



# City of Santa Clara

## Meeting Agenda

### Board of Library Trustees

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Monday, February 3, 2020

6:00 PM

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

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#### **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    20-1297    Board of Library Trustees Minutes of December 2, 2019**

**Recommendation:** Approve December 2, 2019 meeting minutes.

**1.B    20-114    Action on California Library Literacy Services Grant Awards**

**Recommendation:** Recommend to City Council to accept the second installment of the California Library Literacy Services grant award of \$30,072 into the Library Adult and Family Literacy Grant Fund, and approve the appropriation of funds to Adult and Family Literacy accounts for As-Needed Salary, 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        20-113    Preparation for Informational Joint Dinner Meeting with City Council on March 31, 2020**

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

#### **STAFF REPORT**

**20-112** Staff Report: Library Reports and Updates

**20-115** Review and Update Worklist

**TRUSTEES REPORT**

**ADJOURNMENT**

The Board of Library Trustees Meeting is adjourned to March 2, 2020, at 6:00 PM.



# City of Santa Clara

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

## Agenda Report

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20-113

Agenda Date: 2/3/2020

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Preparation for Informational Joint Dinner Meeting with City Council on March 31, 2020

#### **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, 2019, further discussion in preparation for the March 31, 2020 informational joint dinner meeting with Council.

#### **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) <<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

## Meeting Minutes

### Board of Library Trustees

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12/02/2019

6:00 PM

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

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#### CALL TO ORDER AND ROLL CALL

**Vice Chair Tryforos** called the meeting to order at 6:00 PM.

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

**Aye:** 3 - Trustee Hintermeister, Trustee Ricossa, and Vice Chair Tryforos

**Excused:** 1 - Chair Broughman

**A motion was made by Trustee Ricossa seconded by Trustee Hintermeister to move Staff Presentation (19-1309) and Public Presentation to the beginning of the agenda.**

**Aye:** 3 - Trustee Hintermeister, Trustee Ricossa, and Vice Chair Tryforos

**Excused:** 1 - Chair Broughman

**19-1309** Staff Presentation: New Executive Director for Santa Clara City Library Foundation and Friends

**Executive Director** of Santa Clara Library Foundation & Friends was introduced to the Board and gave a verbal report on her experience and vision for the Foundation.

#### PUBLIC PRESENTATIONS

**JoAnn Davis, Executive Director** of Santa Clara Library Foundation & Friends gave an update on Foundation activities .

#### CONSENT CALENDAR

**A motion was made by Trustee Hintermeister, seconded by Trustee Ricossa to approve the Consent Calendar.**

- 1.A [19-380](#) Board of Library Trustees Minutes of October 7, 2019

**Recommendation:** Approve October 7, 2019 meeting minutes.

**A motion was made that this item be Approved**

**Aye:** 3 - Trustee Hintermeister, Trustee Ricossa, and Vice Chair Tryforos

**Excused:** 1 - Chair Broughman

- 1.B [19-1237](#) Board of Library Trustees Minutes of October 15, 2019

**Recommendation:** Approve October 15, 2019 meeting minutes.

**A motion was made that this item be Approved.**

**Aye:** 3 - Trustee Hintermeister, Trustee Ricossa, and Vice Chair Tryforos

**Excused:** 1 - Chair Broughman

## **GENERAL BUSINESS**

### **STAFF REPORT**

- [19-1238](#) Review and Update Work List

**City Librarian** gave an update on the progress of the work list items.

Board began preparation for the February 2020 dinner meeting with Council. Board will share the work list with Council at that meeting.

**Assistant City Librarian** will provide a list of collaborations and partnership at the next Board meeting.

Board voted to hold a Special Meeting in January to further discuss the February dinner meeting with Council. Staff will coordinate Board availability to establish meeting date.

**A motion by Trustee Hintermeister, seconded by Trustee Ricossa to convene a special meeting of the Board of Library Trustees in January to discuss preparation for the dinner meeting with City Council.**

**Aye:** 3 - Trustee Hintermeister, Trustee Ricossa, and Vice Chair Tryforos

**Excused:** 1 - Chair Broughman

[19-899](#)

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.

