

Meeting Agenda

Board of Library Trustees

Monday, December 3, 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 18-1392 Board of Library Trustees Minutes of November 5, 2018

Recommendation: Approve November 5, 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

2 18-1520 Preparation for Informational Joint Dinner Meeting with City Council on February 5, 2019

Recommendation: There is no staff recommendation for this issue.

STAFF REPORT

18-1341 <u>Discuss Capital Improvement Project for Public Meeting Space at</u>
Central Park Library

18-1482 Staff Report: Library Reports and Updates

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to February 4, 2019, at 6:00 PM.



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

Agenda Report

18-1392 Agenda Date: 12/3/2018

SUBJECT

Board of Library Trustees Minutes of November 5, 2018

RECOMMENDATION

Approve November 5, 2018 meeting minutes.



Meeting Minutes

Board of Library Trustees

11/05/2018 6:00 PM

Northside Branch Library - Community Room 695 Moreland Way Santa Clara, CA 95054

CALL TO ORDER AND ROLL CALL

Chair Kyo called the meeting to order at 6:02 PM.

Present 5 - Vice-Chair Leonne Broughman, Trustee Jan Hintermeister, Trustee Stephen Ricossa, Chair David Kyo, and Trustee Debbie Tryforos

CONSENT CALENDAR

1.A Board of Library Trustees Minutes of October 1, 2018

Recommendation: Approve October 1, 2018 meeting minutes.

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

Aye: 5 - Vice-Chair Broughman, Trustee Hintermeister, Trustee Ricossa, Chair Kyo, and Trustee Tryforos

PUBLIC PRESENTATIONS

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

Ms. Degelau-Pierce distributed flyers for Librarypalooza's Bollywood Nights 2019, to be held on February 2, 2019.

18-1521 Public Presentation

GENERAL BUSINESS

2 18-1238 Preparation for Informational Joint Dinner Meeting with City Council on February 5, 2019

Recommendation: There is no staff recommendation for this issue.

Board discussed potential topics, electronic presentation materials, process and timeline. **Trustee Hintermeister** gave a verbal report and distributed printed information on the Tasman East Project. **Vice-Chair Broughman** will check on status of Tasman East Project. **City Librarian** will send a copy of ordinances from other cities and **Assistant City Librarian** will send library data from latest State Report to the Board. Board can submit questions for **Director of Community Development**, **Andrew Crabtree**, through **City Librarian**.

Board requested that further preparation for the February 5, 2019 meeting with Council is referred to the December 5, 2019 Board meeting.

STAFF REPORT

18-1101 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.

Assistant City Librarian advised that staff will be soliciting feedback from the Board on the FY2018-19 Capital Improvement Project for public meeting space at the Central Park Library. Staff will prepare an agenda report for Board discussion at the December 3, 2018 Board meeting.

TRUSTEES REPORT

Trustee Tryforos shared her background and interest in being a Library Trustee.

<u>ADJOURNMENT</u>

The meeting was adjourned at 7:30 PM.

A motion was made by Vice-Chair Broughman, seconded by Chair Kyo to adjourn the meeting.

Aye: 5 - Vice-Chair Broughman, Trustee Hintermeister, Trustee Ricossa, Chair Kyo, and Trustee Tryforos

The Board of Library Trustees Meeting is adjourned to December 3, 2018, at 6:00 p.m.



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Agenda Report

18-1520 Agenda Date: 12/3/2018

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Preparation for Informational Joint Dinner Meeting with City Council on February 5, 2019

BACKGROUND

On July 19, 2016, the City Council approved publicly noticed joint dinner meetings in an effort to increase communication between City Council and City Board, Committees, and Commissions. As a continued commitment to enhance communication with board, committees, and commissions, the City Council will meet with Board and Commissions for regular updates.

The Board of Library Trustees will provide the City Council with an update on current and potential future activities.

