City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, July 2, 2018   6:00 PM   **Central Park Library - Board Room**
2635 Homestead Road
Santa Clara, CA 95051

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.A   **18-576**   Board of Library Trustees Minutes of May 7, 2018

         Recommendation: Approve May 7, 2018 meeting minutes.

1.B   **18-674**   Board of Library Trustees Minutes of June 4, 2018

         Recommendation: Approve June 4, 2018 meeting minutes.

PUBLIC PRESENTATIONS

This portion of the meeting is reserved for persons to address the Board of Library Trustees on any matter on the agenda. The law does not permit the Board of Library Trustees action on, or extended discussion of, any item not on the agenda except under special circumstances. Commissioners or the staff liaison may briefly respond to statements made or questions posed and may request staff to report back at a subsequent meeting. Please limit your remarks to 3 minutes.

GENERAL BUSINESS

STAFF REPORT

     18-675   Staff Report: Library Reports and Updates

     18-820   Staff Presentation

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to August 6, 2018, at 6:00 p.m.

City of Santa Clara

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

Agenda Report

18-576   **Agenda Date: 7/2/2018**

SUBJECT
Board of Library Trustees Minutes of May 7, 2018

RECOMMENDATION
Approve May 7, 2018 meeting minutes.

City of Santa Clara

Meeting Minutes

Board of Library Trustees

05/07/2018	6:00 PM	**Central Park Library - Board Room**
		2635 Homestead Road
		Santa Clara, CA 95051

CALL TO ORDER AND ROLL CALL

Vice Chair Kyo called the meeting to order at 6:01 PM.

A motion was made by Trustee Broughman, seconded by Trustee Hintermeister to excuse Trustee Ricossa.

Aye: 4 - Trustee Broughman, Trustee Mangla, Trustee Hintermeister, and Trustee Kyo

Excused: 1 - Trustee Ricossa

CONSENT CALENDAR

1.A [18-542](#) April 2, 2018 Meeting Minutes

Recommendation: Approve April 2, 2018 meeting minutes.

A motion was made by Trustee Hintermeister, seconded by Trustee Broughman to approve staff recommendation.

Aye: 4 - Trustee Broughman, Trustee Mangla, Trustee Hintermeister, and Trustee Kyo

Excused: 1 - Trustee Ricossa

PUBLIC PRESENTATIONS

Kate Degelau-Pierce (Associate Executive Director, Library Foundation and Friends) gave an update on Foundation activities.

[18-706](#) Public Presentation

GENERAL BUSINESS

STAFF REPORT

18-515   Staff Report: Library Reports and Updates

City Librarian gave a verbal report on activities and issues having an impact on the library.

TRUSTEES REPORT

Trustee Broughman noted that the proposed district map for Measure A was available to view on first floor of Central Park Library.

ADJOURNMENT

The meeting was adjourned at 7:03 PM.

A motion was made by Trustee Broughman, seconded by Trustee Mangla to adjourn the meeting.

Aye: 4 - Trustee Broughman, Trustee Mangla, Trustee Hintermeister, and Trustee Kyo

Excused: 1 - Trustee Ricossa

The Board of Library Trustees Meeting is adjourned to June 4, 2018, at 6:00 p.m.

City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
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Agenda Report

18-674

Agenda Date: 7/2/2018

SUBJECT
Board of Library Trustees Minutes of June 4, 2018

RECOMMENDATION
Approve June 4, 2018 meeting minutes.

City of Santa Clara

Meeting Minutes

Board of Library Trustees

CALL TO ORDER AND ROLL CALL

Chair Ricossa called the meeting to order at 6:05 PM.

A motion was made by Trustee Hintermeister, seconded by Trustee Broughman to move Staff Presentation (18-373) to the beginning of the agenda.

Aye: 5 - Trustee Broughman, Trustee Mangla, Trustee Hintermeister, Trustee Ricossa, and Trustee Kyo

CONSENT CALENDAR

PUBLIC PRESENTATIONS

Afif Syed: Commented on library hours of operation.

