



# City of Santa Clara

## Meeting Agenda

### Board of Library Trustees

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**Monday, May 5, 2025**

**6:00 PM**

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

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

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

Meeting ID: 858 6425 7230 or

- 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      25-466      [Action on the Board of Library Trustees Meeting Minutes of April 7, 2025](#)

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of April 7, 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      25-414      [Action on Revised Library Rules of Conduct and Revised Policy for Children Visiting the Library](#)

**Recommendation:**

1. Review and approve the following:
  - a. Revised Santa Clara City Library Rules of Conduct (Attachment 1-2); and
  - b. Revised Santa Clara City Library Policy for Children Visiting the Library (Attachment 3-4).

- 3      25-532      [Discussion and Possible Action on Work Plan Presentation to Council](#)

**Recommendation:** Review and discuss work plan presentation to Council.

- 4      25-508      [Discussion and Possible Action on Conducting Outreach to Support the Library due to Federal Funding Cuts to Library Services and Potential Establishment of a Subcommittee to Implement Board's Actions](#)

**Recommendation:** Discuss and take action to identify next steps in supporting and advocating for the Library in the community.

- 5      25-519      [Discussion and Action on Agenda Setting for Joint Meeting with Santa Clara City Library Foundation and Friends Board](#)

**Recommendation:** Prepare an agenda for the discussion with the Santa Clara City Library Foundation and Friends Board at the June 2, 2025 regular Board of Library Trustees meeting.

### **STAFF REPORT**

### **TRUSTEES REPORT**

**ADJOURNMENT**

The Board of Library Trustees Meeting is adjourned to June 2, 2025, at 6:00 PM.

The June meeting will take place at Mission Branch Library, Community Room, 1098 Lexington St., Santa Clara, CA 95050.

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**MEETING DISCLOSURES**

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

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

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.

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# City of Santa Clara

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

## Agenda Report

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25-466

Agenda Date: 5/5/2025

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

#### **SUBJECT**

Action on the Board of Library Trustees Meeting Minutes of April 7, 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) <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 April 7, 2025

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

#### **ATTACHMENTS**

1. Board of Library Trustees Minutes - April 7, 2025 Minutes - Draft



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

04/07/2025

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).

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

**Chair Evans** called the meeting to order at 6:01 PM.

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

#### **CONSENT CALENDAR**

- 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

**A motion was made by Vice-Chair Ricossa, seconded by Trustee Tryforos to Approve Staff Recommendation.**

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

## **PUBLIC PRESENTATIONS**

**JoAnn Davis, Executive Director of Santa Clara City Library Foundation and Friends** provided an update on the annual fundraiser Librarpalooza was held at **Triton Museum of Art**. No Saturday book sales will be held in April, but a porch sale is planned for Sunday, April 27, 2025 at **Central Park Library**. Saturday Sales will resume in May. A fundraiser is planned at **Red Robin in Rivermark Plaza** in May, anyone who mentions they're supporting the **Library Foundation** that day, a donation will be made to the **Foundation**. The date will be finalized and announced

## **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.

An informational presentation covering popular services and programs at the **Northside Branch Library** was shared with the **Board** by library staff **Rachel Hughes** and **Helga Afaghani**. The **Board** received the presentation and asked follow-up questions.

- 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)

**City Librarian Patty Wong** shared with the **Board** that while they had recently approved the revised Collection Development Policy, further updates were necessary to satisfy the requirements of AB1825 the California Freedom to Read Act. **Deputy City Attorney Luis Haro** reviewed the required language changes with the **Board**. The checklist to ensure AB1825 compliance, as well as clean and redline versions of the revised policy, were reviewed. **Deputy City Attorney Haro** confirmed that Council approval was not required for this policy update.

**A motion was made by Trustee Mohammad, seconded by Vice-Chair Ricossa to approve the Collection Development Policy.**

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

- 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.

**City Librarian Wong** shared information with the **Board** on the impacts of federal funding cuts to library budgets nationwide and to the **Santa Clara City Library** in particular. Impacts to the grant funding supporting the **Read Santa Clara** literacy program at the library were addressed as were the impacts to funding for electronic resources heavily used by the library as well as **Santa Clara Unified School District** schools such as encyclopedias, databases, and the New York Times. **City Librarian Wong** provided information on many specific grants, programs, and resources previously supported by such funding and anticipated impacts to service including possible reductions in resources, programs and services. The likelihood of increased community demand was addressed as surrounding library systems face similar impacts to their services.

The **Board** discussed the need to reach out to congressional representatives to share concerns and the impacts of federal funding cuts to the library, and discussed addressing this issue with Council while receiving the National Library Week Proclamation on April 8, 2025. **Deputy City Attorney Haro** confirmed that letters could be sent to congressional representatives on behalf of the **Board of Library Trustees**, though not on behalf of the **City of Santa Clara**, and that the **Board** could prepare a draft letter template to distribute to the public to encourage advocacy for library funding. Template letters from the **American Library Association** and the **California State Library** were shared with the **Board**. A subgroup composed of Trustee Mohammed and Trustee Huynh was recommended to draft the letter.

**A motion was made by Vice-Chair Ricossa, seconded by Trustee Tryforos to authorize two members to write an open letter from the Board of Library Trustees to local congressional representatives and a template letter for use by the public in support of Institute for Museum and Library Services (IMLS) funding.**

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



- 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.