**City Librarian** shared an electronic presentation on the revitalization of the Bookmobile for the application for the League of California Cities' Helen Putnam award.

**TRUSTEES REPORT****ADJOURNMENT**

The meeting was adjourned at 7:33 PM.

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

**Aye:** 3 - Trustee Hintermeister, Trustee Member Ricossa, and Vice Chair Tryforos

**Excused:** 1 - Chair Broughman

The Board of Library Trustees Meeting is adjourned to February 3, 2020, at 6:00 PM.



## Agenda Report

20-114

Agenda Date: 2/3/2020

### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Action on California Library Literacy Services Grant Awards

#### **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 \$48,072 in adult literacy grant funds:

The grant award is comprised of a baseline (first installment) amount of \$18,000, which was earlier accepted by the Board of Library Trustees and the City Council plus the additional allocation of \$30,072, 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 December 23, 2020, is attached to this report (Attachment 1).

Staff recommends acceptance of the second installment of the CLLS grant award of \$30,072 to Read Santa Clara's adult literacy program.

The CLLS grants require that the grant award must be expended or encumbered by June 30, 2020. 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 \$30,072 grant awards and approval of the appropriation of grant funds will help cover adult literacy programming for the Read Santa Clara program.

**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) <<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 second installment of the California Library Literacy Services grant award of \$30,072 into the Library Adult and Family Literacy Grant Fund, and approve the appropriation of funds to Adult and Family Literacy accounts for As-Needed Salary, Contractual Services and Operating Supplies. (Requires five affirmative votes by the City Council)

Reviewed by: Hilary Keith, City Librarian

**ATTACHMENTS**

1. Award letter dated December 23, 2019





December 23, 2019

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

[hkeith@santaclaraca.gov](mailto: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 2019-2020 fiscal year. This **final, second payment** of your total allocation for the fiscal year that began July 1, 2019 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, 2019.

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 summary of your total California Library Literacy Services funding for the current program year:

**Adult Literacy 2019/20**

Baseline Adult Literacy Services:	\$18,000 (amount previously claimed)
<b>Final Payment (Per Capita &amp; Match):</b>	<b>\$30,072 (amount to be claimed now)</b>

**GRAND TOTAL for Adult Literacy:** **\$48,072**

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<b>Family Literacy Grant 2019/20</b>	<b>\$25,000</b>
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**Grand Total for ALS & Family Literacy** **\$73,072**

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

We'll initiate the payment process upon receipt of your signed claim form and certification form which are attached. The forms serve as a request to claim the funds and have a check sent to you and a certification that your library will use the funds for the purpose intended.

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.

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

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

*We encourage your literacy staff to attend network meetings regularly. We will soon begin offering literacy staff the opportunity to participate in some network meetings online. Please let us know what else we can do to help your staff participate and benefit from the training and networking that takes place at the meetings.*

In February, you'll be asked to revise your literacy budget for the 2019-2020 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 the updated information included in this letter.

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.

**PLEASE REMEMBER THAT**

**ALL STATE FUNDS MUST BE EXPENDED OR ENCUMBERED BY JUNE 30, 2020  
OR RETURNED TO THE STATE.**

If you need a copy of your most recent final report and/or application, or have any questions, please contact Natalie Cole at [natalie.cole@library.ca.gov](mailto:natalie.cole@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

*Happy Holidays - Wish you all the best in 2020!*

cc: Shanti Bhaskaran, Literacy Coordinator (via email: [sbhaskaran@santaclaraca.gov](mailto:sbhaskaran@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 23 – Budget Item 6120-213-0001**

<b>Fiscal Year: 2019-2020</b>	
Reporting Structure: 61202000	COA: 5432000; Approp. Ref: 213
Purchasing Authority Number: CSL-6120	Category: 84121600 Program #: 5312

**FOR PAYMENT OF CALIFORNIA LIBRARY LITERACY SERVICES GRANT**Amount 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)\_\_\_\_\_  
Title

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

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**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.

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**SIGNED**

**DATE**

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*Signature - Authorized representative*

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*Typed/Printed Name and Title of Authorized Representative*

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*Email address of authorized representative*

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