

# Meeting Agenda

## **Board of Library Trustees**

Monday, November 5, 2018

6:00 PM

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

#### **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 18-1342** Board of Library Trustees Minutes of October 1, 2018

**Recommendation:** Approve October 1, 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 18-1238 <u>Preparation for Informational Joint Dinner Meeting with City Council on</u> February 5, 2019

**Recommendation:** There is no staff recommendation for this issue.

### STAFF REPORT

18-1101 Staff Report: Library Reports and Updates

#### **TRUSTEES REPORT**

#### **ADJOURNMENT**

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



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

## Agenda Report

18-1342 Agenda Date: 11/5/2018

## **SUBJECT**

Board of Library Trustees Minutes of October 1, 2018

### **RECOMMENDATION**

Approve October 1, 2018 meeting minutes.



## **Meeting Minutes**

### **Board of Library Trustees**

10/01/2018 6:00 PM

Mission Branch Library - Community Room 1098 Lexington Street, Santa Clara, CA 95050

#### CALL TO ORDER AND ROLL CALL

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

A motion was made by Vice-Chair Broughman, seconded by Trustee Ricossa to move Staff Presentation (18-1003) and Item 3, 2019 Board of Library Trustees Meeting Calendar (18-1081) to the beginning of the agenda.

Aye: 4 - Vice-Chair Broughman, Trustee Hintermeister, Trustee Ricossa, and Chair Kyo

Staff Presentation 18-1003

> Librarian Amy Côté gave a verbal report on library programs and activities at Mission Branch Library.

3 18-1081 2019 Board of Library Trustees Meeting Calendar

**Recommendation:** There is no staff recommendation for this issue.

A motion was made by Vice-Chair Broughman, seconded by Chair Kyo to set the Board of Library Trustees Meeting Calendar for 2019 to convene every other month, with the first meeting on February 4, 2019.

Aye: 3 - Vice-Chair Broughman, Trustee Hintermeister, and Chair Kyo

Nay: 1 - Trustee Ricossa

#### **PUBLIC PRESENTATIONS**

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

#### CONSENT CALENDAR

1.A 18-976 Board of Library Trustees Minutes of August 6, 2018

**Recommendation:** Approve August 6, 2018 meeting minutes.

A motion was made by Trustee Hintermeister, seconded by Vice-Chair Broughman to approve Staff Recommendation, with a minor modification to the Minutes.

Aye: 4 - Vice-Chair Broughman, Trustee Hintermeister, Trustee Ricossa, and Chair Kyo

#### GENERAL BUSINESS

2 Update on Subcommittee for Library Opportunities 18-1036

**Recommendation:** There is no staff recommendation for this issue.

City Librarian reported on her meeting with the Director of Parks & Recreation regarding Library collaboration opportunities with the Cultural Commission in 2019. The Library will partner with the Cultural Commission for Black History Month programming and musical troupe Tabia (February 2019) at Central Park Library.

City Librarian will coordinate a potential Special Meeting with the Cultural Commission and Board of Library Trustees for January 7, 2019.

Trustee Ricossa left the dais at 6:35 PM.

4 18-1236 Action on California Library Services Act Funds from Pacific Library Partnership and Related Budget Amendment

**Recommendation:** Recommend to City Council to accept the California Library Services Act funds from Pacific Library Partnership in the amount of \$5,953 and approve a related Budget Amendment to appropriate the funds for digital content purchases through the Overdrive Northern California Digital Library consortium.

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

Aye: 3 - Vice-Chair Broughman, Trustee Hintermeister, and Chair Kyo

Absent: 1 - Trustee Ricossa

#### **STAFF REPORT**

18-1054 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.

#### **TRUSTEES REPORT**

None.

#### **ADJOURNMENT**

The meeting was adjourned at 7:33 PM.

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

Aye: 3 - Vice-Chair Broughman, Trustee Hintermeister, and Chair Kyo

Absent: 1 - Trustee Ricossa

The Board of Library Trustees Meeting is adjourned to November 5, 2018, at 6:00 PM, Northside Branch Library, Community Room.



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### Agenda Report

18-1238 Agenda Date: 11/5/2018

### 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 October 1, 2018, a discussion in preparation for the February 5, 2019 informational joint dinner meeting with Council was referred to the November 5, 2018 meeting.

#### 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 <a href="mailto:clerk@santaclaraca.gov">clerk@santaclaraca.gov</a> 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

18-1101 Agenda Date: 11/5/2018

#### 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.

#### **PUBLIC CONTACT**

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Approved by: Hilary Keith, City Librarian