The **Board** by unanimous consent directed staff to place on a future agenda the following informational report topics: Library of Things, Read Santa Clara, Seed Share, Trail of the Book: From Selection to Removal, and Library Grants. **Deputy City Attorney Haro** determined no formal action was necessary because direction to staff was sufficient.

- 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.

**Vice-Chair Ricossa** and **Trustee Tryforos** were appointed to discuss the joint meeting and to obtain potential dates with the Santa Clara City Library Foundation and Friends Board at a following meeting.

**A motion was made by Trustee Mohammad, seconded by Trustee Tryforos to schedule a joint meeting between the Board of Library Trustees and the Santa Clara City Library Foundation and Friends Board, and for the Board to recommend possible meeting dates on a future agenda.**

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

## **STAFF REPORT**

**City Librarian Wong** shared a reminder that National Library Week is April 6-12, 2025, and that she and **Chair Evans** would be receiving a Proclamation for National Library Week at the April 8, 2025 **City Council** meeting. Planned National Library Week activities were shared, including book displays, comment card displays for patrons to share feedback on the library, and a National Library Week Bingo game printout available at all locations, with bookmarks available as prizes.

The **Board** was also informed that staff had updated the Board of Library Trustee Handbook so that those pages with FY 2022-23 statistics were updated with FY 2023-24 data. Updated copies were passed out to the Board, along with an updated printed calendar of events at the library and a printout of National Library Week Bingo.

Information was shared about a program featuring **Cirque du Soleil** on April 17, 2025 at Central Park Library, with a demonstration performance from their new show Echo.

**TRUSTEES REPORT**

**ADJOURNMENT**

The meeting was adjourned at 8:06 PM.

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

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

The Board of Library Trustees Meeting is adjourned to May 5, 2025, at 6:00 PM.

DRAFT

**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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## Agenda Report

25-414

Agenda Date: 5/5/2025

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

#### **SUBJECT**

Action on Revised Library Rules of Conduct and Revised Policy for Children Visiting the Library

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

In coordination with the City Attorney's Office, the Library has conducted a review of Library policies and identified those which would benefit from updates to better reflect contemporary service standards, improve transparency, and better meet community needs. On November 4, 2024, the Board of Library Trustees reviewed revisions to the Collection Development Policy, the Community Room Use Agreements, the Audiovisual and Camera Equipment Use Policy, and the Policy Governing the Use of Library Grounds.

Staff have reviewed three additional policies for revision and review by the Board, in coordination with the City Attorney's Office. These include the Library Rules of Conduct, the Children Visiting the Library Policy, and the Food and Drink Policy.

The Food and Drink Policy has been incorporated into the revised Library Rules of Conduct. Following careful review and revisions, the following two policies have been updated for Board review:

1. Santa Clara City Library Rules of Conduct
2. Santa Clara City Library Policy for Children Visiting the Library

#### **DISCUSSION**

##### **Policy Revision Highlights**

##### **Library Rules of Conduct**

This policy was last updated in 2019, and was called the Policy for Public Rules of Conduct. The proposed revision includes the following changes:

- Updated language addressing appropriate and inappropriate behavior and use of library materials and facilities.
- Incorporated Food and Drink Policy into Library Rules of Conduct.
- Updated references to other policies.
- Added language addressing enforcement.

##### **Policy for Children Visiting the Library**

This policy was last updated in 2011. It was revised to better address the following topics:

- Parent/caregiver responsibilities for children
- Rules and responsibilities relating to unattended children
- Designated children's spaces
- Staff intervention

The Board will review the revised Library Rules of Conduct (Attachment 1-2) and the Policy for Children Visiting the Library (Attachment 3-4).

### **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**

1. Review and approve the following:
  - a. Revised Santa Clara City Library Rules of Conduct (Attachment 1-2); and
  - b. Revised Santa Clara City Library Policy for Children Visiting the Library (Attachment 3-4).

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

### **ATTACHMENTS**

1. Library Rules of Conduct - Draft
2. Library Rules of Conduct - Redline
3. Policy for Children Visiting the Library - Draft
4. Policy for Children Visiting the Library - Redline



## LIBRARY RULES OF CONDUCT

The Santa Clara City Library and the Board of Library Trustees welcome you to read, write, research, study, and reflect in a safe, clean, quiet surroundings. The Santa Clara City Library includes Central Park Library, Mission Branch Library, Northside Branch Library, and the Bookmobile (collectively the “Library”). To ensure that all Library users have a positive experience, all visitors are expected to:

