



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, February 4, 2019

6:00 PM

Central Park Library, Board Room
2635 Homestead Rd.
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 19-1484 [Board of Library Trustees Minutes of December 3, 2018](#)

Recommendation: Approve December 3, 2018 meeting minutes.

1.B 19-126 [Board of Library Trustees Minutes of January 14, 2019](#)

Recommendation: Approve January 14, 2019 meeting minutes.

1.C 19-1625 [Action on California Library Literacy Services Grant and Related Budget Amendment](#)

Recommendation: Recommend to City Council to accept the California Library Literacy Services grant award of \$48,072 into the Library Adult Literacy Grant Fund and approve the related budget amendment to appropriate the funds to Adult Literacy accounts for As-Needed Salary, Salary Overtime, Contractual Services and Operating Supplies. (Requires five affirmative votes by the City Council)

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. Trustees 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 19-1627 Preparation for Informational Joint Dinner Meeting with City Council on February 5, 2019

Recommendation: There is no staff recommendation for this issue.

STAFF REPORT

- 19-1485 [Staff Report: Library Reports and Updates](#)

TRUSTEES REPORT**ADJOURNMENT**

The Board of Library Trustees Meeting is adjourned to April 1, 2019, at 6:00 PM.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

19-1484

Agenda Date: 2/4/2019

SUBJECT

Board of Library Trustees Minutes of December 3, 2018

RECOMMENDATION

Approve December 3, 2018 meeting minutes.



City of Santa Clara

Meeting Minutes

Board of Library Trustees

12/03/2018

6:00 PM

Central Park Library - Board Room
2635 Homestead Road
Santa Clara, CA 95051

CALL TO ORDER AND ROLL CALL

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

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

CONSENT CALENDAR

1.A [18-1392](#) Board of Library Trustees Minutes of November 5, 2018

Recommendation: Approve November 5, 2018 meeting minutes.

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

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

PUBLIC PRESENTATIONS

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.

Director of Community Development Andrew Crabtree gave an overview on the General Plan, General Plan Amendment and updates, Planning process, Ordinances, Environmental Impact Report (EIR), Library Master Plan, and Impact/Mitigation Fees.

The Board discussed potential topics and issues in preparation for the February 5, 2019 dinner meeting with Council. **Trustee Hintermeister** shared his November 12, 2018 letter to Council with information regarding the Tasman East Plan EIR.

STAFF REPORT[18-1341](#)

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

Assistant City Librarian reviewed the Council-approved FY 2018/19 Capital Improvement Project for Public Meeting Space at Central Park Library, and led the Board through a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis.

[18-1482](#)

Staff Report: Library Reports and Updates

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

TRUSTEES REPORT[18-1673](#)

Trustees Report

Trustee Hintermeister gave a verbal and electronic report regarding his attendance at the California Library Association Conference on November 9 - 11, 2019.

ADJOURNMENT

The meeting was adjourned at 8:45 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 February 4, 2019, at 6:00 PM.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

19-126

Agenda Date: 2/4/2019

SUBJECT

Board of Library Trustees Minutes of January 14, 2019

RECOMMENDATION

Approve January 14, 2019 meeting minutes.



City of Santa Clara

Meeting Minutes

Board of Library Trustees

01/14/2019

5:00 PM

Central Park Library - Board Room
2635 Homestead Rd.
Santa Clara, CA 95051

Special Meeting

NOTICE IS HEREBY GIVEN that, pursuant to the provisions of California Government Code §54956 ("The Brown Act") and Section 708 of the Santa Clara City Charter, the Chairperson calls for a Special Meeting of the Board of Library Trustees to commence and convene on January 14, 2019, at 5:00 PM for a Special Meeting in the Board Room located in the Central Park Library, 2635 Homestead Road, Santa Clara, California, to consider the following matter(s) and to potentially take action with respect to them.

5:00 PM BOARD SPECIAL MEETING

CALL TO ORDER AND ROLL CALL

Chair Kyo called the meeting to order at 5:08 PM.

Present 3 - Trustee Jan Hintermeister, Trustee Stephen Ricossa, and Chair David Kyo

Absent 2 - Vice-Chair Leonne Broughman and Trustee Debbie Tryforos

PUBLIC PRESENTATIONS

GENERAL BUSINESS

1. [19-1679](#) Preparation for Informational Joint Dinner Meeting with City Council on February 5, 2019

Recommendation: There is no staff recommendation for this issue.

Trustees discussed potential topics and issues in preparation for the February 5, 2019 dinner meeting with Council.

ADJOURNMENT

The meeting was adjourned at 6:09 PM.

A motion was made by Trustee Ricossa, seconded by Trustee Hintermeister to adjourn the meeting.

