of Library Trustees** and the **Board of the Santa Clara City Library Foundation and Friends** adjourned at 7:09 PM.

7:14 PM - Start of Regular Board of Library Trustees Meeting **REGULAR**

MEETING OF THE BOARD OF LIBRARY TRUSTEES

CONSENT CALENDAR

CONSENT ITEMS PULLED FOR DISCUSSION

[25-617](#)

Action on the Board of Library Trustees Meeting Minutes of May 5, 2025

Recommendation: Approve the Board of Library Trustees Meeting Minutes of May 5, 2025

The **Board** pulled for discussion item 25-617, the minutes of the May 5, 2025 regular meeting, to inquire why they showed **Trustee Mohammad** as absent from roll call but present later in the meeting. The **Board** was reminded that **Trustee Mohammad** had arrived late to the meeting, and the minutes reflected that.

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

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

Excused: 1 - Trustee Mohammed

PUBLIC PRESENTATIONS

JoAnn Davis, Executive Director of the **Santa Clara City Library Foundation and Friends** provided information about patio sales scheduled for June 20 and 21, 2025, an extra patio sale scheduled at Central Park Library on June 29, 2025, and informed the **Board** that book sale schedules are available on the **Foundation's** website.

GENERAL BUSINESS

- 1 [25-620](#) Discussion on Nominations and Election of Board of Library Trustees Chair and Vice Chair for FY 2025/26

Recommendation: Nominate a Chair and Vice-Chair of the Board of Library Trustees for FY 2025/26.

At the request of **Chair Evans**, **Trustees** were polled for interest in serving as **Chair** or **Vice-Chair** of the **Board** in Fiscal Year (FY) 2025-26 by **Patty Wong, City Librarian**. She informed the **Board** that **Chair Evans** and **Trustee Tryforos** had both expressed willingness to serve as either **Chair** or **Vice-Chair**.

Trustee Tryforos nominated **Chair Evans** for the role of **Chair**. **Chair Evans** accepted and nominated **Trustee Tryforos** for **Vice-Chair**. The Charter requires these elections to take place after July 1st each year. The **Board of Library Trustees** does not meet in July, and agreed to hold elections at their first subsequent meeting, the special meeting scheduled for August 18, 2025.

2 [25-517](#) Discussion and Action to Schedule Informational Reports to Board

Recommendation: Approve a schedule to receive informational reports.

The **Board** reviewed a proposed schedule for informational reports planned to be provided by staff throughout the coming year. One item was corrected on the proposed schedule: the informational report scheduled for August 4, 2025 was rescheduled due to the cancellation of the August 4, 2025 regular meeting. It was rescheduled for the August 18, 2025 special meeting.

A motion was made by Vice-Chair Ricossa, seconded by Trustee Tryforos to approve the staff recommendation as amended.

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

Excused: 1 - Trustee Mohammed

3 [25-586](#) Discussion and Possible Action on Work Plan Presentation to Council

Recommendation: Review and discuss work plan presentation to Council.

City Librarian Wong informed the **Board** that the presentation of their work plan to **Council** might be in August or September, and that **Council** was in recess from July 15, 2025 to August 15, 2025. The work plan presentation prepared for **Council** was reviewed, and **City Librarian Wong** provided updates on progress for several work plan items. The **Board** agreed to include in the presentation the mission and vision statements they prepared for the Library Strategic Plan. The **Board** also agreed to update the presentation to reflect that **Trustee Huynh** agreed to serve as liaison to the **Youth Advisory Commission**, and to include the number of responses to the community survey distributed as part of the Library Strategic Plan. The **Board** also agreed that **City Librarian Wong** and **Foundation Executive Director JoAnn Davis** should coordinate a date in December with an agenda draft for the next joint meeting of the **Board of Library Trustees** and the **SCCLFF Board**. A potential date being considered is the December 1, 2025 regular meeting. **Luis Haro, Deputy City Attorney** confirmed that the **Vice-Chair** of the **Board** could also be a liaison to the **SCCLFF Board**.