1. Respect the right of everyone in the Library to enjoy a pleasant environment.
  - A. Follow all Library rules, policies, and procedures; comply with the requests of staff.
  - B. Obey all applicable federal, state, and local laws and regulations.
  - C. Treat others with courtesy and respect. Conduct that is threatening, harassing, and/or interferes with others’ use and enjoyment of the library including, but not limited to, assault, verbal threats, stalking, offensive staring or offensive touching, will not be tolerated.
  - D. Immediately report to library staff any behavior that violate these rules of conduct.
  - E. Keep conversations throughout the library quiet and be mindful of noise levels. Some noise is expected in the children's area and occasionally in areas where library programming is taking place. Use of the library's outdoor spaces or designated cellphone areas are encouraged for social conversation.
  - F. Individuals whose conduct or personal hygiene disturbs others may be asked to leave the library.
  - G. Turn off or disable any audible equipment before entering the library.
  - H. Respect the privacy rights of others.
  - I. For photography or filming activities on library premises, refer to the Library [Audiovisual and Camera Equipment Policy](#).
  - J. Smoking, including e-cigarette and vaping devices, are not permitted anywhere in the library or within 50 feet of any entrance.
2. Keep your Library a safe place.
  - A. For their safety, children age 10 or under must be supervised by an adult or responsible caregiver at all times, refer to the Policy for Children Visiting the Library.
  - B. Secure/monitor your property at all times; the Library is not responsible for loss or theft.
  - C. Avoid activities on library premises that could cause injury to you or to others.
  - D. Large bulky items—or any item that might create a health or safety hazard—must be left outside and be removed when you leave.
  - E. Library entrances, exits, elevators, stairs, or aisles may not be blocked.
  - F. Appropriate clothing, including footwear, must be worn in the library.



- G. Using, possessing, distributing alcohol or illegal drugs is not allowed on library premises. In addition, persons under the influence of alcohol or illegal drugs will be asked to leave.
  - H. Possession of firearms, or weapons of any kind is a violation of California Penal Code §172(b) and is strictly forbidden.
  - I. The children's area of the library is reserved for children, their parents or responsible caregivers, and adults interested in children's literature, such as teachers and college students taking children's literature classes. Adults unaccompanied by a child or children may be assisted by staff or asked to move to another area of the library.
  - J. Exhibiting harmful matter to minors is a misdemeanor under California Penal Code §311.11, whether in print or on a computer screen.
3. Treat your Library appropriately and with respect.
- A. To avoid spills, stains, attracting pests, and damaging library materials and furnishings, no eating or display of open food/liquid containers are allowed inside the library. At the Central Park Library food may be consumed in the designated library café area. On occasions where food or drink are provided as part of a library program, exceptions may be permitted.
  - B. Parents or responsible caregivers that provide light food or drink to their child in the children's area is permitted.
  - C. Only drinks in secure spill-proof mugs or bottles are allowed inside the library.
  - D. Use library facility, materials, equipment, and furnishings as intended; refrain from moving or sleeping on library furniture.
  - E. Bathing or laundering is not allowed in library restrooms.
  - F. Defacing, damaging, or soiling library property, materials, equipment, and/or furnishings is prohibited. Malicious damage and/or destruction of library materials or property may be prosecuted under California Penal Code §594.
  - G. Underlining, highlighting, writing on or removing pages from library materials is prohibited.
  - H. Library facilities may not be used for conducting or soliciting business without approval from the Library Administration; panhandling is not permitted.
  - I. Refer to the [Policy for the Use of Library Grounds](#) for any activities that include speaking or distribution of written information.
  - J. Only service animals, as defined by the Americans with Disabilities Act, or animals involved in library-sponsored programs are allowed in the library; no unattended animals or social/emotional support animals are allowed.
  - K. Use library facilities and spaces in a manner that does not monopolize such spaces to the exclusion of others.



## **ENFORCEMENT**

To ensure that all library visitors have a safe and enjoyable experience at the Library, and in order to be fair and equitable in the application of library polices, upon determining that an individual has failed to comply with these rules of conduct or other library policy, library staff and security staff shall follow the following procedures.

### **In the event of a first-time, minor violation, staff may:**

1. Ask the individual to stop the noncompliant behavior; and/or
2. Warn that the individual may be required to leave the library for the day if noncompliant behavior does not stop.

If the conduct continues or in the event of a first-time, severe violation, in addition to the above, staff may suspend the individual's library privileges for the remainder of the day.

Please note, in the event of a severe infraction or repeated behavior in violation of library policies, staff may recommend that an individual be suspended for more than one day. Depending on the severity of the conduct, extended suspensions may range from one-week to a permanent ban.

### **In the event an extended suspension is recommended:**

1. An incident report will be prepared and include staff's recommendation that the individual's library privileges be suspended at one or more branches.
2. The City Librarian or designee shall determine whether an extended suspension is warranted and issue a letter to the individual informing them of the grounds for the suspension.
3. In the case of a minor (under the age of 18), the library will attempt to notify the parent or guardian and provide the parent or guardian a copy of the suspension letter.
4. The individual may appeal an extended suspension in writing within seven (7) days of receipt of the suspension letter. Appeals will be reviewed by the City Librarian within thirty (30) days thereafter, during which time the suspension will remain in effect. The City Librarian's decision is final.