Tracy Wingrove, Executive Director (Library Foundation and Friends), gave an update on Foundation activities.

GENERAL BUSINESS

2 18-698 Consider Potential Joint Meeting with Cultural Commission

Recommendation: There is no staff recommendation for this issue.

A motion was made by Trustee Ricossa, seconded by Trustee Kyo to establish a two-person subcommittee to explore Library opportunities for collaboration.

A motion was made by Trustee Kyo, seconded by Trustee Broughman to assign Trustee Ricossa and Trustee Hintermeister to the subcommittee.

Aye: 5 - Trustee Broughman, Trustee Mangla, Trustee Hintermeister, Trustee Ricossa, and Trustee Kyo

3   [18-804](#)   Selection of Chair, Vice Chair, and Secretary for Fiscal Year 2018-19

Recommendation: There is no staff recommendation for this issue.

Trustee Mangla nominated Trustee Kyo as Chair, Trustee Broughman as Vice Chair, and Trustee Hintermeister as Secretary for Fiscal Year 2018-19 Board Officers.

A motion was made by Trustee Mangla, seconded by Trustee Broughman to approve election of Board Officers for Fiscal Year 2018-19.

Aye: 5 - Trustee Broughman, Trustee Mangla, Trustee Hintermeister, Trustee Ricossa, and Trustee Kyo

STAFF REPORT

[18-373](#)   Staff Presentation

Librarian Justin Waterlain gave a verbal report on status of the re-opening of the Mission Branch Library.

[18-541](#)   Staff Report: Library Reports and Updates

City Librarian and **Assistant City Librarian** gave a verbal report and an electronic presentation on activities and issues having an impact on the library.

Board discussed and reviewed the draft revision to the Library Meeting Room policy.

TRUSTEES REPORT

Trustee Broughman reported on different avenues to advocate for the Library.

ADJOURNMENT

The meeting was adjourned at 8:30 PM.

A motion was made by Trustee Broughman, seconded by Trustee Kyo to adjourn the meeting.

Aye: 5 - Trustee Broughman, Trustee Mangla, Trustee Hintermeister, Trustee Ricossa, and Trustee Kyo

The Board of Library Trustees Meeting is adjourned to July 2, 2018, at 6:00 p.m.

City of Santa Clara

1500 Warburton Avenue
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Agenda Report

18-675   **Agenda Date: 7/2/2018**

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT
Staff Report: Library Reports and Updates

BACKGROUND
As a regular part of the monthly Board meetings, Staff will provide information on activities and issues having an impact on the library.

DISCUSSION
The City Librarian will report and update the Board on current and upcoming library activities. Staff will also share a presentation on events held at the library in the previous month, as well as review the attached monthly report and draft version of the Meeting Room Policy revision.

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.

Approved by: Hilary Keith, City Librarian

ATTACHMENTS
1. Monthly Report: May 2018
2. Meeting Room Policy - Draft 06-27-18

2017-18 Monthly Library Statistics

	Items borrowed	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	FYTD
BB	Central Library	191211	182101	178741	178966	174891	176137	185001	167,719	191,057	182,015	171,301		1979140
BB	Mission Library	2135	2240	1699	1606	1617	162	0	0	0	0	0	0	9459
BB	Northside Library	26882	28098	25399	24313	23527	24161	28096	23,723	27,827	25,630	22,896		280552
BB	Bookmobile							354	**1040**	**2160**	**2772**	**3706**		10032
	Total Items Borrowed	**220228**	**212439**	**205839**	**204885**	**200035**	**200460**	**213451**	**192,482**	**221,044**	**210,417**	**197,903**	**0**	**2279183**