STAFF REPORT

City Librarian Wong provided an update on the effort to reopen the Cafe at Central Park Library, sharing that no major renovations are needed, and that more information should be available to share at the next **Board** meeting in August.

TRUSTEES REPORT

At the request of **Trustee Mohammed**, who was excused from this meeting due to travel, **City Librarian Wong** read statement he had prepared. The statement addressed the firing of the **Librarian of Congress**, and the effects and implications of this action on libraries of all types throughout the nation. **City Librarian Wong** addressed the questions and concerns of the **Board**, and provided information regarding federal actions to remove staff and collection materials from the **Library of Congress**.

ADJOURNMENT

The meeting was adjourned at 8:01 PM.

A motion was made by Vice-Chair Ricossa, seconded by Trustee Tryforos, to adjourn the meeting in memory of former Councilperson Debi Davis, who recently passed away.

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

Excused: 1 - Trustee Mohammed

The Board of Library Trustees Meeting is adjourned to the August 18, 2025 special meeting, at 6:00 PM, in the Edinger Room at Central Park 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.

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City of Santa Clara

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

Agenda Report

25-775

Agenda Date: 8/18/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Election of Board of Library Trustees Chair and Vice Chair for FY 2025/26

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

Each City Board and Commission is required to elect one of its members to serve as the presiding officer “as soon as practicable following the first day of July every year” (City of Santa Clara Charter Section 1003). It has been the practice of the Board of Library Trustees to simultaneously elect a member to serve as Vice-Chair.

The role of the Chair is to facilitate monthly meetings, speak on behalf of the Board at City Council meetings and work with the staff liaison on the preparation of the Board agenda. The role of the Vice-Chair is to fulfill the responsibilities of the Chair when the Chair is not able to attend a Board meeting.

At the June 2, 2025 regular meeting of the Board of Library Trustees, the Board discussed and made nominations for the roles of Chair and Vice-Chair. The vote to elect the Chair and Vice-Chair was scheduled for the August 18, 2025 special meeting.

DISCUSSION

The Board of Library Trustees will hold elections for Chair and Vice-Chair. Individuals nominated can either accept or decline the nomination. Trustees shall vote for one candidate to serve in each role. The Trustee receiving the most votes shall assume the responsibilities for the role for which they were elected for the remainder of Fiscal Year (FY) 2025/26 or until a vacancy occurs if sooner than the end of the fiscal year or until the next elections are held if the term is extended. At the conclusion of the item and a successful majority vote, the outgoing Chairperson will turn the meeting over to the new Chairperson to continue the agenda.

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

Review of the procedures for the selection of a Board of Library Trustees Chair and Vice-Chair were coordinated with the City Attorney’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 <<mailto:clerk@santaclaraca.gov>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Elect a Chair and Vice-Chair of the Board of Library Trustees for FY 2025/26.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian



Agenda Report

25-865

Agenda Date: 8/18/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Informational Report to the Board - Trail of the Book: The Lifecycle of Materials in the Santa Clara City Library

BACKGROUND

The Board of Library Trustees took action at the June 2, 2025 regular meeting to identify areas of library operations in which the Board hopes to become better informed. This action is intended to support board development, and to help Trustees better advocate for the Library in the community and support fundraising initiatives.

DISCUSSION

This informational report provides an overview of the life cycle of a book in the library collection, from selection through cataloging, use, and replacement or removal. It provides answers to some of the most commonly asked questions about library operations. The report has been prepared by Program Coordinators Jason Thomas (Adult Services), Yu-Lan Chou (Technical Services) and Rachel Schmidt (Youth Services).

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

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RECOMMENDATION

Note and file informational report.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. Informational Report - Trail of the Book



Trail of the Book

The lifecycle of materials in the Santa Clara City Library

Presented by:

Jason Thomas – Adult Services Program Coordinator

Yu-Lan Chou – Technical Services Program Coordinator

Date: August 18, 2025





Collection Development

Collection Development is...

- The continuous, intentional process of acquiring, maintaining, managing, and removing materials for a library's collection to benefit and serve the learning of the library's community and beyond.

