



# City of Santa Clara

## Meeting Agenda

### Board of Library Trustees

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Monday, March 2, 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    20-1436    Board of Library Trustees Minutes of February 3, 2020**

**Recommendation:** Approve February 3, 2020 meeting minutes.

**1.B    20-281    Action on California Library Services Act Funds from Pacific Library Partnership**

**Recommendation:** Recommend to City Council to accept the California Library Services Act funds from Pacific Library Partnership.

#### **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        20-284    Preparation for Informational Joint Dinner Meeting with City Council**

#### **STAFF REPORT**

**20-115    Review and Update Worklist**

**20-286    Staff Report: Library Reports and Updates**

#### **TRUSTEES REPORT**

**ADJOURNMENT**

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



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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02/03/2020

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**

Vice Chair Tryforos called the meeting to order at 6:04PM.

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

**Aye:** 4 - Vice Chair Tryforos, Member Hintermeister, Member Ricossa, and Member Briefman

**Excused:** 1 - Chair Broughman

#### **CONSENT CALENDAR**

A motion was made by **Trustee Hintermeister**, seconded by **Trustee Ricossa** to approve the balance of the consent items.

**Aye:** 4 - Vice Chair Tryforos, Member Hintermeister, Member Ricossa, and Member Briefman

**Absent:** 1 - Chair Broughman

**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**

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

**Kelly Terrence, Guest**, communicated an issue with the Library Wifi.

## **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.

**Trustee Hintermeister** shared a number of possible topics for discussion at the Informational Joint Dinner Meeting with City Council and suggested that Trustees identify topics ahead of the meeting.

Trustees discussed the option of having a Special Meeting of the Board of Library Trustees on March 24, 2020 to finalize discussion topics.

## **STAFF REPORT**

Staff Report: Library Reports and Updates

20-112

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

**Assistant City Librarian** shared a list of organizations the Library partnered with for programs and resource sharing.

Review and Update Worklist

20-115

**City Librarian** and **Assistant City Librarian** gave a verbal update on the work list.

## **TRUSTEES REPORT**

## **ADJOURNMENT**

The meeting was adjourned at 7:27 PM.

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

**Aye:** 4 - Vice Chair Tryforos, Member Hintermeister, Member Ricossa, and Member Briefman



## Agenda Report

20-281

Agenda Date: 3/2/2020

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Action on California Library Services Act Funds from Pacific Library Partnership

#### **BACKGROUND**

The Pacific Library Partnership, PLP, is a membership organization created under terms of the California Library Services Act (Education Code 18700 et. seq.) and consistent with provisions of the California government Code, sections 6500-6578, to provide cooperative library services to better serve the residents of the several counties within which the members operate. On December 18, 2019, the Pacific Library Partnership (PLP) notified PLP Public Library members of the availability of an allocation distribution of California Library Services Act (CLSA) funds (Attachment 1). As a PLP Public Library member, the City of Santa Clara Library's share of these allocations is \$8,723. This disbursement was previously allocated to purchase e-books for a collective e-book platform managed and maintained for the PLP Member Libraries by PLP. PLP no longer subsidizes the e-book platform.

#### **DISCUSSION**

To ensure the expenditure of the funds reflect the needs and interests of the membership, PLP member feedback was solicited on priorities for projects to fund. The PLP Executive Committee approved six projects that members could select for their Library's allocation. Staff selected the option for purchases of digital library content, such as e-books and audiobooks, through the Library's participation in the Overdrive Northern California Digital Library consortium. This option was noted on the PLP Claim Form and submitted to PLP. This option is the most popular e-book service the Santa Clara City Library offers and will add an estimated 333 titles to the collection with approximately 1023 additional checkouts in Fiscal Year 19-20.

The CLSA fund allocation may only be used for the option designated in the PLP Claim Form. Staff is recommending that the allocation of \$8,723 is accepted and appropriated into the Library's budget for materials and digital content purchases through the Overdrive Northern California Digital Library consortium.

#### **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 funds and approval of its appropriation will provide Library patrons with continued access to expanded e-collections and will supplement the Library's budget for materials and digital content purchases.

**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 California Library Services Act funds from Pacific Library Partnership.

Reviewed by: Hilary Keith, City Librarian

**ATTACHMENTS**

1. December 18, 2019 PLP Letter and Claim Form

12/10/19

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

Subject: PLP California Library Services Act Distribution of Funds for FY 2019/20

Dear Hilary Keith,

For the last several years, PLP has allocated California Library Services Act (CLSA) funds to pay for an enki subscription for all PLP libraries. Delivery costs and enki have taken up the majority of funds, with smaller initiatives, such as SimplyE also being funded. In an effort to ensure the expenditure of the funds reflect the needs and interests of the membership, PLP issued a survey to member libraries requesting their feedback on their priorities for projects to fund.