	eBooks & eAudio Borrowed	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
MG	Bookflix	497	244	297	165	100	204	585	1,149	2,769	1,355	838		8,203
MG	Enki	211	394	350	280	236	221	301	191	295	286	258		3,023
MG	Flipster	326	363	415	266	462	512	390	475	536	485	459		4,689
MG	Freegal	3,453	187	0	0	0	0	0	0	0	0	0		3,640
MG	Hoopla	3,089	2,440	2,384	2,542	2,515	2,664	2,801	2,567	2,960	2,808	2,876		29,646
MG	Overdrive Advantage	2,063	2,057	2,099	2,091	2,252	2,516	2,621	2,412	2,757	2,600	2,847		26,315
MG	Overdrive Consortium	1,679	1,701	1,645	1,635	1,655	1,666	1,725	1,524	1,709	1,648	1,583		18,170
MG	New York Times Online	999	1,058	937	954	969	896	848	718	818	750	779		9,726
MG	Audiobook Cloud	206	135	50	45	53	33	37	19	0	0	0		578
MG	Tumblebook Cloud	14	28	24	45	20	8	21	8	0	0	0		168
MG	Tumblebook Cloud Jr.	35	17	11	8	8	15	12	6	0	0	0		112
MG	Tumblebooks	353	342	339	1,086	924	658	697	462	224	271	269		5,625
MG	RBdigital Magazines (formerly Zinio)	574	452	326	309	229	227	193	225	227	175	225		3,162
	Total eBooks Borrowed	**13,499**	**9418**	**8877**	**9426**	**9,423**	**9620**	**10231**	**9,756**	**12,295**	**10,378**	**10,134**	**0**	**113,057**

| | **Total Circulation** | **233,727** | **221857** | **214716** | **214311** | **209,458** | **210080** | **223682** | **202,238** | **233,339** | **220,795** | **208,037** | **0** | **2,392,240** |

	Patron Visits	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	Central Library	80562	81615	78436	83413	66663	68949	83518	75,200	78,524	77,933	75,068		849881
BB	Mission Library	4202	8418	4516	3811	4112	0	0	0	0	0	0	0	25059
BB	Northside Library	26943	27259	24301	25820	21365	22557	24324	25,328	26,517	24,841	24,876		274131
CC	Bookmobile							324	580	1,524	1,791	1,485		5704
	Total Patron Visits	111707	117292	107253	113044	92140	91506	108166	101,108	106,565	104,565	101,429	0	1154775

	Holds	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	Placed	11630	11911	11301	11276	10670	10350	13411	11,127	12,810	11,865	10,797		127148
BB	Filled	8843	9397	8884	9014	8389	8093	9860	8,828	10,048	9,651	8,748		99755

	Patron Registration	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	SC - All Branches	1734	1755	1896	1416	1240	727	1308	705	905	762	1,085		13533
BB	SVLS Libraries	683	657	647	509	482	487	549	551	538	551	479		6133
BB	Other Libraries	99	92	85	98	56	83	78	72	87	81	72		903
	Total Patron Registrations	2516	2504	2628	2023	1778	1297	1935	1328	1,530	1,394	1,636	0	20569

	Patron Electronic Resources Use	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	