DISCUSSION

Pursuant to the Board of Library Trustees request during the Board meeting on November 5, 2018, further discussion in preparation for the February 5, 2019 informational joint dinner meeting with Council was referred to the December 3, 2018 meeting. Director of Community Development, Andrew Crabtree, will be in attendance to provide information and respond to Board inquiries regarding the City's planning process.

PUBLIC CONTACT

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

RECOMMENDATION

There is no staff recommendation for this issue.

Approved by: Hilary Keith, City Librarian



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Agenda Report

18-1341 Agenda Date: 12/3/2018

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Discuss Capital Improvement Project for Public Meeting Space at Central Park Library

BACKGROUND

The Library has two large community meeting rooms, three study rooms and two board rooms that are in constant demand by the public, City staff, and partnering organizations, and the current meeting space is inadequate to meet demand. The FY 2018/19 Capital Improvement Project budget included funding of \$220,000 for converting underutilized Library staff space at the Central Park Library to publicly accessible space and meeting rooms. This project supports the City Council goal of delivering and enhancing high quality efficient services and infrastructure.

DISCUSSION

Staff is soliciting input from several sources to aid in the development of the Scope of Work for the competitive bidding process. Outreach efforts will include public focus groups, Board of Library Trustees, and the Library Management Team. Tonight's meeting is to gather feedback from the Board on ideas, opportunities and priorities for public meeting spaces at the Central Park Library.

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Approved by: Hilary Keith, City Librarian



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Agenda Report

18-1482 Agenda Date: 12/3/2018

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 and review the attached monthly report.

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Approved by: Hilary Keith, City Librarian

ATTACHMENTS

Monthly Report: October 2018

2018-19	Monthly	Library S	Statistics										FYTD
Items borrowed	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	1110
Central Library	184757	174294	171326	169884	November	December	January 2010	l cordary 2010	Water 2010	April 2010	Way 2010	Julie 2010	700261
Mission Library	104737	174254	2346	5300									7646
Northside Library	25039	25965	22983	22946									96933
Bookmobile	2206	2332	3423	4064									12025
Total Items Borrowed	209796	200259	196655	198130	0	0	0	0	0	0	0	0	804840
Total Rollio Bollowou	200.00	200200	100000	100100	, ,				· ·		-		004040
eBooks & eAudio Borrowed	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Bookflix	227	1,063	1,063	631		2000				7.4 20.0	20.0	000 200	2,984
Enki	261	219	179	195									854
Flipster	443	529	515	366									1,853
Freegal	0	0	0	0									0
Hoopla	3,259	3,337	3,350	3,351									13,297
Overdrive Advantage	3,621	3,610	3,471	3,458									14,160
Overdrive Advantage Overdrive Consortium	1,848	1,881	1,893	1,794									7,416
New York Times Online	724	706	695	802									2,927
Audiobook Cloud	0	0	0	0									0
Tumblebook Cloud	0	0	0	0									0
Tumblebook Cloud Tumblebook Cloud Jr.	0	0	0	0									0
Tumblebooks	205	323	274	225									1,027
	219	199	164	286									868
RBdigital Magazines (formerly Zinio)			-			0	0	0	0	0	•	0	
Total eBooks Borrowed	10,807	11,867	11,604	11,108	0	U	U	0	0	0	0	0	45,386
Total Circulation	000 000	040 400	200 050	200 000		0	0	0	0	0	0		050 000
Total Circulation	220,603	212,126	208,259	209,238	0	U	U	U	U	0	U	0	850,226
Detron Visite				0.4.1						1 2 2 2 2 2 2			
Patron Visits	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Central Library	81094	80113	76800	85598									323605
Mission Library	07754	00077	1180	3885									5065
Northside Library	27751	28077	21509	23974									101311
Bookmobile	977	1586	1923	1433	_	_			_	_			5919
Total Patron Visits	108845	108190	99489	113457	0	0	0	0	0	0	0	0	435900
Halda													
Holds	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Placed	12176	12841	12543	12289									49849
Filled	9460	9677	9580	9998									38715
Patron Registration	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
SC - All Branches	960	968	1084	958									3970
SVLS Libraries	648	596	616	563									2423
Other Libraries	95	77	90	88									350
Total Patron Registrations	1703	1641	1790	1609	0	0	0	0	0	0	0	0	6743
Patron Electronic Resources Use	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Public Internet Computer Users	10879	11798	10006	11712									44395
Wifi Sessions	30664	29263	30480	31978									122385
Reference Questions	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Control Adult Library	1299	1256	1402	1/107									5555
Central Lead History	34	1356 55	1403	1497 65									5555 220
Central Local History Central Children's			66 2570										
	4485	5601	3570	2915									16571
Central Customer Service	1279	1096	992	1460									4827
Mission Library	270	500	39	278									317
Northside Library	372	532	402	563									1869
Bookmobile	122	173	161	169	6	C		6	-		-		625
Total Reference Questions	7469	8640	6472	6778	0	0	0	0	0	0	0	0	29984