#### **ATTACHMENTS**

1. Monthly Report: September 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	
ВВ	Central Library	184757	174294	171326								_		530377
BB	Mission Library			2346										2346
BB	Northside Library	25039	25965	22983										73987
ВВ	Bookmobile	2206	2332	3423										7961
	Total Items Borrowed	209796	200259	196655	0	0	0	0	0	0	0	0	0	606710
	eBooks & eAudio Borrowed	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
MG	Bookflix	227	1,063	1,063										2,353
MG	Enki	261	219	179										659
MG	Flipster	443	529	515										1,487
MG	Freegal	0	0	0										0
MG	Hoopla	3,259	3,337	3,350										9,946
MG	Overdrive Advantage	3,621	3,610	3,471										10,702
MG	Overdrive Consortium	1,848	1,881	1,893										5,622
MG	New York Times Online	724	706	695										2,125
MG	Audiobook Cloud	0	0	0										0
MG	Tumblebook Cloud	0	0	0										0
MG	Tumblebook Cloud Jr.	0	0	0										0
MG MG	Tumblebooks	205 219	323 199	274 164										802 582
MG	RBdigital Magazines (formerly Zinio)  Total eBooks Borrowed	10,807	11,867	11,604	0	0	0	0	0	0	0	0	0	34.278
	Total ebooks borrowed	10,607	11,007	11,004	U	U	U	U	U	U	U	U	U	34,276
	Total Circulation	220,603	212,126	208,259	0	0	0	0	0	0	0	0	0	640,988
	Total Circulation	220,603	212,120	200,239	<u> </u>	U	U	U	0	U	U	U	U	040,900
	Patron Visits	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	Central Library	81094	80113	76800	October	November	December	January 2010	l ebidary 2010	March 2010	April 2010	Way 2010	Julie 2010	238007
BB	Mission Library	01034	00113	1180										1180
BB	Northside Library	27751	28077	21509										77337
CC	Bookmobile	977	1586	1923										4486
	Total Patron Visits	108845	108190	99489	0	0	0	0	0	0	0	0	0	321010
			•			•		•						
	Holds	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	Placed	12176	12841	12543										37560
BB	Filled	9460	9677	9580										28717
	Patron Registration	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
BB	SC - All Branches	960	968	1084										3012
BB	SVLS Libraries	648	596	616										1860
BB	Other Libraries	95	77	90										262
	Total Patron Registrations	1703	1641	1790	0	0	0	0	0	0	0	0	0	5134
	Patron Electronic Resources Use	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
JS	Public Internet Computer Users	10879	11798	10006										32683
JS	Wifi Sessions	30664	29263	30480										90407
	Reference Questions	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
RS	Central Adult Library	1299	1356	1403										4058
MB	Central Local History	34	55	66										155
EU/CT	Central Children's	4485	5601	3570										13656
BB	Central Customer Service	1279	1096	992										3367
HL	Mission Library		. 300	39										39
MP	Northside Library	372	532	402										1306
CC	Bookmobile	122	173	161										456
				6472								0		23037

	# 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	26	0	32										58
HL	Mission Library			2										2
MP	Northside Library	15	16	17										48
	Total	41	16	51	0	0	0	0	0	0	0	0	0	108
	Adult	July	August	September	October	November	December		February 2018		April 2018	May 2018	June 2018	
RS	Central Library	25	29	31				1				1		85
MB	Local History	7	2	7										16
HL	Mission Library	0	0	0										0
MP	Northside Library	10	9	13										32
	Total	42	40	51	0	0	0	0	0	0	0	0	0	133
	Teen	July	August	September	October	November	December		February 2018	-	April 2018	May 2018	June 2018	100
NC	Central Library	8	1	6	Cotobei	November	December		l cordary 2010	March 2010	April 2010	IIIUy 2010		15
HL	Mission Library	Ü		0										0
MP	Northside Library	6	9	7										22
IVII.	Total	14	10	13	0	0	0	0	0	0	0	0	0	37
SB	Read Santa Clara	102	96	100	J	U	U	U	J	0	3	U	J	298
CC	Bookmobile	0	0	0										0
PS	Community Events	0	0	0										0
ro	Total # of Programs	199	162	215	0	0	0	0	0	0	0	0	0	576
	i otal # oi Programs	199	102	210	U	U	U	U	U	U	U	U	U	5/0
	Program Attendance													
NOIOT	Children	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	7.400
NC/CT	Central Library	4,326	0	2797										7,123
HL	Mission Library			24										24
MP	Northside Library	2098	2872	1596										6566
	Total	6,424	2872	4417	0	0	0	0	0	0	0	0	0	13,713
	Adult	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
RS	Central Library	907	723	1249										2879
MB	Local History	274	39	212										525
HL	Mission Library			21										21
MP	Northside Library	303	305	437										1045
	Total	1484	1067	1919	0	0	0	0	0	0	0	0	0	4470
	Teen	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
NC	Central Library	398	19	183										600
HL	Mission Library			0										0
MP	Northside Library	184	379	230										793
	Total	582	398	413	0	0	0	0	0	0	0	0	0	1393
	Read Santa Clara	288	365	927										1580
	Bookmobile	0	0	0				0	0	0	0	0	0	0
	Community Events	0	0	0										0
	Total Attendance	8,778	4702	7676	0	0	0	0	0	0	0	0	0	21,156
	Volunteer Hours	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
MB	Genealogy	147.5	154	164										465.5
SB	Read Santa Clara	277	221	280										778
CT	Volunteer Program	415.42	174	253.17										842.59
FF	Foundation & Friends	501	477	501										1479
	Total Volunteer Hours	1340.92	1026	1198.17	0	0	0	0	0	0	0	0	0	3565.09
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	Collection	July	August	September	October	November	December	January 2018	February 2018	March 2018	April 2018	May 2018	June 2018	
YLC	Titles Added	1896	1874	1170										4940
YLC	Items (volumes) Added	8055	4029	3157										15241