Collection Development Policy

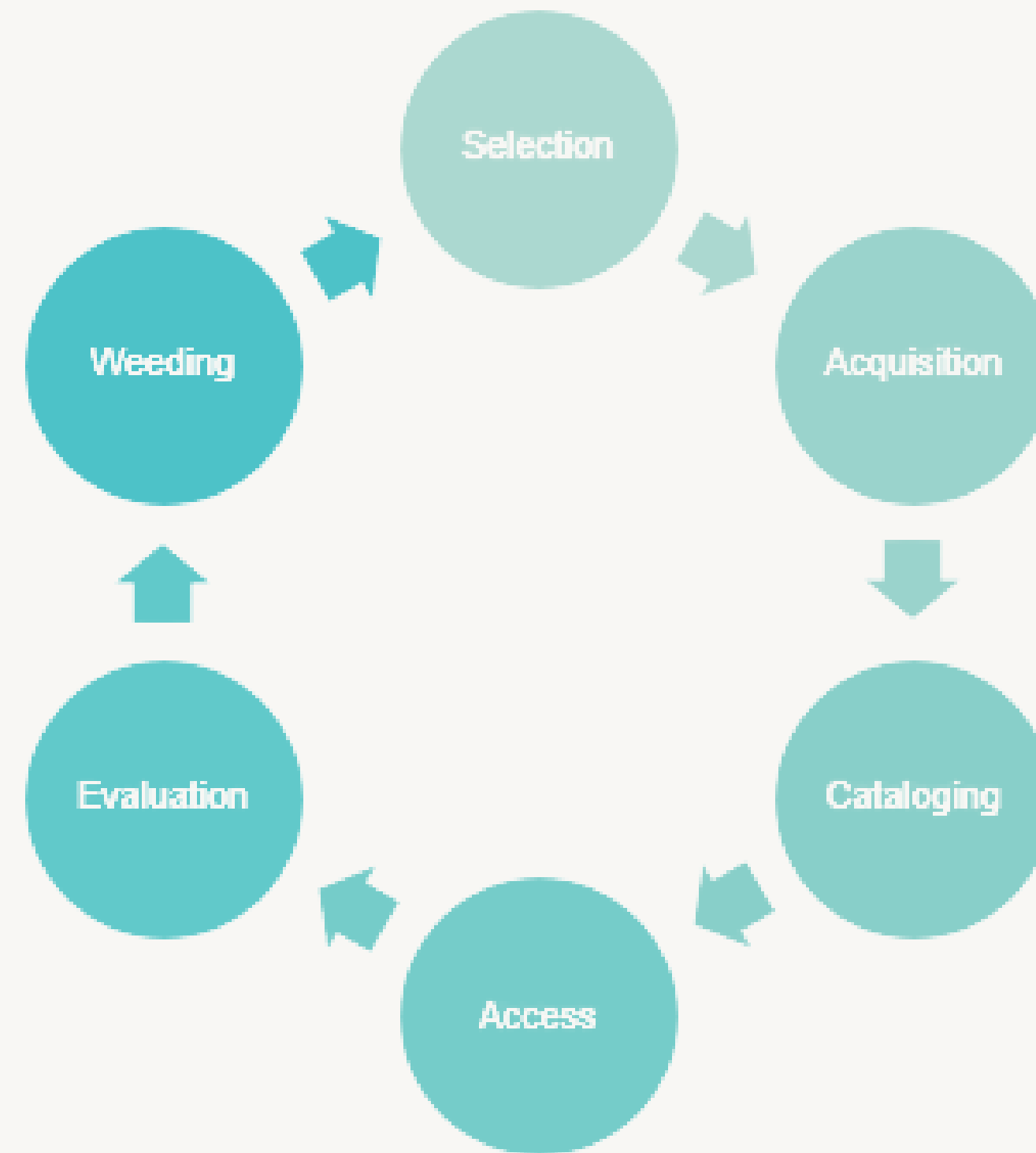
- Provides guidance and direction to library staff for collection development.
- Holds staff accountable to the public and reinforces our professional values of intellectual freedom and access to information.