The PLP Executive Committee has approved allocating \$300,000 back to the public libraries per the PLP formula, and libraries will be able to choose from one of six options which represent approved projects for CLSA funds:

- enki
- Overdrive (see below\*)
- Bibliotheca's CloudLibrary Consorita product
- Broadband hardware and telecommunication costs
- Link+
- Special project among some MOBAC libraries for a shared ILS study

*\*Overdrive can only be selected for the 8 public libraries of Peninsula Library System (Burlingame, Daly City, Menlo Park, Redwood City, San Bruno, San Mateo Public, San Mateo County and South San Francisco), or one of the 12 libraries belonging to the Overdrive Northern California Digital Library (Alameda County, Harrison Memorial Library, Monterey Public, Mountain View, Pacific Grove, Palo Alto, Pleasanton, San Benito County, Santa Clara City, Santa Cruz, Sunnyvale and Watsonville). Titles can only be purchased in those shared environments.*

Attached is a claim form. For your library, your CLSA allocation is \$ **8723**. Please complete the claim form by **December 30, 2019** and return it to Pacific Library Partnership. For questions, please contact Andrew Yon, PLP Controller, at (650)349-5538 or yon@plsinfo.org.

Sincerely,

***Carol Frost***

Carol Frost  
CEO, Pacific Library Partnership



## PLP FY2019-20 CLSA Funds Distribution

<i>Library</i>	<i>FY 19/20 Membership Fee</i>	<i>FY 19/20 CLSA Funds Based % Membership Fee</i>
Alameda Free Library	\$10,641	\$5,935
Alameda County Library	\$30,641	\$17,089
Berkeley Public Library	\$25,641	\$14,301
Burlingame Public Library	\$10,641	\$5,935
Contra Costa County Library	\$30,641	\$17,089
Daly City Public Library	\$10,641	\$5,935
Harrison Memorial Library - Carmel	\$8,641	\$4,819
Hayward Public Library	\$11,641	\$6,492
Livermore Public Library	\$11,641	\$6,492
Los Gatos Public Library	\$8,641	\$4,819
Menlo Park Public Library	\$9,641	\$5,377
Monterey County Free Libraries	\$15,641	\$8,723
Monterey Public Library	\$9,641	\$5,377
Mountain View Public Library	\$11,641	\$6,492
Oakland Public Library	\$30,641	\$17,089
Pacific Grove Public Library	\$7,641	\$4,263
Palo Alto Public Library	\$15,641	\$8,723
Pleasanton Public Library	\$10,641	\$5,935
Redwood City Public Library	\$15,641	\$8,723
Richmond Public Library	\$15,641	\$8,723
Salinas Public Library	\$11,641	\$6,492
San Benito County Library	\$7,641	\$4,262
San Bruno Public Library	\$8,641	\$4,819
San Francisco Public Library	\$30,641	\$17,089
San Jose Public Library	\$30,641	\$17,089
San Juan Bautista Library	\$750	\$420
San Mateo County Library	\$25,641	\$14,301
San Mateo Public Library	\$11,641	\$6,492
Santa Clara City Library	\$15,641	\$8,723
Santa Clara County Library	\$30,641	\$17,089
Santa Cruz Public Libraries	\$25,641	\$14,301
South San Francisco Public Library	\$11,641	\$6,492
Sunnyvale Public Library	\$15,641	\$8,723
Watsonville Public Library	\$9,641	\$5,377
<b>TOTAL</b>	<b>\$537,903</b>	<b>\$300,000</b>



PACIFIC LIBRARY PARTNERSHIP CLAIM FORM

California Library Services Act Distribution of Funds for FY 2019/20

Library: Santa Clara City Library

Amount of Approved Allocation: \$8723

I hereby certify that my library will use our CLSA allocation in the way indicated below. I understand that use CLSA funds is defined by law, and that my library's allocation of these funds may only be used in the way indicated below. Please indicate how your funds will be spent by placing a checkmark next to the item. Should you plan to allocate funds to more than one category, please indicate that as well.

- ☒ enki (your library can negotiate the price with Califa)  
☐ Overdrive (only for the 19 libraries which are in a shared environment)  
☐ Bibliotheca's CloudLibrary Consorita product  
☐ Broadband hardware and telecommunication costs  
☐ Link+  
☐ A special project among some MOBAC libraries for a shared ILS study

If you have chosen enki, Overdrive or Bibliotheca, please indicate the estimated number of title to be purchased, and the estimated circulation of those purchased titles for **FY 2019/20**.

333 Titles 2331 Circulation

Director's Signature: Hilary Keith

Title: City Librarian

Name: H. Vary Keith

Date: 12/20/19

A check will be issued to your library once this is signed and returned.

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For Staff use

Approved by: Carol Frost, CEO

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Mail one copy with an original signature to:

Pacific Library Partnership  
Attn: Andrew Yon  
32 W. 25<sup>th</sup> Ave, Suite #201  
San Mateo, CA 94403



# 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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20-284

Agenda Date: 3/2/2020

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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**

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#### **RECOMMENDATION**

There is no staff recommendation for this issue.

Approved by: Hilary Keith, City Librarian