		July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
JS	Public Internet Computer Users	11526	13000	11597	11744	10295	10058	10859	10364	11893	10502	11662		123500
JS	Wifi Sessions	34943	36297	35971	37728	32230	32414	32827	29602	29633	27644	27452		356741
	Reference Questions	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
RS	Central Adult Library	3378	4216	3452	3697	3261	2998	3324	2991	3268	3196	3259		37040
MB	Central Local History	150	322	140	192	130	64	73	92	113	88	54		1418
EU/CT	Central Children's	3829	4001	2550	2470	2406	2238	2828	2865	3201	3123	2577		32088
BB	Central Customer Service	0	0	1360	1868	1100	1057	1229	1620	1467	1378	1154		12233
HL	Mission Library	606	711	822	605	489	0	0						3233
MP	Northside Library	91	577	628	578	1093	1068	916	912	1254	1193	1238		9548
CC	Bookmobile							32	71	136	152	182		573
	Total Reference Questions	8054	9827	8952	9410	8479	7425	8402	8551	9439	9130	8464	0	96133
	# of Programs													
	Children	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
EU/CT	Central Library	29	8	31	37	39	27	33	35	21	26	6		292
HL	Mission Library	7	2	0	0	0	0	0						9
MP	Northside Library	26	14	15	13	18	10	11	15	14	13	11		160
	Total	62	24	46	50	57	37	44	50	35	39	17	0	461
	Adult	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
RS	Central Library	26	27	26	33	21	15	26	37	38	29	26		304
MB	Local History	7	5	6	11	7	1	4	8	9	8	8		74
HL	Mission Library	3	1	0	0	0	0	0	0	0	0	0		4
MP	Northside Library	15	12	10	10	7	16	10	16	10	12	13		131
	Total	51	45	42	54	35	32	40	61	57	49	47	0	513
	Teen	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
NC	Central Library	13	1	9	10	7	5	8	7	10	10	6		86
HL	Mission Library	0	0	0	0	0	0							0
MP	Northside Library	4	0	3	6	3	2	6	6	14	9	11		64
	Total	17	1	12	16	10	7	14	13	24	19	17	0	150
SB	Read Santa Clara	69	91	93	100	131	104	161	95	86	114	109		1153
CC	Bookmobile							0	0	0	0	0		0
	Community Events	0	0	1	0	0	0	2	0	0	0	0		3
	Total # of Programs	199	161	194	220	233	180	261	219	202	221	190	0	2280
	Program Attendance													
	Children	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
EU/CT	Central Library	4,379	466	2656	3395	3179	2236	2755	3673	2944	3962	998		30,643
HL	Mission Library	625	138	0	0	0	0	0	0					763
MP	Northside Library	2259	1954	1117	3199	1405	1740	907	5650	1399	1248	941		21819
	Total	7,263	2558	3773	6594	4584	3976	3662	9323	4343	5210	1939	0	53,225
	Adult	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	

		July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
RS	Central Library	560	1429	582	965	591	544	698	1629	1428	1421	753		10600
MB	Local History	146	97	159	198	170	32	78	226	233	207	200		1746
HL	Mission Library	50	27	0	0	0	0	0	0					77
MP	Northside Library	783	516	268	467	132	665	555	574	454	518	373		5305
	Total	1539	2069	1009	1630	893	1241	1331	2429	2115	2146	1326	0	17728
	Teen	**July**	**August**	**September**	**October**	**November**	**December**	**January 2018**	**February 2018**	**March 2018**	**April 2018**	**May 2018**	**June 2018**	
NC	Central Library	330	20	220	821	145	102	116	126	191	246	223		2540
HL	Mission Library	0	0	0	0	0	0	0	0					0
MP	Northside Library	102	0	103	232	99	59	110	119	465	448	483		2220
	Total	432	20	323	1053	244	161	226	245	656	694	706	0	4760
	Read Santa Clara	273	260	610	303	337	298	492	360	382	631	371		4317
	Bookmobile							0	0	0	0	0		0
	Community Events	0	0	7500	0	0	0	324	0	0	0	0		7824
	Total Attendance	9507	4907	13215	9580	6058	5676	6035	12357	7496	8681	4342	0	87854
	Volunteer Hours	**July**	**August**	**September**	**October**	**November**	**December**	**January 2018**	**February 2018**	**March 2018**	**April 2018**	**May 2018**	**June 2018**	
MB	Genealogy	192	200	169	193.25	176	116	199	142.5	233	188.25	181		1990
SB	Read Santa Clara	180.5	227	236.5	205.5	290.5	241	310.5	298	208.5	253	351		2802
CT	Volunteer Program	598.33	153.25	268.35	807.5	252.58	183.5	321.81	224.91	298.08	283.5	257.08		3648.89
FF	Foundation & Friends	501	477	501	477	501	477	501	477	501	477	501		5391
	Total Volunteer Hours	1471.83	1057.25	1174.85	1683.25	1220.08	1017.5	1332.31	1142.41	1240.58	1201.75	1290.08	0	13831.89
	Collection	**July**	**August**	**September**	**October**	**November**	**December**	**January 2018**	**February 2018**	**March 2018**	**April 2018**	**May 2018**	**June 2018**	
YLC	Titles Added	1549	1412	2021	1529	1267	1470	1852	1667	1129	1473	1350		16719
YLC	Items (volumes) Added	2472	3074	4041	3328	2903	2918	4684	3740	4071	3901	6752		41884

Santa Clara City Public Library Meeting Room Policy - DRAFT

The Santa Clara City Library is committed to enriching and strengthening our community by providing opportunities for lifelong learning, discovery, and creativity. We achieve this through our skilled and friendly staff, our collections, and our physical and virtual spaces.

