



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, October 7, 2019

6:00 PM

Mission Branch Library
Community Room
1098 Lexington St.
Santa Clara, CA 95050

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 19-1092 [Board of Library Trustees Minutes of August 5, 2019](#)

Recommendation: Approve August 5, 2019 meeting minutes.

1.B 19-379 [Board of Library Trustees Minutes of September 6, 2019](#)

Recommendation: Approve September 6, 2019 meeting minutes.

1.C 19-1029 [Action on California Library Literacy Services Grant Awards and Related Budget Amendment](#)

Recommendation: Recommend to City Council to accept the California Library Literacy Services grant award of \$18,000 and the California Library Literacy Services - Family Literacy grant award of \$25,000 into the Library Adult and Family Literacy Grant Fund, and approve the related budget amendment. (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

STAFF REPORT

19-865 [Staff Presentation](#)

19-1000 [Review and Update Work List](#)

19-1001 [Staff Report: Library Reports and Updates](#)

TRUSTEES REPORT

ADJOURNMENT

The Board of Library Trustees Meeting is adjourned to December 2, 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

19-1092

Agenda Date: 10/7/2019

SUBJECT

Board of Library Trustees Minutes of August 5, 2019

RECOMMENDATION

Approve August 5, 2019 meeting minutes.



City of Santa Clara

Meeting Minutes

Board of Library Trustees

08/05/2019

6:00 PM

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

CALL TO ORDER AND ROLL CALL

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

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

CONSENT CALENDAR

1.A [19-378](#) Board of Library Trustees Minutes of June 3, 2019

Recommendation: Approve June 3, 2019 meeting minutes.

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

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

PUBLIC PRESENTATIONS

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

GENERAL BUSINESS

2 [19-791](#) Selection of Chair and Vice-Chair for Fiscal Year 2019-20

Recommendation: There is no staff recommendation for this issue.

Trustee Ricossa nominated **Vice-Chair Broughman** as Chair and **Trustee Tryforos** as Vice-Chair for Fiscal Year 2019-20 Board Officers.

A motion was made by Trustee Ricossa, seconded by Trustee Tryforos to approve election of Board Officers for Fiscal Year 2019-20.

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

3 [19-844](#) 2020 Board of Library Trustees Calendar of Meetings

Recommendation: There is no staff recommendation for this issue.

A motion was made by Trustee Hintermeister, seconded by Trustee Tryforos to set the Board of Library Trustees Meeting Calendar for 2020 to convene every month except January and July.

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

A motion was made by Chair Kyo, seconded by Trustee Hintermeister to set the location for 2020 Board of Library Trustees meetings at Central Park Library, except the June meeting at Mission Branch Library and the August meeting at Northside Branch Library.

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

STAFF REPORT

[19-856](#) Review and Update Work List

Assistant City Librarian reviewed Work list items and categories, and recommended that Trustees sign up for e-notify for upcoming planning and development meetings.

Assistant City Librarian advised that an initial meeting with Finance and Parks and Recreation was held to discuss the Municipal Fee Schedule for Community room fee structure, reservation process, and policies. Meetings are on-going and staff will provide an update at the next meeting.

[19-828](#) 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

ADJOURNMENT

The meeting was adjourned at 7:23 PM.

A motion was made by Vice-Chair Broughman, seconded by Trustee Ricossa 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 October 7, 2019, at 6:00 PM.

DRAFT



City of Santa Clara

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

Agenda Report

19-379

Agenda Date: 10/7/2019

SUBJECT

Board of Library Trustees Minutes of September 6, 2019

RECOMMENDATION

Approve September 6, 2019 meeting minutes.



City of Santa Clara

Meeting Minutes

Board of Library Trustees

09/06/2019

11:00 AM

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 September 6, 2019, at 11:00 AM 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.

11:00 AM BOARD SPECIAL MEETING

CALL TO ORDER AND ROLL CALL

Chair Broughman called the meeting to order at 11:02 AM.

A motion was made by Trustee Hintermeister, seconded by Vice-Chair Tryforos to excuse Trustee Ricossa.