POLICY FOR PUBLIC LIBRARY PATRON RULES OF CONDUCT

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1. Respect the right of everyone in the Library to enjoy a pleasant environment.
  - A. Follow all Library rules, policies, and procedures; comply with the requests of Library staff.
  - B. Obey all applicable federal, state, and local laws and regulations.
  - ~~C. Treat others with courtesy and respect. Do not threaten or harass other patrons, volunteers or staff including but not limited to assault, battery, verbal threats, stalking, offensive staring, or offensive touching. Activities that are~~ Conduct that is threatening, harassing, and/or interferes with ~~not courteous and respectful, and interfere, threaten or harass others'~~ use, ~~work, and~~ enjoyment of the Library, ~~including, but not limited to, assault, verbal threats, stalking, offensive staring or offensive touching, will not be are not tolerated.~~ Behave appropriately;
  - ~~C. D. Immediately report to Library staff any behavior that violate these rules of conduct. is disruptive, threatening, abusive, or questionable in any way.~~
  - ~~D. Keep conversations throughout the library quiet and be mindful of noise levels. Some noise is expected in the children's area and occasionally in areas where library programming is taking place. Use of the library's outdoor spaces or designated cellphone areas are encouraged for social conversation. The children's area and some Library programming may have higher noise levels due to design and intended use. In other areas, please be mindful of noise levels to be considerate of others using the library. keep~~ Strive to keep conversations quiet, and; use designated cell phone ~~the library's outdoor spaces or designated areas to place or receive telephone calls; take disruptive children outside.~~
  - ~~E.~~
  - ~~E. F.~~ Individuals whose conduct or personal hygiene disturbs others ~~will~~ may be asked to leave the Library.
  - ~~F. G.~~ Turn off or disable any audible equipment before entering the Library.
  - ~~H.~~ Respect the privacy rights of others; ~~photography or audio and video recording in the Library requires prior written permission from Library Administration.~~
  - ~~G. I.~~ For photography or filming activities on library premises, ~~follow~~ refer to the Library Audiovisual and Camera Equipment Policy.

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Field Code Changed



~~H.J.~~ Smoking, including e-cigarette and vaping devices, are not permitted anywhere in the Library or within 50 feet of any entrance.

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2. Keep your Library a safe place.

~~—~~ For their safety, children ~~under age 9~~age 10 or under must be supervised by an adult or responsible care-giver at all times, refer to the (see Policy for Children Visiting the Library).

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~~A.~~

A.

B. Secure/monitor your property at all times; the Library is not responsible for loss or theft.

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C. Avoid activities on library premises that could cause injury to you or to others.

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D. Large bulky items—or any item that might create a health or safety hazard—must be left outside the Library and be removed when you leave the Library.

E. Library entrances, exits, elevators, stairs, or aisles may not be blocked.

F. Appropriate dress/clothing, including footwear, must be worn in the Library.

~~G.~~ Using, possessing, distributing, or appearing under the influence of alcohol or illegal drugs are not allowed on library premises. In addition, persons under the influence of alcohol or illegal drugs will be asked to leave.

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H. Possession of firearms, or weapons of any kind is a violation of California Penal Code §172(b) and is strictly forbidden.

~~I.~~ The children's area of the library is reserved for children, their parents or responsible adult caregivers, and adults interested in children's literature, such as teachers and college students taking children's literature classes. Adults unaccompanied by a child or children may be questioned by staff, assisted by staff and/or, asked to move to another area of the Library.

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~~F.J.~~ Exhibiting harmful matter to minors is a misdemeanor under California Penal Code §311.11, whether in print or on a computer screen. ~~(See California Penal Code § 311.11).~~

3. Treat your Library appropriately and with respect.

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~~—~~ Comply with the Library's Food and Drink Policy. ~~To avoid spills, stains, attracting pests, and damaging Library materials and furnishings, no eating or display of open food/liquid containers are allowed inside the library building. At the Central Park Library food may be consumed in the designated Library cCafé area.~~

A. On occasions where food or drink are provided by the Library, or as part of a Library program, exceptions may be permitted.

B. Parents or responsible caregivers that provides light food or drink to their child in the children's area is permitted. for children's wellbeing in the Children's area is allowed



- ~~—Only drinks in secure spill-proof mugs or bottles are allowed inside the library.~~
- ~~A-C. \_\_\_\_\_~~
- ~~D. Use library facility, materials, equipment, and furnishings as intended; refrain from moving furniture, sleeping or sleeping on library furniture;~~
- ~~B-E. Bathing or laundering is not allowed in library restrooms. placing feet or footwear on furniture, etc.~~
- ~~F. Defacing, damaging, or soiling library materials facility property, materials, equipment, and/or furnishings is prohibited. Malicious damage and/or destruction of library materials or property are violations of may be prosecuted under California Penal Code § 594.~~
- ~~G. Underlining, highlighting, writing on or removing pages from library materials including, but not limited to, underlining, highlighting, writing, or removing pages is prohibited.~~
- ~~C. Malicious damage and/or destruction of library materials or property are violations of California Penal Code Section § 594.~~
- ~~H. The Library facility Library facilities may not be used for conducting or soliciting business without approval from the Library Administration; panhandling is not permitted.~~
- ~~D-I. Refer to the Policy for the Use of Library Grounds for any activities that includes speaking or distribution of written information. of a public nature follow the Policy Governing the Use of Library Grounds.~~
- ~~J. Only service animals, as defined by the Americans with Disabilities Act DA, or animals involved in library-sponsored programs are allowed in the library; no unattended animals or social/emotional support animals are allowed on library property in the library.~~
- ~~E-K. Use library facilities and spaces in a manner that does not monopolize such spaces to the exclusion of others to use them patrons or staff.~~
- ~~F. Exhibiting harmful matter to minors is a misdemeanor, whether in print or on a computer screen (See California Penal Code Section § 311.11).~~