The Library has meeting rooms available for public use by groups or organizations for educational, cultural, intellectual, civic, or charitable activities.

- Group Meeting Rooms are for groups under 15 people

- Community Rooms are large capacity rooms and depending on the room and room setup configuration can accommodate more than 15 people and as many as 125 people

- Study Rooms are for small, private groups of less than 4 people and are covered under a separate Study Room Policy

Requests for the use of the meeting rooms will be approved according to the following priorities:

1. Library programs and meetings, including events co-sponsored by the Library with other community groups

2. Groups affiliated with the Library (e.g. The Library Foundation & Friends, Santa Clara County Historical & Genealogical Society, Pacific Library Partnership, etc.)

3. Other City of Santa Clara departments

4. Other governmental and civic entities directly serving Santa Clara City residents

5. Public, private, and registered not-for-profit educational, cultural, intellectual, civic, or charitable organizations

6. Other groups not described above and not excluded as provided in this policy

General Information & Rules for Use of Rooms

- Meetings or events booked by public, private, and nonprofit groups must be open to the general public and free to attend. City and affiliated group meetings, such as staff meetings and trainings, need not be open to the public.

- Groups using library meeting rooms must not discriminate against any individuals or groups of individuals because of race, religion, creed, color, national origin, sex, sexual orientation, gender identity, age, physical or mental disability, or citizenship.

- Meeting rooms may not be used for meetings that encourage, promote, or incite illegal activity or violence against or physical injury to individuals or groups of individuals.

- Private events or social uses such as parties and play groups by non-Library affiliated groups are prohibited.

- Commercial uses and advertising, admission fees, donations, raffles, collections, fees, or other sales are prohibited except as provided in this policy, including use by any organization making sales or solicitations for any type of product or service, including non-profit or community groups and for-profit or private business organizations.

- The City Librarian may approve use of meeting rooms for certain events, such as training workshops for which an attendance fee is charged or other activities that support the Library's mission where items are provided for sale. In these cases, the event organizer must collect all fees from registrants. The Library will not assist in collecting or processing such fees.

- Organizational dues or nominal amounts to cover the cost of refreshments may be collected. Library-sponsored or co-sponsored events for organizations whose purpose is to provide financial support to the Library (for example, The Library Foundation & Friends) may have collections during Library fundraising events, including book sales, lectures, and similar occasions.

- Use of meeting rooms must take place during Library business hours. Events should end at least 30 minutes prior to the Library's closing time, with sufficient time to ensure that the room is cleaned and restored to the condition in which it was found 15 minutes prior to Library closing time.

- Groups are responsible for the set-up and clean-up of the meeting room within the timeframe of each reservation. The room should be returned to the original condition it was made available. If clean-up by the group is not satisfactory or requires Library staff to stay past normal hours of operation, the individual/ community group will be charged for any labor and expenses incurred by the Library for staff overtime or to restore the community rooms to its original condition.

- Events must comply with all Library policies and should not interfere with Library operations. The Library must maintain a safe and reasonably quiet environment; public use of meeting rooms that, in the judgment of Library staff, interferes with Library operations will be required to immediately cease and may result in loss of privileges to use the room on future occasions.

- The Library's contact information cannot be used as an official address for any organization using the meeting rooms.

- Any publicity made by the group for the meeting should include the following disclaimer:

  "The meeting space is provided as a community service by the City of Santa Clara. The City neither sponsors nor endorses this event nor the presenting individual or organizations."

  Written materials or online postings that do not include the disclaimer must be taken down and future use of meeting rooms may be prohibited.