Why is collection development important?

- It ensures that we acquire, organize, and maintain resources that reflects the needs, interests, and diversity of its community. It ensures that library resources are being used to properly and that libraries remain relevant, responsive, and valuable to the community.



Material Lifecycle



Selection

“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.” – Collection Development Policy

<http://bit.ly/3UQ00JA>




Selecting Materials



**Community
Needs and
Interests**



Reviews



**Diversity and
Representation**



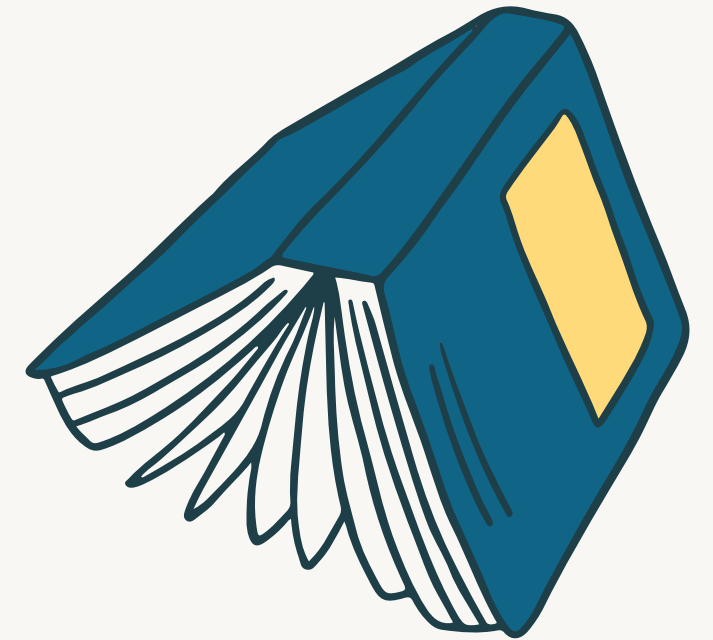
**Authoritativeness
and Accuracy**



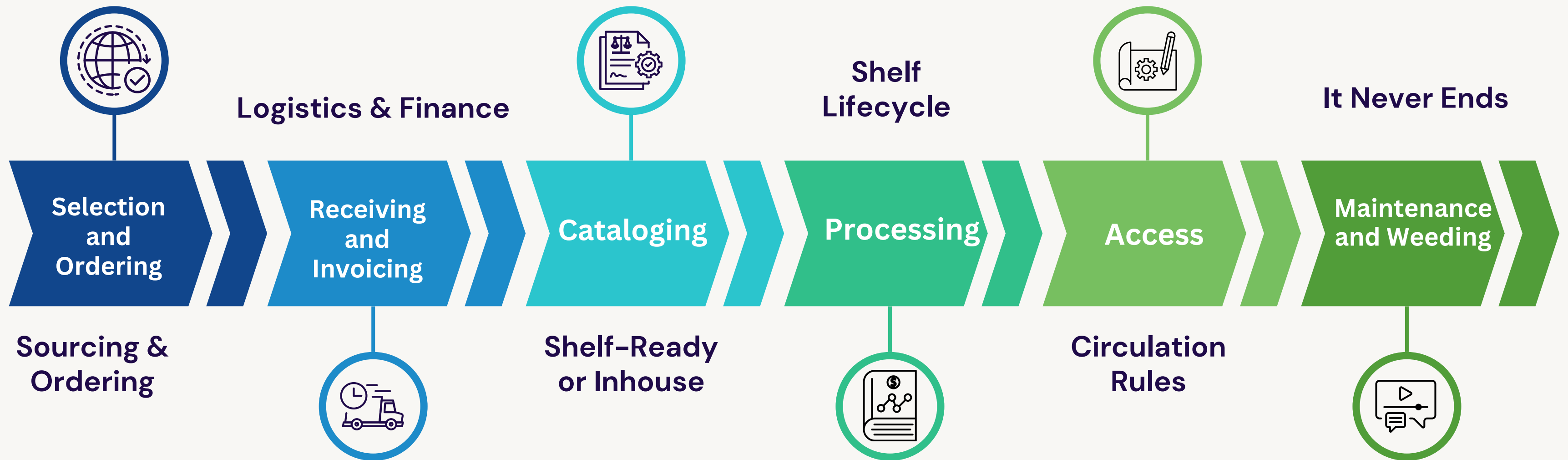
**Budget
Constraints**



**Patron
Suggestions**



Technical Services



AMAZON

and/or