~~Library staff have limited resources, including time. Requests for library services should be concise and non-duplicative. Any patron deemed to be monopolizing or abusing staff resources may be asked to submit all requests in writing, to be addressed as staff time and resources permit.~~

~~Visitors to the Library are responsible for the consequences of their choices and actions. The Library retains the right to take any action necessary to ensure a safe and pleasant environment for everyone. In accordance with Section 1013A of the Santa Clara City Charter, individuals who do not comply with these rules may lose their library privileges.~~

## **ENFORCEMENT**

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To ensure that ~~patrons~~ all library visitors have a safe and enjoyable experience at the Library, and in order to be fair and equitable in the application of library policies, upon determining that a ~~patron~~ individual has failed to comply with ~~this code~~ these rules of conduct or other library policy, library staff and security staff shall follow the following procedures.

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**In the event of a first-time, minor violation, staff may:**

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1. Ask the ~~patron~~ individual to stop the ~~prohibited~~ noncompliant behavior; and/or
2. Warn the ~~patron~~ that he/she the individual may be required to leave the library for the day if ~~prohibited~~ noncompliant behavior does not stop.

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If the conduct continues or in the event of a first-time, severe violation, in addition to the above, staff may suspend the ~~patron~~ individual's library privileges for the remainder of the day.

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Please note, in the event of a severe infraction or repeated behavior in violation of library policies, staff may recommend that a ~~patron~~ individual be suspended for more than one day. Depending on the severity of the conduct, extended suspensions may range from one-week to a permanent ban.

**In the event an extended suspension is recommended:**

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1. An incident report will be prepared and include staff's recommendation that the ~~patron's~~ individual's library privileges be suspended at one or more branches.
2. The City Librarian or designee shall determine whether an extended suspension is warranted and issue a letter to the ~~patron~~ individual informing them of the grounds for the suspension.
3. In the case of a minor (under the age of 18), the library will attempt to notify the parent or guardian and provide the parent or guardian a copy of the suspension letter.
4. A ~~patron~~ The individual may appeal an extended suspension in writing within seven (7) days of receipt of the suspension letter. Appeals will be reviewed by the City Librarian within thirty (30) days thereafter, during which time the suspension will remain in effect. The City Attorney's Office Librarian's decision is final.

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## **POLICY FOR CHILDREN VISITING THE LIBRARY**

Santa Clara City Library is a youth development organization designed to support children and teens to thrive in learning, health, literacy, exploration, and discovery. Children of all ages are welcome and encouraged to use the library's materials, programs and services. This policy is intended to protect the safety and well-being of children that use the City Library and to create a positive experience.

### **Responsibilities of Parents or Caregivers**

The Santa Clara City Library, including the bookmobile, are public facilities that are open to everyone, regardless of origin, age, background, and views. Library staff strive to ensure that all facilities are operated in a safe manner. However, the responsibility for the safety and behavior of children in the library rests with their parent(s), legal guardian(s), or other responsible caregiver(s)<sup>1</sup> (hereinafter "parent or responsible caregiver"). Library staff are not responsible for the care and safety of unattended children in the library.

In order to maintain a safe atmosphere where library visitors of all ages can use and enjoy the library, children and teens are expected to follow the Library's Rules of Conduct. Parents or responsible caregivers are to ensure that these expectations are met as needed.

### **Unattended Children**

Children ages 10 or under must always be physically accompanied by a parent or responsible caregiver, anywhere on library premises. Children ages 11 and older may use the library without a parent or responsible caregiver present, but must be able to reach a parent or responsible caregiver immediately, either in person or by phone.

Parents and responsible caregivers should consider the following when deciding whether their child is ready to visit the library on their own:

- Staff are available to assist children at the library, but staff may not act in the place of a parent as guardian for children at the library for any length of time.
- The library contains collection for all ages, as well as unfiltered internet access.
- Situations may arise when, due to unusual or emergency circumstances, it may be necessary for the library to close without prior notice.
- The library does not observe the same schedule everyday.

### **Designated Children's Spaces**

In order to create a space that invites reading, exploration, curiosity, learning, and making community connections for children and their families, the Library provides designated children's

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<sup>1</sup> A responsible caregiver must be at least 14 years old.

and teen's areas. These spaces welcome children and their parent or responsible caregivers to access age-appropriate library collections, services, and programs.

At Central Park and Northside Branch Libraries, designated family restrooms are provided within or near the children's and teen's areas. These restrooms are intended and prioritized for the use of children and their parents or responsible caregivers.

### **Staff Intervention**

Library staff respects the privacy of all library visitors, and although the library is not responsible for determining if a child is at risk, staff may intervene and contact the parent/guardian of the child or law enforcement in the following situations:

- Children of any age that have not been picked up at library's closing time will be given the opportunity to contact their parent or responsible caregiver. At least two staff members will remain with the child until the child has been picked up. If fifteen minutes after closing the child is still waiting at the library and staff are unable to contact their parent or responsible caregiver, staff will contact law enforcement to escort the child to a safe location until parents can be reached.
- All children must follow the Library's Rules of Conduct and use the library appropriately. Children who fail to comply may be subject to the same consequence processes as indicated in the policy.