2018-19	Monthly	Library	Statistics										FYTD
# of Programs		•		!	1	1	ı		l.	ı	ı		
Children	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Central Library	26	0	32	40									98
Mission Library	/		2	12									14
Northside Library	15	16	17	18									66
Tota	I 41	16	51	70	0	0	0	0	0	0	0	0	178
Adult	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Central Library		29	31	26							,		111
Local History	7	2	7	4									20
Mission Library		0	0	4									4
Northside Library		9	13	14									46
Tota		40	51	48	0	0	0	0	0	0	0	0	181
Teen	July	August	September	October	November	December		February 2018		April 2018	May 2018	June 2018	101
Central Library		August 1	6	4	November	December	January 2010	l ebidary 2010	Watch 2010	April 2010	Way 2010	Julie 2010	19
		'	0	3									
Mission Library							-						3
Northside Library	6	9	7	5	_	_	-			0		0	27
Tota		10	13	12	0	0	0	0	0	0	0	0	49
Read Santa Clara		96	100	79									377
Bookmobile		0	0	0									0
Community Events		0	0	0									0
Total # of Programs	199	162	215	209	0	0	0	0	0	0	0	0	785
	=												
Program Attendance	_												
Children	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Central Library	4,326	0	2797	11760									18,883
Mission Library	/		24	260									284
Northside Library	2098	2872	1596	2324									8890
Tota	6,424	2872	4417	14344	0	0	0	0	0	0	0	0	28,057
Adult	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Central Library	907	723	1249	896									3775
Local History	274	39	212	126									651
Mission Library	/		21	223									244
Northside Library	303	305	437	636									1681
Tota		1067	1919	1881	0	0	0	0	0	0	0	0	6351
Teen	July	August	September	October	November	December		February 2018		April 2018	May 2018	June 2018	
Central Library		19	183	78	11010111101	1				740 20.0			678
Mission Library		10	0	44									44
Northside Library		379	230	53									846
Tota		398	413	175	0	0	0	0	0	0	0	0	1568
Read Santa Clara		365	927	355	U	U	U	J	J	J	U	U	1935
		0	0	0			0	0	0	0	0	0	0
Bookmobile Community Events		_	0	0			0	0	0	0	U	0	0
Community Events		4700			^	0	0	0		0	0	0	
Total Attendance	8,778	4702	7676	16755	0	0	0	0	0	0	0	0	37,911
Valuetaan Harre			0 1 1	0.1.1				F.1		4 . 11 0045		1 0045	
Volunteer Hours	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Genealogy		154	164	250									715.5
Read Santa Clara		221	280	179									957
Volunteer Program		213.25	266.67	750.67									1658.01
Foundation & Friends		477	501	477									1956
Total Volunteer Hours	1352.92	1065.25	1211.67	1656.67	0	0	0	0	0	0	0	0	5286.51
	_												
Collection	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
Titles Added	1896	1874	1170	1338									6278
Items (volumes) Added	8055	4029	3157	3415									18656