LIBRARY SUPPLIERS

Amazon Prime
Offers Free
Shipping

Free Shipping from
Most Vendors

No MARC records
or Library Friendly
Metadata

MARC Records and
Shelf Ready

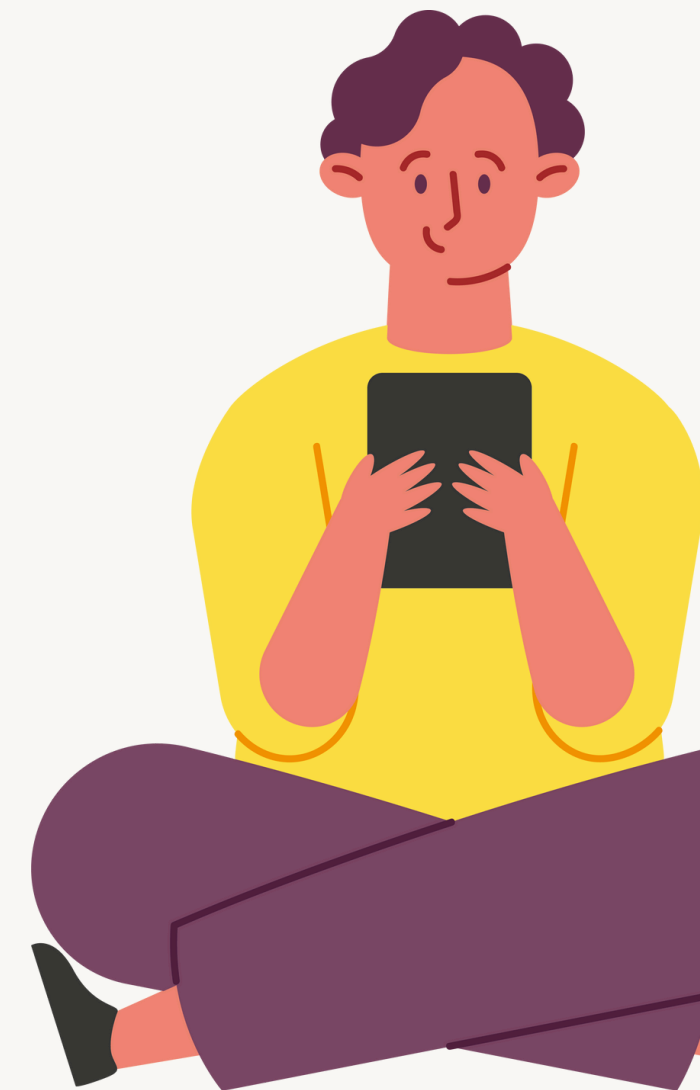
No EDIFACT Ordering and
Invoicing Procurement
Integration

EDIFACT
Compliance and
Editions/Stock
Availability



Digital Materials and the Lifecycle

- **Selection and Acquisition:** Different Lending Models
 - Hoopla: Access to a permanent collection, maintained by Hoopla
 - Libby: Metered Access vs. One Copy One User (OCOU)
- **Cataloging and Access:**
 - Search and Download from Library Catalog or via Individual Apps
- **Evaluation and Weeding:**
 - Each service offers reports to gauge use and interest.



Weeding

When it's time to say "Goodbye!"



Why do we weed?