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

Excused: 1 - Trustee Ricossa

CONSENT CALENDAR

A motion was made by Trustee Hintermeister, seconded by Vice-Chair Tryforos to pull Item 1.A for discussion.

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

Excused: 1 - Trustee Ricossa

CONSENT ITEMS PULLED FOR DISCUSSION

- 1.A [19-974](#) Action on Agreements with the County of Santa Clara for Use of the Santa Clara City Libraries as Vote Centers

Recommendation: Recommend to City Council to approve the Vote Center Facility Use Agreements with the County of Santa Clara for Vote Centers at the Central Park Library, Northside Branch Library and Mission Branch Library.

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

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

Excused: 1 - Trustee Ricossa

PUBLIC PRESENTATIONS

ADJOURNMENT

The meeting was adjourned at 11:06 AM.

A motion was made by Vice-Chair Tryforos, seconded by Trustee Hintermeister to adjourn the meeting.

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

Excused: 1 - Trustee Ricossa

The Board of Library Trustees Meeting is adjourned to October 7, 2019, at 6:00 PM.



Agenda Report

19-1029

Agenda Date: 10/7/2019

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on California Library Literacy Services Grant Awards 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. In addition, CLLS provides a second family literacy award, intended to support services to low-literate adults and their families. The Library Department qualifies for both grants through its adult and family literacy program, titled "Read Santa Clara."

DISCUSSION

For fiscal year 2019/20, the Library Department has qualified for \$43,000 in grant funds:

California Library Literacy Services grant award, first installment of \$18,000:

The grant is 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 (first installment) amount of \$18,000, plus a future 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's family literacy program 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 August 16, 2019, is attached to this report (Attachment 1).

California Library Literacy Services - Family Literacy grant award, \$25,000:

The grant will be used for services to families provided by Read Santa Clara's family literacy program. These services would include family literacy events for low-literate families and supporting low-literate parents/caregivers with the tools needed to help their children succeed in school. A copy of the Family Literacy award letter is attached to this report (Attachment 2).

Staff recommends acceptance of the CLLS grant award of \$18,000 and the CLLS - Family Literacy grant award of \$25,000, to Read Santa Clara's Family Literacy program.

The CLLS grants require that the grant awards are deposited in the City's accounting system by June 30, 2020 and expended by December 31, 2020. Staff will monitor and evaluate any unexpended funds against budget and expenses to ensure requirements are met.

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 \$43,000 grant awards and approval of the appropriation of grant funds will help cover adult and family literacy programming for the Read Santa Clara program. There are no matching fund requirements. FY 2019/20 Adopted Operating Budget includes \$40,000 in estimated revenue of California Library Literacy Services Grant and appropriations of \$20,000 for the Adult Literacy Program in the Library Operating Grant Fund. Staff recommends an increase in estimated revenue to \$43,000 and appropriation of the full grant award of \$43,000.

**Budget Amendment
FY 2019/20**

	Current	Increase/ (Decrease)	Revised
Fund 112 - Library Operating Grant Fund			
<u>Revenues</u>			
California Library Literacy Services Grant	\$40,000	\$3,000	\$43,000
<u>Expenditures</u>			
Adult Literacy Program	\$20,000	\$23,000	\$43,000
<u>Fund Balance</u>			
Unrestricted Reserve	\$20,000	(\$20,000)	\$0

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 \$18,000 and the California Library Literacy Services - Family Literacy grant award of \$25,000 into the Library Adult and Family Literacy Grant Fund, and approve the related budget amendment. (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 August 16, 2019
2. CLLS - Family Literacy award letter
3. Reserved



August 16, 2019

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

hkeith@santaclaraca.gov

Dear Ms. Keith:

We're happy to provide funds for the fiscal year that began July 1, 2019 to support your California Library Literacy Services program and the important work you, your staff and volunteers do in your community.

The recently signed state budget continues California Library Literacy Services funding at \$4.82 million and \$2.5 million for family literacy.

At this time, we're providing the \$18,000 baseline amount for your program. The remainder will be sent in the fall after a review of the Final Report you submit to us in September.