## **POLICY FOR CHILDREN VISITING THE LIBRARY** **POLICY FOR CHILDREN AND TEENS AT THE LIBRARY**

~~Service to children is an important goal at the Santa Clara City Library. The Santa Clara City Library is dedicated to providing a safe and welcoming environment for families, children, and teens, with trained staff to provide age appropriate readers advisory and programs. Children of all ages are welcomed and encouraged to use the library materials, programs and services. This policy is intended to promote the safety of youth and families that use the Library and to create a positive experience when visiting the Santa Clara City Library.~~

~~The City of Santa Clara Libraries and library bookmobile are public buildings facilities and that are open to all, regardless of origin, age, background and views. To protect the safety and well-being of children and~~

~~Library staff strive to ensure that all buildings are operated in a safe manner in order to create a space that invites reading, exploration, curiosity, learning, and making community connections, the Library provides designated children and teen areas. However, because the buildings are open to all, libraries cannot be considered safe places for unattended children. **The responsibility for the safety and behavior of children in the Library rests with the parents, legal guardians, or other responsible adult caregivers age 14 or older** (hereinafter "parent or responsible adult caregiver"). *Library staff are not responsible for the care and safety of unattended children in the library.*~~

~~In order to maintain a safe atmosphere where library visitors of all ages can use and enjoy the library reading and study are encouraged, children and teens are expected to follow the Library's Rules of Conduct. Parents or responsible caregivers are to ensure that these expectations are met as needed. the following policy has been adopted by the Board of Library Trustees.~~

### **Unattended Children**

~~Young children (about ages 9-10 and under) must be accompanied by a parent or responsible adult caregiver at all times; older children and young teens (about ages 9-14) are not to be left unattended for extended periods of time. Parents or responsible caregivers should consider the following when deciding whether their child is ready to visit the library on their own:~~

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- ~~— Staff are available to assist children at the library, but staff may not act in the place of a parent or guardian for children at the library for any length of time.~~
- ~~— The library contains collection for all ages, as well as unfiltered internet access.~~
- ~~— Situations may arise when, due to unusual or emergency circumstances, it may be necessary for the Library to close without prior notice.~~
- ~~— The Library does not observe the same schedule everyday.~~

### **Staff Intervention :**

~~Library staff respects the privacy of all library patrons, and although the library is not responsible for determining if a child is at risk, staff may intervene and contact the parent/guardian of the child or the Santa Clara Police Department in the following situations:~~

- ~~• A Children age 9 and young young child is left unaccompanied in the library, must be accompanied continually by a parent or responsible adult caregiver. A parent or responsible adult caregiver must remain with the children at all times and in the case of an adult caregiver, have emergency contact information with them or available to them.~~
- ~~• If a child age 9 or younger is found to be unaccompanied in the Library, staff will try to locate the parent or responsible adult caregiver to remedy the situation. If a parent or responsible adult caregiver is unavailable, the Police, Santa Clara County Child Protective Services, or other appropriate government agency will be called.~~
- ~~— An older child or young teen is left unaccompanied in the library for a long period of time. Children age 10 and older may use the Library without a parent or responsible adult caregiver present, but must be able to reach a parent or responsible adult caregiver immediately, either in person or by phone.~~
- ~~— A child is not picked up by library closing time.~~
- ~~• A child is not adhering to a library policy including, but not limited to, the All children in the Library must follow the posted Patron Rules of Policy for Public Conduct in the Library. Children and are expected to use the Library appropriately. Children who do not follow these rules are subject to the same consequences as other library users, including being required to leave the Library or losing library privileges.~~
- ~~• Situations may arise when, due to unusual or emergency circumstances, it may be necessary for the Library to close without prior notice. In this event or in case of other emergencies, unaccompanied children age 18 years or younger who cannot transport themselves must be able to reach a parent or responsible adult caregiver for immediate pick-up.~~

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- ~~• The Library does not observe the same schedule every day. Parents or responsible adult caregivers should be aware of library closing times. If a child remains at the Library after hours, staff may make an attempt to contact a parent or responsible adult caregiver, but also may, immediately and without recourse, contact the Police, Santa Clara County Child Protective Services, or other appropriate government agency. Staff will not transport a child nor will a child be allowed to sit in a staff person's vehicle.~~
- ~~• The children's area of the Library is reserved for children, their parents or responsible adult caregivers, and adults interested in children's literature, such as teachers and college students taking children's literature classes. Out of concern for the safety of young patrons, adults who are unaccompanied by a child or children in the children's area of the Library may be questioned by staff, and may be asked to move to another area of the Library.~~
- ~~• If it is unsafe for a child to leave the building without an adult, that child should never be left unattended in the Library.~~

~~PARENTS AND ADULT CAREGIVERS, NOT LIBRARY STAFF, ARE RESPONSIBLE  
FOR THE BEHAVIOR AND SAFETY OF THEIR CHILDREN  
WHILE ON THE PREMISES  
OF THE  
SANTA CLARA CITY LIBRARY.~~

~~Questions related to this policy should be directed to the City Librarian or designee,  
Monday – Friday during regular business hours, (408) 615-2930~~

~~03/20/25 revision~~

## POLICY FOR CHILDREN VISITING THE LIBRARY

~~Santa Clara City Library is a youth development organization designed to support children and teens to thrive in learning, health, literacy, exploration, and discovery. Children of all ages are welcomed and encouraged to use the library's materials, programs and services. This policy is intended to protect the safety and well-being of children that use the City Library and to create a positive experience.~~

### Responsibilities of Parents or Caregivers

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The Santa Clara City Library, including the bookmobile, are public facilities that are open to everyone, regardless of origin, age, background, and views. Library staff strive to ensure that all facilities are operated in a safe manner. However, the responsibility for the safety and behavior of children in the library rests with their parent(s), legal guardian(s), or other responsible caregiver(s)<sup>1</sup>, age 14 or older (hereinafter "parent or responsible caregiver"). Library staff are not responsible for the care and safety of unattended children in the library.