- **Shelf Space:** Libraries have limited physical space. Weeding frees up shelf space, allowing for the addition of new materials and preventing overcrowding.
- **Improved Browsing:** A less cluttered and well-organized collection makes it easier for patrons to find what they're looking for, enhancing their browsing experience.
- **Outdated Materials:** Books on outdated technologies, historical events, or scientific theories can become inaccurate or irrelevant over time. Weeding removes these, ensuring the collection remains current and useful.
- **Damaged or Worn Materials:** Books in poor physical condition can be unattractive and difficult to use. Weeding these items improves the overall quality of the collection.
- **Low Usage:** If a book hasn't been checked out for a long time, it may indicate a lack of interest or relevance to the current user base. Removing such items makes room for more popular or requested materials.



Factors for Weeding

Several factors must be considered during the weeding process.

These factors include:

- The needs and demands of the library's community of users.
- The availability of more suitable material.
- The ability of the budget to provide funds to purchase more satisfactory items.
- The relationship of a particular item to others on that subject.
- Ability for patrons to use other libraries in the area.
- Whether the item has long term local history significance or rarity.
- The possible future usefulness of a particular item.
- The availability of more current information on the Internet or through eResources provided by the library.
- The ability of the library to borrow the item through interlibrary loan.



We use the **CREW** Guidelines for determining criteria for weeding:

CREW Stands for: **C**ontinuous **R**evue, **E**valuation, and **W**eeding.

Developed by the Texas State Library and Archives Commission

<http://bit.ly/4lieisC>

Conclusion

01



Library collections are dynamic and responsive.

02



Each stage—from selection to weeding—aims to meet evolving community needs

03



The Library aims to reflect you—your interests, your stories, your right to read.