There are three parts to the library's [funding formula](#):

1. A *baseline* amount (\$18,000) for each approved literacy program to provide libraries with the funding needed to deliver a minimum level of local literacy staffing and services;
2. A *per capita* amount per adult learner served in the previous year; and
3. A *match* on local funds raised and expended for adult literacy services—reflecting a commitment to a continuing state/local partnership and providing an incentive for increased local support for adult literacy.
 - Your funds must be encumbered by June 30, 2020, and fully expended in accordance with your approved budget by December 31, 2020. Encumbered funds are those that have been deposited in the awardee's accounting system and for which a budget has been provided to and approved by the State Library.
 - Please refer to the new California Library Literacy Services allowable and unallowable costs document to guide your program expenditures and please get in touch with us if you have any questions.
 - We encourage you and your colleagues to participate in the library literacy training opportunities that will be made available by the State Library and regional networks.

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

None

The payment process begins once we receive your signed Claim & Certification Forms (attached). Please direct any questions to Andrea Freeland @ 916.651.3191 and/or andrea.freeland@library.ca.gov.

NOTE: Both forms must be completed, signed with original signatures and mailed to Fiscal Office in order to be processed for payment.

Thank you for your willingness to do so much for so many people in need.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Shanti Bhaskaran, Literacy Coordinator (via email: sbhaskaran@santaclaraca.gov)
File

Enc.: Claim Form & Certification

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 23 - Budget Item 6120-213-0001**

Fiscal Year: 2019-2020		
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 – First Installment - \$ **18,000****Santa Clara City Library - 2635 Homestead Road Santa Clara, CA 95051-5322**

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 City Library - 2635 Homestead Road 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)_____
Title

MAIL 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

Family Literacy Award



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

hkeith@santaclaraca.gov

Dear Ms. Keith:

A handwritten signature in blue ink, appearing to read "Hilary", is written over the "Dear Ms. Keith:" line.

We are delighted to provide you with a Family Literacy grant for **\$25,000** to support family literacy programming for English-speaking adults with low-literacy skills, and their families, in your community. We hope that these funds will strengthen the services you provide to the learners enrolled in your California Library Literacy Services program and support you in reaching out and engaging unserved adults and families.

Please remember:

- The funds support adult learner-centered strengths-based family literacy services that are grounded in California Library Literacy Services values and supported by strong coordination between the California Library Literacy Services program, library administration, and other library staff, as well as external partnerships with other organizations serving families and children.
- The funds are intended to support family literacy services for English-speaking adults with low literacy skills, and their families, not the general adult or youth services populations. Please work with appropriate partners to help ensure that your services are provided for the targeted population.
- Your budget line items are the same as for your California Library Literacy Services funding and the same funding restrictions apply.
- Approximately 2/3 of the literacy programs are receiving family literacy funds in fiscal year 2019/2020. In future years, we anticipate that more libraries will apply for a share of the funds. In these early years of the program, we encourage you to consider your award, in part, as seed funds that help you to start or expand services, and not to commit to ongoing expenses that you cannot maintain if you receive less funding next year.
- Your funds must be encumbered by June 30, 2020, and fully expended (in accordance with your approved budget) by December 31, 2020. Encumbered funds are those that have been deposited in the awardee's accounting system and for which a budget has been provided to and approved by the State Library.

- Please refer to the new California Library Literacy Services allowable and unallowable costs document to guide your program expenditures, and please be in touch with us if you have any questions.
- We encourage you and your colleagues to participate in the library literacy training opportunities that will be made available by the State Library and regional networks.

We're confident that the newly-awarded family literacy funds will have a significant impact in communities across the state. Our plans to identify and demonstrate this impact are as follows:

- You'll report on your 2019-2020 fiscal year family literacy services experience and expenditures in the annual Final Report in August 2020. Please count everyone who participates in your family literacy programs, including learners who are enrolled in your California Library Literacy Services program as well as other low-literate adults and their families who participated in programming but may not be officially enrolled and matched with a tutor. Also, please document all the programs, services, and resources you provide.
- We'll provide you with an additional off-cycle reporting form in December 2020 to capture more information about your successes and challenges.
- In preparation for the 2020-2021 fiscal year and beyond, in spring 2020, we'll make available a sustainable evaluation framework for family literacy services that relates to the services you provide. This will make it easier to integrate your information into the annual California Library Literacy Services reporting form.