In order to maintain a safe atmosphere where library visitors of all ages can use and enjoy the library, children and teens are expected to follow the Library's Rules of Conduct. Parents or responsible caregivers are to ensure that these expectations are met as needed.

### Unattended Children

Children ~~about~~ ages 10 or under must always be physically accompanied by a parent or responsible caregiver ~~at all times~~, anywhere on library premises. Children ages 11 and older may use the ~~Library~~ library without a parent or responsible caregiver present, but must be able to reach a parent or responsible caregiver immediately, either in person or by phone.

Parents ~~or~~ and responsible caregivers should consider the following when deciding whether their child is ready to visit the library on their own:

- Staff are available to assist children at the library, but staff may not act in the place of a parent as guardian for children at the library for any length of time.
- The library contains collection for all ages, as well as unfiltered internet access.
- Situations may arise when, due to unusual or emergency circumstances, it may be necessary for the ~~Library~~ library to close without prior notice.
- The ~~Library~~ library does not observe the same schedule everyday.

### Designated Children's Spaces

In order to create a space that invites reading, exploration, curiosity, learning, and making community connections for children and their families, the Library provides designated children's and teen's areas. These spaces welcome children and their parent or responsible caregivers to access age-appropriate library collections, services, and programs.

At Central Park and Northside Branch Libraries, designated family restrooms are provided within or near the children's and teen's areas. These restrooms are intended and prioritized for the use of children and their ~~adult~~ parents or responsible caregivers, with children.

<sup>1</sup> A responsible caregiver must be at least 14 years old.

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**Staff Intervention-:**

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- Children of any age that have not been picked up at library's closing time will be given the opportunity to contact their parent or responsible caregiver. At least two staff members will remain with the child until the child has been picked up. If fifteen minutes after closing the child is still waiting at the library and staff are unable to contact their parent or responsible caregiver, staff will ~~contact law~~contact law enforcement to ~~report abandoned child and wait with the child until they arrive~~escort the child to a safe location until parents can be reached.
- All children in the ~~Library~~ must follow the Library's Rules of Conduct and use the ~~Library~~library appropriately. Children who fail to comply may be subject to the same consequence processes as indicated in ~~the~~ the policy.

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# City of Santa Clara

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

## Agenda Report

25-532

Agenda Date: 5/5/2025

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

#### **SUBJECT**

Discussion and Possible Action on Work Plan Presentation to Council

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

The Board of Library Trustees has developed an annual work plan. It was reviewed and developed at the February 3, 2025 meeting of the Board of Library Trustees, and approved by the Board at the March 3, 2025 regular meeting.

The next step in this process is for the Board to develop the presentation for Council. Evening sessions for the Board to present their draft work plan to Council are anticipated in late June to mid-July 2025.

#### **DISCUSSION**

The Board will review and hold discussion on the draft annual work plan presentation, using the Council agenda template. Discussion on work plan layout in the presentation, and planning to ensure an effective presentation to Council, are planned for the May 5, 2025 and June 2, 2025 regular meetings.

#### **ENVIRONMENTAL REVIEW**

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

#### **FISCAL IMPACT**

There is no fiscal impact other than staff time.

#### **PUBLIC CONTACT**

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

#### **RECOMMENDATION**

Review and discuss work plan presentation to Council.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian

**ATTACHMENTS**

1. Draft Work Plan 2025 Presentation for Council

**DRAFT**



# **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

## 1. Collection Funding

- a. Advocate for the complete restoration of the collection budget

## 2. Alternative Funding

- a. To reduce reliance on the City's General Fund, explore alternative funding support for Library services

## 3. Communications Funding

- a. Advocate for a dedicated communications staff person





# Work Plan 2025

## 4. Policies

- a. Review Library policies and provide advisory support for policy updates and revisions
- b. Review revision of Collection Development Policy to meet requirements of AB1825 California Freedom to Read Act

## 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



# Work Plan 2025

## 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. Have a joint meeting with the Santa Clara City Library Foundation and Friends Board



# Work Plan 2025

- 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 - Vice-Chair Ricossa
    2. Santa Clara Station Area Taskforce – Chair Evans
    3. Historical and Landmarks Commission - Trustee Tryforos
    4. Downtown Community Taskforce – Chair Evans



# Work Plan 2025

- 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
  - 4. Youth Advisory Commission – TBD
- c. Conduct Library outreach with the community