- Groups are financially responsible for any damage to the room, furnishings, equipment, or library property. Loss or damage to Library property will result in assessed charges. Causing damage or failing to accept responsibility may result in loss of privileges to use the room on future occasions.

- The Library is not responsible for the loss or damage to individual or group property before, during, or after an event. The Library cannot store or oversee equipment and supplies for any group using the meeting rooms. Loss or damage to Library property will result in assessed charges.

- Failure to comply with the Library's policies, including the Behavior Policy, may result in loss of meeting room privileges.

- The Library reserves the right to attend any meetings held in the meeting rooms to ensure compliance with this policy.

- Light refreshments and non-alcoholic beverages are permitted in the meeting rooms.

- Meeting room users wishing to serve alcoholic beverages must receive advance approval from the City Librarian. Alcohol consumption by anyone under the age of 21 is prohibited at all times. If alcohol will be served, the individual making the reservation must be 21 years of age or older, and the individual is personally responsible to prevent

underage drinking at the event. The Library requires the responsible person to provide proof of host liquor liability insurance for events at which alcohol is served.

- No smoking, e-cigarettes, or vaping is permitted anywhere in the library.

- Decorations and presentation materials other than post-it self-stick paper cannot be posted on walls or windows. Any additional equipment must be furnished by the user and must be in accordance with the meeting room policy.

- Groups using the meeting rooms should help Santa Clara City with reducing solid waste by eliminating waste wherever possible, recycling, and reusing.

Reservations & Fees

- Reservations can be made during Library open hours Monday through Friday. An application must be submitted. No reservation is confirmed until the application has been approved and payment has been received. Approval is dependent upon intended use, availability, and agreement to abide by guidelines.

- Telephone, email or online requests are tentative only and not considered confirmed until a completed and approved application is on file. Meeting room applicants will be contacted upon approval. Requests will be granted in the order in which they are received under the previously listed priorities.

- The Library reserves the right to set dates and times during which applications will be accepted.

  o For Community Rooms, reservations may be made no earlier than three months prior to the meeting and no later than one week in advance of the meeting provided the room is available.

  o For group meeting rooms, reservations may be made no earlier than three months prior to the meeting up to the same day, provided the room is available.

  o The Central Park Library Board Room is reserved for staff use, reservations are not accepted ahead of time, but may be available on a first-come, first-served basis provided the room is available at staff discretion.

- The individual assuming responsibility for the meeting rooms must be 18 years or older and have a Santa Clara City Library Card in good standing.

- In case of a cancellation, the individual responsible for the meeting room reservation must notify the Library as soon as possible in order for the room to be made available to others.

- Fees are payable at the time the reservation is made and refundable if cancelled within one week of meeting date.

- Groups are limited to one reservation per month per library.

- The individual reserving the meeting rooms is responsible for the proper use of the room. Responsibility and use of the room is not transferable to another individual, organization, or alternate date.

- The Library reserves the right to modify or cancel reservations based on the operational needs of the Library and eligibility priorities outlined in this policy.

- Applications may be denied based on availability, frequency of requests for use, or other reasons that conflict with this policy and the purpose and priorities of the meeting rooms.

- Fees for non-library-affiliated meetings or events are subject to room rental reservation, processing, use and other fees as specified in the City of Santa Clara Municipal Fee Schedule and on the Room Reservation Application & Use Agreement.

- Current Schedule of Fees and list of Community Rooms, Group Meeting Rooms and other rooms available for use can be found on the Library's website or upon request.

City of Santa Clara

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

Agenda Report

18-820   **Agenda Date: 7/2/2018**

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT
Staff Presentation

BACKGROUND
Pursuant to Board of Library Trustees request during the Board Meeting on June 4, 2018, Staff will provide a tour of the Library's new Automated Material Handling system at the July 2, 2018 Board meeting.

DISCUSSION
Staff will give an overview and tour of the newly installed Automated Material Handling system at the Central Park Library.

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.

Approved by: Hilary Keith, City Librarian