Aye: 3 - Trustee Hintermeister, Trustee Ricossa, and Chair Kyo

Absent: 2 - Vice-Chair Broughman and Trustee Tryforos

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

DRAFT



Agenda Report

19-1625

Agenda Date: 2/4/2019

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on California Library Literacy Services Grant and Related Budget Amendment

BACKGROUND

The California State Library, California Library Literacy Services (CLLS) provides an annually funded grant for ongoing operations of public library adult and family literacy programs. The Library Department qualifies for this grant through its adult literacy program, titled "*Read Santa Clara*."

DISCUSSION

For fiscal year 2018-19, the Library Department has qualified for \$48,072 in grant funds which will be used to help cover the operating expenses for the Library Department's Adult Literacy and Families for Literacy programs. The grant award is comprised of a baseline amount of \$18,000, plus a \$30,072 allocation established by the previous fiscal year's 1) per capita amount per adult learner served and 2) a match on local funds raised and expended for adult literacy services. Local funding for Read Santa Clara is a combination of 1) donations and grants raised by the Santa Clara City Library Foundation and Friends, and 2) staff salary and expenditures for books and materials covered by the City's General Fund. A copy of the California State Library award letter, dated January 10, 2019, is attached to this report (Attachment 1).

Staff recommends acceptance of the CLLS grant in the amount of \$48,072 and approval of a budget amendment in the corresponding amount of \$48,072 to the Adult Literacy program.

The CLLS grant requires that the grant award must be expended or encumbered by June 30, 2019. At the end of the fiscal year, staff evaluates any remaining unexpended funds against budget and expenses, and will carryover and/or encumber as necessary.

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

Acceptance of the \$48,072 grant award and approval of the appropriation of grant funds will help cover operating expenses and sustain programming for the Read Santa Clara program. There are no matching fund requirements.

**Budget Amendment
FY 2018/19**

	Current	Increase/ (Decrease)	Revised
Fund 112 - Library Operating Grant Fund			
<u>Revenues</u>			
California Library Literacy Services Grant	\$0	\$48,072	\$48,072
<u>Expenditures</u>			
Adult Literacy Program	\$26,676	\$48,072	\$74,748

COORDINATION

This report has been coordinated with the Finance Department.

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

Recommend to City Council to accept the California Library Literacy Services grant award of \$48,072 into the Library Adult Literacy Grant Fund and approve the related budget amendment to appropriate the funds to Adult Literacy accounts for As-Needed Salary, Salary Overtime, Contractual Services and Operating Supplies. (Requires five affirmative votes by the City Council)

Reviewed by: Hilary Keith, City Librarian

Approved by: Deanna J. Santana, City Manager

ATTACHMENTS

1. Award letter, dated January 10, 2019
2. Reserved



January 10, 2019

Hilary Keith, City Librarian
Santa Clara City Library
2635 Homestead Road
Santa Clara, CA 95051-5322

hkeith@santaclaraca.gov

Dear Ms. Keith:

I'm pleased to enclose a claim form for the remainder of your California Library Literacy Services funding for the 2018-2019 fiscal year.

This **final, second payment** of your total allocation for the fiscal year that began July, 2018 is based on:

- A *per capita* amount per adult learner served at your library during the previous fiscal year.
- A *match* on local funds raised and expended for adult literacy services at your library during the fiscal year that ended June 30, 2018.

Earlier this year you received a baseline for your literacy program. The baseline reflects the importance of each library having enough funds to provide local literacy staffing and service.

Below is a re-cap of your total California Library Literacy Services funding for the current program year:

Baseline Adult Literacy Services:	\$18,000 (amount previously claimed)
Final Payment (Per Capita & Match):	\$30,072 (amount to be claimed now)
GRAND TOTAL FOR 2018/19:	\$48,072

Changes in your funding from last year are based on an increase or decrease in the number of adult learners you served, and/or an increase or decrease in the amount of local funds expended on adult literacy last year.

We'll initiate the payment process upon receipt of your signed claim form, which is attached. This final payment will be processed after all reporting requirements from the prior fiscal year have been received, all adjustments made and unexpended monies returned.

The following specific issues or observations are being made about your final report:

None

Please mail the signed claim form to: **California State Library
Fiscal/Local Assistance
P.O. Box 942837
Sacramento, CA 94237-0001**

The attached forms require your signature and serve two purposes:

1. Requests to claim the funds and have a check sent to you
2. Certifies that your library will use the funds for the purpose intended; and

In January, you'll be asked to revise your literacy budget for the 2018-2019 fiscal year utilizing the actual total allotment from the State Library shown in this award letter. The budget that you submitted with your application earlier this year was based on projections. Your revised budget should reflect updated information and more accurate figures than you had at the time of application.