# Work Plan 2025

## 7. Board Development

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



# Accomplishments 2024

1. Drafted Vision and Mission statements for the Santa Clara City Library Strategic Plan
2. Updated the Board of Library Trustees Bylaws
3. Developed and approved New Trustee Handbook
4. Onboarded two new Trustees
5. Received regular updates on the Library Strategic Plan and Facilities Master Plan in progress



# Accomplishments 2024

6. 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
7. Reviewed and discussed important updates on the capital improvement funding for the Library and related capital projects
8. Explored the book sanctuary movement and its applicability to Santa Clara City Libraries, recommending inclusion in the National Library Week Proclamation 2025



# Accomplishments 2024

9. 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
10. Trustees engaged with the public during eight stakeholder engagement sessions with various Boards, Commissions and Task Forces in support of the Facilities Master Plan.
11. Trustees supported community survey distribution and responses in support of the Strategic Plan





# Accomplishments 2024

12. Recommended National Library Week 2024 Proclamation
13. 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



## Agenda Report

25-508

Agenda Date: 5/5/2025

### REPORT TO BOARD OF LIBRARY TRUSTEES

#### SUBJECT

Discussion and Possible Action on Conducting Outreach to Support the Library due to Federal Funding Cuts to Library Services and Potential Establishment of a Subcommittee to Implement Board's Actions

#### BACKGROUND

At the April 7, 2025 Board of Library Trustees meeting, the Board received an informational update on the federal funding cut to the Institute of Museum and Library Services and the services at Santa Clara City Library that are likely to be impacted. This federal budget cut resulted in the termination of Library Services and Technology Act (LSTA) federal grant awards, whose contributions to the California State Library helped support access to resources, collections and services used by the Santa Clara City Library.

Anticipated likely impacts reviewed by the Board include the elimination or reduction of funding to support informational databases and e-resources used by the community, as well as grant support used in past years to support Read Santa Clara's literacy programs, and summer enrichment, STEAM and literacy programs provided for youth and teens. Recent efforts such as outreach to underserved communities like Montague Park, the Homework Help Center and the Teens Lead and Learn program were supported by California State Library grants, supported by LSTA funds.

The California State Library has provided more specific information on the services to be impacted, indicating that unless federal funding is restored or backfilled, State Library LSTA-funded competitive grant programs will be discontinued. These include

- Community Impact Grants
- eBooks for All California
- Play for All
- Sustainable California Libraries
- Teens Succeed

The following resources are also expected to be discontinued:

- Funds to add titles to California's Bookshelf and statewide access to the materials
- Subscriptions to the New York Times
- Free access to Cal Matters for Learning
- Free access to continuing education and leadership opportunities for library staff through California Libraries Learn (CALL)
- Resource guides, collections of books, and training for staff to support summer reading programs
- Subscriptions to ProLiteracy and Change Agent, and training and resources for local library

literacy programs

- Subscriptions to VolunteerMatch, and support for recruiting, training, and working with volunteers
- Free access to PolicyMap, mapping and data analytics tool, and training for staff in collecting and using data
- Preservation and digitization services for your collections, training for library staff, and support for setting up memory labs

The Santa Clara City Library, like many libraries nationwide, is analyzing the cost impact to prioritized resources, programs and services, and preparing team discussions to make decisions about what offerings may need to be cut or reduced to stay within budget.

### **DISCUSSION**

Discussion will be held by the Board on potential actions to take in support of the library, beyond preparing letters for congressional representatives as planned at the April 7, 2025 board meeting. Potential topics previously raised by the Board include outreach in the community, outreach to potential influencers, draft or template letters to share with the community advocating for library funding, or letters to the editor.

### **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) or at the public information desk at any City of Santa Clara public library.

### **RECOMMENDATION**

Discuss and take action to identify next steps in supporting and advocating for the Library in the community.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian



# City of Santa Clara

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## Agenda Report

25-519

Agenda Date: 5/5/2025

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

#### **SUBJECT**

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

#### **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. At the April 7, 2025 meeting, Vice-Chair Ricossa and Trustee Tryforos were appointed to discuss and coordinate a joint meeting with the SCCLFF Board. The purpose of the joint meeting is to further collaboration and relationship building between the Boards.

#### **DISCUSSION**

Vice-Chair Ricossa and Trustee Tryforos coordinated a time for a joint meeting, to occur during the regularly scheduled Board of Library Trustees meeting on June 2, 2025.

A proposed schedule would be:

5:30 PM - 6:00 PM: Meet and Greet

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

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

The Board will hold discussion to determine the agenda for discussion with the SCCLFF Board at the upcoming June 2, 2025 joint meeting. Approximately one hour will be dedicated to this collaborative session, and topics of discussion should be prioritized, with the goal of producing actionable next steps to further collaboration between the Boards.

#### **ENVIRONMENTAL REVIEW**

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

#### **FISCAL IMPACT**

There is no fiscal impact other than staff time.

#### **COORDINATION**

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

#### **PUBLIC CONTACT**

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clerk@santaclaraca.gov or at the public information desk at any City of Santa Clara public library.

**RECOMMENDATION**

Prepare an agenda for the discussion with the Santa Clara City Library Foundation and Friends Board at the June 2, 2025 regular Board of Library Trustees meeting.

Reviewed by: Sami James, Management Analyst

Approved by: Patty Wong, City Librarian