Respectfully yours,

Greg Lucas
California State Librarian

cc: Shanti Bhaskaran, sbhaskaran@santaclaraca.gov

Enc.: Claim Form

PLEASE COMPLETE AND RETURN THIS PAGE

Claim FormState of California
California Library Literacy and English Acquisition Services (CLLS)California Education Code; Section 18880-18883
Budget Citation Chapter 23 - Budget Item 6120-213-0001

Fiscal Year: 2019-2020		
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 - **\$25,000****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 City Library - 2635 Homestead Road 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)_____
Title

MAIL 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: _____

RESERVED.



City of Santa Clara

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

19-865

Agenda Date: 10/7/2019

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Staff Presentation

BACKGROUND

The City Manager's Office (CMO) recently revised CMO assignments and departmental functional oversight, which resulted in a change to the Library's reporting structure from Assistant City Manager Nadine Nader, to Assistant City Manager Cynthia Bojorquez. In addition to the Community Trail and Community Engagement Projects, Ms. Bojorquez manages three city departments: Library, Parks and Recreation, and Information Technology.

DISCUSSION

Cynthia Bojorquez, Assistant City Manager, will be introduced to the Board.

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



City of Santa Clara

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Agenda Report

19-1000

Agenda Date: 10/7/2019

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Review and Update Work List

BACKGROUND

As a regular part of the bi-monthly Board meetings, Staff will provide an updated work list of items discussed at the last dinner meeting with Council, as well as items added by Trustees either in the previous Board meeting or via email request to Staff.

DISCUSSION

The City Librarian will report and update the Board on Work List items that have been updated or revised subsequent to the last Board 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.

Approved by: Hilary Keith, City Librarian

ATTACHMENTS

1. Work List

BOLT Work List - 10/7/19

Category	Item	Comments	Status
City North	City North ; Freedom Circle; Patrick Henry: New library near Northside (SVL or SJ) (KW) Developers to provide space (DD): Use City North process as template for approaching future Developments	Freedom Circle & City North Vision Plan: 8/27/19 Council Meeting. Council direction to staff to continue work on the project and return with more specific policies for density, building height, and traffic mitigation. Estimated 11/5/19 Council Meeting	Ongoing
General Plan	General Plan : Library incorporation into General Plan Continue using numbers as an approach to planning (RC) Address future library needs as a function of increasing population	Hilary will reach out to CMO/Community Development during next General Plan update	Ongoing
Nexus Study	Nexus Study enroute to possible infrastructure fee? (LG) Impact fees as a finance mechanism How can developers participate and help fund Examples of where library impact fees are being assessed; separate fees? Together with arts and parks? Other revenue considerations (LG)	Staff providing ongoing feedback to City Consultant	Ongoing
Placemaking	Placemaking at library spaces; Need for social infrastructure Define long-term goals for social Infrastructure Library system as virtual vs physical; future of libraries as virtual vs brick and mortar (LG) Café and pop-up spaces in parks adjoining libraries (DD) More bookmobiles (DD) Potential opportunities at 35-acres City Place site (KW)	April 2019: Picnic @ Mission; May 2019: Reviewed Draft Report & gave feedback to Community Development Dept. Awaiting final report 10/22/19 Council Meeting: Action on Direction to Proceed with Placemaking Activities for the Mission Branch Library	Ongoing
Process Improvements	Community room fee structure and reservation system	In development; limited launch on Study Rooms in August Initial meetings held with Finance and Parks & Recreation to streamline community room fee structure and policies (Phase II of Municipal Fee Schedule). Public Hearing on 10/22/19, and adoption 11/19/19; fees are suspended for now.	Ongoing