You'll be asked to report electronically after the close of the fiscal year. Library literacy services staff will provide more details on this process. If you need a copy of your most recent final report and/or application, please contact Andrea Freeland at andrea.freeland@library.ca.gov.

PLEASE REMEMBER THAT

**ALL STATE FUNDS MUST BE EXPENDED OR ENCUMBERED BY JUNE 30, 2019
OR RETURNED TO THE STATE.**

Should you have additional questions regarding the new funding and/or reporting process, please contact:

Natalie Cole (916) 651-0985 or natalie.cole@library.ca.gov
Andrea Freeland (916) 651-3191 or andrea.freeland@library.ca.gov

Thanks again for your commitment to literacy. It's one of the most transformative and successful things libraries do.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Shanti Bhaskaran, Literacy Coordinator (via email: sbhaskaran@santaclaraca.gov)
Hilary Keith, City Librarian (via email: hkeith@santaclaraca.gov)

Enc.: Claim Form
Certification Form

PLEASE COMPLETE AND RETURN THIS PAGE**Claim Form****State of California
California Library Literacy and English Acquisition Services (CLLS)****California Education Code; Section 18880-18883
Budget Citation Chapter 29 - Budget Item 6120-213-0001**

Fiscal Year: 2018-2019		
Reporting Structure: 61202000	COA: 5432000;	Approp. Ref: 213
Purchasing Authority Number: CSL-6120	Category: 84121600	Program #: 5312

FOR PAYMENT OF CALIFORNIA LIBRARY LITERACY SERVICES GRANTAmount Claimed – Final Installment - **\$30,072****Santa Clara City Library**

claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

Warrant to be issued for payment to the library to be addressed to:

***Santa Clara Public Library, 2635 Homestead Rd, Santa Clara, CA 95051-5322**

(Authorized agency to receive, disburse and account for CLLS funds)

I hereby certify under penalty of perjury: that the library named above shall use their allowance solely for the purposes indicated in their CLLS application and in Sections 18880-18883 of the California Education Code.

Official Representative or Fiscal Agent (Signature Required)_____
TitleMAIL ONE ORIGINAL SIGNATURE TO:**California State Library
Fiscal Office – CLLS
P. O. Box 942837
Sacramento, CA 94237-0001**

State Library Local Assistance Office Use Only

STATE OF CALIFORNIA, State Library Fiscal Office

By _____
State Library Representative*Approval by State:*

CLLS \$ _____

Date: _____

PLEASE COMPLETE AND RETURN THIS PAGE

CERTIFICATION

I hereby certify under penalty of perjury: that I am the duly authorized representative of the claimant herein; that the claim is in all respects true, correct and in accordance with law and the terms of the agreement; and that payment has not previously been received for the amount claimed herein.

The claims the indicated allowance for the purposes of carrying out the functions stated in its CLLS application and in Sections 18880-18883 of the California Education Code.

Santa Clara City Library

SIGNED

DATE

Signature - Authorized representative

Typed/Printed Name and Title of Authorized Representative

Email address of authorized representative

MAIL ONE ORIGINAL SIGNATURE TO:
California State Library
Fiscal Office – CLLS
P. O. Box 942837
Sacramento, CA 94237-0001

RESERVED.



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

19-1627

Agenda Date: 2/4/2019

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 meeting on December 3, 2018, further discussion in preparation for the February 5, 2019 informational joint dinner meeting with Council was referred to the February 4, 2019 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 clerk@santaclaraca.gov <<mailto: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



City of Santa Clara

1500 Warburton Avenue
Santa Clara, CA 95050
santaclaraca.gov
[@SantaClaraCity](https://twitter.com/SantaClaraCity)

Agenda Report

19-1485

Agenda Date: 2/4/2019

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Staff Report: Library Reports and Updates

BACKGROUND

As a regular part of the bi-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 two months and review the attached monthly 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.