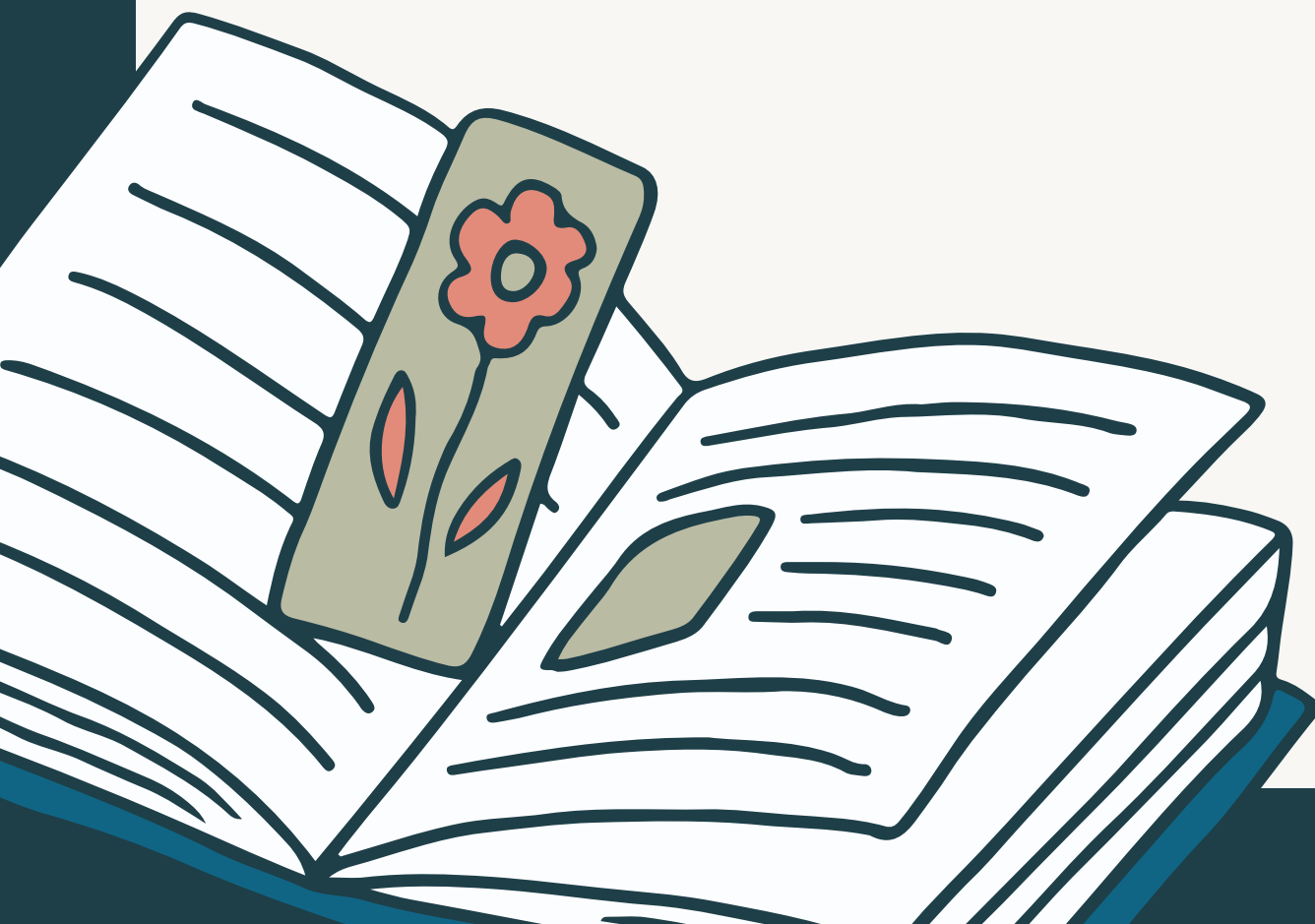


LIVENOTE

Questions?

Jason Thomas – JThomas@santacclaraca.gov

Yu-Lan Chou – YChou@santacclaraca.gov





Agenda Report

25-874

Agenda Date: 8/18/2025

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action to Review and Approve Work Plan 2025

BACKGROUND

The Board of Library Trustees reviewed and developed an annual work plan at their February 3, 2025 meeting, and approved the contents at the March 3, 2025 meeting. Further review on the presentation of the work plan took place at the May 5, 2025 meeting.

DISCUSSION

It was decided that Council will review the work plans for the City of Santa Clara Boards and Commissions in a single report to Council, with work plans attached. The Board will review the work plan in the new template provided for Council review and receive information on the change in process.

The 2025-26 Workplan provides direction to key areas of priority for the Board of Library Trustees and particularly support for the upcoming Strategic Plan and Facilities Master Plan. The workplan includes support for the ongoing funding for the Library beyond the approved current budget for the forthcoming two years and to explore additional alternative funding support for library services. The Board will develop stronger communication with the public, the Foundation and Friends and will act as liaisons with City commissions that are natural allies to the Library. The workplan continues the Board's commitment to reviewing all Library policies on a regular basis and completing this review in 2026. Finally, the workplan addresses the Board of Library Trustees commitment to excellence through board development opportunities, education about the role of libraries in the United States and local library operations.

Prior versions of the Workplan were not approved by Council but included investment in a new mission and vision for the Library and engagement with the public to create the Strategic Plan and support development of the Facilities Master Plan through significant outreach to the community and City Boards and Commissions about the Library's future service. The Board is committed to increasing Library service and connecting that growth to the development and population projections for the City. The Board focused on reviewing Library policies that had not been updated for more than 10 years. Another accomplishment of the Board was the review of the Collection Development Policy to meet the requirements of the AB 1825 California Freedom to Read Act which safeguards the ongoing commitment of intellectual freedom and the Library's ability to cultivate a diverse and broad collection. Prior workplans emphasized the ongoing need for maintaining financial stability for the Library, with a goal of restoration of hours and increasing staff capacity.

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

Action to Approve Final Work Plan 2025.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

ATTACHMENTS

1. BCC Template for Workplan
2. Draft Board of Library Trustees Workplan 2025 (Redline)
3. Draft Board of Library Trustees Workplan 2025
4. Original Draft Work Plan 2025

Proposed Fiscal Year 2025/2026 Board of Library Trustees Workplan

Background

On (date of BOLT meeting) the BPAC reviewed the upcoming FY2025/2026 workplan and proposes to work on the following list of items. (Provide a summarized description of proposed workplan below)

- 1.
- 2.
- 3.