BOLT Work List - 10/7/19

Category	Item	Comments	Status
Suggestions	More bookmobile karaoke starring commissioners (LG)	Noted.	Complete
Council	Collaborate with San Jose on Northside, schools and libraries (KW)		Council
Council	Examples of where library impact fees are being assessed; separate fees? Together with arts and parks? Other revenue considerations (LG)	See Nexus Study; ACM Bojoquez working on infrastructure revenue strategy/potential ballot initiative	Council
Funding sources	Non resident users (fee); do we have data? (TO)	Would lose Link+, PLP grant, State funding	Not feasible
Library spaces	Joint space with school districts? Joint school / public library? (PM)	Public has no access during school hours	Not feasible
Process Improvements	Consider Automated Retrieval Services ala SCU (PM)	Cost and space prohibited	Not feasible
Library spaces	Partner with others to provide space, e.g. Starbucks (DD)	Currently hosting programs with local businesses.	Complete
Funding sources	Partnerships with foundation and others (RC)	Foundation & Friends	Complete
Funding sources	Get other partners to take over (fund) programs (example of Summer Reading) (DD)	Covered by Foundation & Friends	Complete
Suggestions	Expand library hours, particularly Northside and Mission Branch	Northside expanded hours start in August. Mission branch expanded hours would need to be considered in future budget	Complete
Suggestions	Use of SCU libraries; host event to publicize to SC residents? (PM)	May 11, 2019 SCU Park Day; on CM blog	Complete



City of Santa Clara

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Agenda Report

19-1001

Agenda Date: 10/7/2019

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 activities and events held at the library in the previous two months and review the attached monthly report.

PUBLIC CONTACT

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Approved by: Hilary Keith, City Librarian

ATTACHMENTS

1. Monthly Report: July 2019 and August 2019

[illegible]

Reference Questions		Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	FYTD
	Central Adult Library	1995	1400											3395
	Central Local History	125	119											244
	Central Children's	2634	2648											5282
	Central Customer Service	444	372											816
	Mission Library	97	103											200
	Northside Library	229	346											575
	Bookmobile	145	125											270
	Total Reference Questions	5669	5113	0	0	0	0	0	0	0	0	0	0	10782
# of Programs														
Children		Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	FYTD
	Central Library	21	16											37
	Mission Library	61	14											75
	Northside Library	22	25											47
	Total	104	55	0	0	0	0	0	0	0	0	0	0	159
Adult		Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	FYTD
	Central Library	41	28											69
	Local History	2	1											3
	Mission Library	6	4											10
	Northside Library	20	23											43
	Total	69	56	0	0	0	0	0	0	0	0	0	0	125
Teen		Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	FYTD
	Central Library	4	1											5
	Mission Library	0	3											3
	Northside Library	11	11											22
	Total	15	15	0	0	0	0	0	0	0	0	0	0	30
	Read Santa Clara	95	98											193
	Bookmobile	0	0	0										0
	Community Events	0	0											0
	Total # of Programs	283	224	0	0	0	0	0	0	0	0	0	0	507
Program Attendance														
Children		Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	FYTD
	Central Library	1,251	441											1,692
	Mission Library	3601	758											4359
	Northside Library	2203	2304											4507
	Total	7,055	3503	0	0	0	0	0	0	0	0	0	0	10,558
Adult		Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	FYTD
	Central Library	1156	508											1664
	Local History	80	5											85
	Mission Library	1587	654											2241
	Northside Library	968	583											1551
	Total	3791	1750	0	0	0	0	0	0	0	0	0	0	5541
Teen		Jul 2019	Aug 2019	Sep 2019	Oct 2019	Nov 2019	Dec 2019	Jan 2020	Feb 2020	Mar 2020	Apr 2020	May 2020	Jun 2020	FYTD
	Central Library	26	40											66
	Mission Library	5	45											50
	Northside Library	355	235											590
	Total	386	320	0	0	0	0	0	0	0	0	0	0	706
	Read Santa Clara	228	215											443
	Bookmobile	0	0	0										0
	Community Events	0	0											0
	Total Attendance	11,460	5788	0	0	0	0	0	0	0	0	0	0	17,248

[illegible]