Approved by: Hilary Keith, City Librarian

ATTACHMENTS

1. Monthly Report: November 2018 and December 2018

2018-19		Monthly Library Statistics												FYTD
Items borrowed		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Central Library	184757	174294	171326	169884	168468	159733							1028462
	Mission Library			2346	5300	5555	5244							18445
	Northside Library	25039	25965	22983	22946	20444	20898							138275
	Bookmobile	2206	2332	3423	4064	4243	3774							20042
	Total Items Borrowed	209796	200259	196655	198130	194467	185875	0	0	0	0	0	0	1185182
eBooks & eAudio Borrowed		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Bookflix	227	1,063	1,063	631	452	266							3,702
	Enki	261	219	179	195	197	116							1,167
	Flipster	443	529	515	366	348	374							2,575
	Freegal	0	0	0	0	0	0							0
	Hoopla	3,259	3,337	3,350	3,351	3,171	3,363							19,831
	Overdrive Advantage	3,621	3,610	3,471	3,458	3,456	3,183							20,799
	Overdrive Consortium	1,848	1,881	1,893	1,794	1,836	1,414							10,666
	New York Times Online	724	706	695	802	742	677							4,346
	Audiobook Cloud	0	0	0	0	0	0							0
	Tumblebook Cloud	0	0	0	0	0	0							0
	Tumblebook Cloud Jr.	0	0	0	0	0	0							0
	Tumblebooks	205	323	274	225	206	179							1,412
	RBdigital Magazines (formerly Zinio)	219	199	164	286	413	458							1,739
	Total eBooks Borrowed	10,807	11,867	11,604	11,108	10,821	10,030	0	0	0	0	0	0	66,237
Total Circulation		220,603	212,126	208,259	209,238	205,288	195,905	0	0	0	0	0	0	1,251,419
Patron Visits		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Central Library	81094	80113	76800	85598	63686	64791							452082
	Mission Library			1180	3885	3479	3495							12039
	Northside Library	27751	28077	21509	23974	19884	21193							142388
	Bookmobile	977	1586	1923	1433	1299	1063							8281
	Total Patron Visits	108845	108190	99489	113457	87049	89479	0	0	0	0	0	0	614790
Holds		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Placed	12176	12841	12543	12289	11544	10601							71994
	Filled	9460	9677	9580	9998	8953	8471							56139
Patron Registration		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	SC - All Branches	960	968	1084	958	685	749							5404
	SVLS Libraries	648	596	616	563	494	483							3400
	Other Libraries	95	77	90	88	47	59							456
	Total Patron Registrations	1703	1641	1790	1609	1226	1291	0	0	0	0	0	0	92

# of Programs		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
Children														
	Central Library	26	0	32	40	30	26							154
	Mission Library			2	12	12	7							33
	Northside Library	15	16	17	18	23	21							110
	Total	41	16	51	70	65	54	0	0	0	0	0	0	297
Adult														
	Central Library	25	29	31	26	22	20							153
	Local History	7	2	7	4	5	2							27
	Mission Library	0	0	0	4	3	4							11
	Northside Library	10	9	13	14	9	8							63
	Total	42	40	51	48	39	34	0	0	0	0	0	0	254
Teen														
	Central Library	8	1	6	4	5	4							28
	Mission Library			0	3	2	1							6
	Northside Library	6	9	7	5	3	4							34
	Total	14	10	13	12	10	9	0	0	0	0	0	0	68
	Read Santa Clara	102	96	100	79	74	109							560
	Bookmobile	0	0	0	0	0	0							0
	Community Events	0	0	0	0	0	0							0
	Total # of Programs	199	162	215	209	188	206	0	0	0	0	0	0	1179
Program Attendance														
Children		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Central Library	4,326	0	2797	11760	2432	2598							23,913
	Mission Library			24	260	230	139							653
	Northside Library	2098	2872	1596	2324	1895	2487							13272
	Total	6,424	2872	4417	14344	4557	5224	0	0	0	0	0	0	37,838
Adult		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Central Library	907	723	1249	896	708	521							5004
	Local History	274	39	212	126	201	46							898
	Mission Library			21	223	243	172							659
	Northside Library	303	305	437	636	224	254							2159
	Total	1484	1067	1919	1881	1376	993	0	0	0	0	0	0	8720
Teen		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Central Library	398	19	183	78	102	98							878
	Mission Library			0	44	67	15							126
	Northside Library	184	379	230	53	30	103							979
	Total	582	398	413	175	199	216	0	0	0	0	0	0	1983
	Read Santa Clara	288	365	927	355	329	378							2642
	Bookmobile	0	0	0	0	0	0	0	0	0	0	0	0	0
	Community Events	0	0	0	0	0	0							0
	Total Attendance	8,778	4702	7676	16755	6461	6811	0	0	0	0	0	0	51,183
Volunteer Hours														
Volunteer Hours		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Genealogy	147.5	154	164	250	152.5	165							1033
	Read Santa Clara	277	221	280	179	166	259.5							1382.5
	Volunteer Program	427.42	213.25	266.67	750.67	199.25	195.08							2052.34
	Foundation & Friends	501	477	501	477	501	477							2934
	Total Volunteer Hours	1352.92	1065.25	1211.67	1656.67	1018.75	619.58	0	0	0	0	0	0	6924.84
Collection														
Collection		July	August	September	October	November	December	January 2019	February 2019	March 2019	April 2019	May 2019	June 2019	
	Titles Added	1896	1874	1170	1338	1452	817							8547
	Items (volumes) Added	8055	4029	3157	3415	3508	1970							24134