Current Membership

Name	Appointed	Terms Ends
Jonathon Evans	05/24/21 (25)	2025
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
Salim Mohammed	05/13/24 (28)	2028

Purpose, Role and Duties of BOLT: (include in this section the frequency in which BOLT meets)

Proposed 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.

1. Collection Funding
 - a. Due to return of the collection budget through FY2026/27, staff recommend the following: "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.
 - i. Update: Plans nearing completion.
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 – Trustee Tryforos
 - ii. Conduct a joint meeting with the Santa Clara City Library Foundation and Friends (SCCLFF) Board
 1. Update: BOLT has appointed Trustee 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

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Deleted: <#>Advocate for the complete restoration of the collection budget.¶

Deleted: <#>Update: BOLT has reviewed the following Library policies in FY 2024/25 and 2025/26 ¶
Community Room Use Agreements (11/4/2024)¶
Audiovisual and Camera Equipment Use Policy (11/4/2024)¶
Policy Governing the Use of Library Grounds (11/4/2024)¶
Library Rules of Conduct (5/5/2025)¶
Policy for the Use of Library Grounds (5/5/2025)

Deleted: These plans are nearing completion, and BOLT has provided assistance throughout their development. Trustees crafted Mission and Vision statements for the Library Strategic Plan and have reviewed the draft Strategic Plan multiple times throughout its development. Trustees actively supported community engagement efforts for both plans, aiding in the distribution of the Community Survey for the Library Strategic Plan, and in gathering community feedback for the Facilities Master Plan through activities like tabling at the Art and Wine Festival 2024 and Comic Con 2024.

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Deleted: Board of the Santa Clara City Library Foundation and Friends (SCCLFF

Deleted:), Trustee Tryforos

Deleted: BOLT held a joint meeting with the SCCLFF Board

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- i. The following are a list of current liaisons
 1. Parks and Recreation Commission – Vice-Chair Ricossa
 2. Santa Clara Station Area Taskforce – Chair Evans
 3. Historical and Landmarks Commission – Trustee 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
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Purpose, Role and Duties of BOLT: (include in this section the frequency in which BOLT meets)

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. They meet ten times per year, on the first Monday of every month except for January and July. 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.

Deleted: BOLT has also identified the following accomplishments completed since the February 20, 2024 dinner with Council to review the prior work plan.¶

¶ Drafted Vision and Mission statements for the Santa Clara City Library Strategic Plan¶

¶ 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.¶

¶ Vision: Discover what's possible¶

¶ Updated the Board of Library Trustees Bylaws¶

¶ Developed and approved New Trustee Handbook¶

¶ Onboarded two new Trustees¶

¶ Received regular updates on the Library Strategic Plan and Facilities Master Plan in progress¶

¶ Reviewed and supported updates to Library policies, including the Collection Development Policy, Community Room Use Agreements, Audiovisual and Camera Equipment Use Policy, and Policy Governing the use of Library Grounds.¶

¶ Reviewed and discussed important updates on the capital improvement funding for the Library and related capital projects¶

¶ Explored the book sanctuary movement and its applicability to Santa Clara City Libraries, recommending inclusion in the National Library Week Proclamation 2025¶

¶ Board engaged with the public during the Facilities Master Plan community engagement efforts, assisting with data gathering during Art & Wine Festival and Comic Con 2024. ¶

¶ Trustees engaged with the public during eight stakeholder engagement sessions with various Boards, Commissions and Task Forces in support of the Facilities Master Plan.¶

¶ Trustees supported community survey distribution in support of the Strategic Plan, which collected 1,543 responses.¶

¶ Recommended National Library Week 2024 Proclamation.¶

¶ Received an informational presentation on electronic library resources to better understand and advocate for e-resources, and to better understand the impact of COVID on use of library e-resources.¶

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Board of Library Trustees

Work Plan 2025 & Accomplishments

Date TBD



Board of Library Trustees

Work Plan 2025 & Accomplishments

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





Work Plan 2025

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Work Plan 2025

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Work Plan 2025

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Work Plan 2025

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Accomplishments 2024

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