



# City of Santa Clara

## Meeting Agenda

### Board of Library Trustees

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**Monday, September 13, 2021**

**6:00 PM**

**Virtual Meeting**

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Pursuant to the provisions of California Governor's Executive Order N-29-20, issued on March 17, 2020, to prevent the spread of COVID-19, the City of Santa Clara has implemented methods for the public to participate remotely:

- Via Zoom:

- o <https://zoom.us/j/96309770871>

Webinar ID: 963 0977 0871 or

- o Phone: 1(669) 900-6833

PUBLIC PARTICIPATION IN ZOOM WEBINAR: Please follow the guidelines below when participating in a Zoom Webinar:

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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      21-1205      [Update Action on the Meeting Minutes of May 3, 2021 and June 10, 2021](#)**

**Recommendation:** Approve the meeting minutes of May 3, 2021 and June 10, 2021

**2      21-1159      [Action on the Meeting Minutes of August 2, 2021](#)**

**Recommendation:** Approve the meeting minutes of August 2, 2021.

**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****3      21-1168      [Adult Services Division Update](#)**

**Recommendation:** No Recommendation for this item

**4      21-1202      [Statistical Report of Library Activity](#)**

**Recommendation:** No recommendations for this item.

**5      21-1160      [Verbal Report on Library Programs and Activities](#)**

**Recommendation:** Note and file monthly update on Library activities.

**TRUSTEES REPORT****ADJOURNMENT**

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## Agenda Report

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21-1205

Agenda Date: 9/13/2021

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Update Action on the Meeting Minutes of May 3, 2021 and June 10, 2021

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

In the August 2, 2021 Board of Library Trustees meeting, Trustee Broughman and Trustee Evans abstained from approving the meeting minutes of May 3, 2021 and June 10, 2021 due to being absent from those meetings. Through consultation with the City Attorney's Office, it is recognized a Trustee's absence does not require them to abstain from approving the minutes of that meeting.

#### **DISCUSSION**

The Board of Library Trustees meeting minutes for May 3, 2021 and June 10, 2021 should be reviewed and approved by all Trustees in attendance.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council 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**

Approve the meeting minutes of May 3, 2021 and June 10, 2021

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Cynthia Bojorquez, Assistant City Manager, Acting City Librarian

#### **ATTACHMENTS**

1. Draft BOLT meeting minutes 05-03-21
2. Draft BOLT meeting minutes 06-10-21



# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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05/03/2021

6:00 PM

Virtual Meeting

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#### **CALL TO ORDER AND ROLL CALL**

Chair Ricossa called the meeting to order at 6:01 p.m.

**Present** 3 - Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, and Chair Stephen Ricossa

**Excused** 1 - Trustee Leonne Broughman

A roll call vote was made to move item 21-669, Presentation on the City Plaza Park Gazebo Enhancement Project, to the first order of business.

**Chair Ricossa recommended the approval of moving item # 2 21-669 to the first order of business.**

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

**Excused:** 1 - Trustee Broughman

### **CONSENT CALENDAR**

- 1      [21-640](#)      Board of Library Trustees Minutes of April 5, 2021

**Recommendation:** Approve April 5, 2021 meeting minutes

**A motion was made by Vice Chair Hintermeister, seconded by Trustee Tryforos, to approve the minutes of the April 5, 2021 Board of Library Trustees meeting.**

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

**Excused:** 1 - Trustee Broughman

### **PUBLIC PRESENTATIONS**

Santa Clara City Library Foundation and Friends Executive Director, **JoAnn Davis**, informed **the Board of Library Trustees (the Board)** that the Foundation and Friends bookstore at Central Park Library will reopen on May 10, 2021.

**Vice Chair Hintermeister** inquired about when the Foundation and Friends would accept donations. **Executive Director Davis** answered that donations would be accepted soon and the public could be notified through their mailing list.

### **GENERAL BUSINESS**

#### **STAFF REPORT**

- 2      [21-669](#)      Presentation on the City Plaza Park Gazebo Enhancement Project

**Recommendation:** This item is for information only; no action required at this time.

Director of Parks and Recreation, **James Teixeira** presented information on a project to enhance the gazebo in City Plaza Park.

In 2018, the City worked with Project for Public Spaces to collect public input for improving the gazebo in City Plaza Park and better connect it to Mission Branch Library. The input focused on three areas: strengthening access to the gazebo from Mission Branch Library, opportunities of utilizing outdoor spaces for recreation activities and updating the appearance of the gazebo.

A public survey is available on the City's website to collect feedback on two design options for the gazebo project. The survey closes on May 12, 2021. The Parks and Recreation Commission will then hear public feedback, including from **the Board**.

**Acting City Librarian, Cynthia Bojorquez**, discussed the two options available in the survey.

**Chair Ricossa** asked to agendaize a discussion of the survey options for the Board of Library Trustees meeting on June 7, 2021.

3      [21-645](#)      Youth Services Verbal Report on El Día Del Niño Programs

**Recommendation:** This item is for information only; no action required at this time.

Youth Services Program Coordinator, **Rachel Schmidt**, presented on programming for Día Del Niños.

The Library applied for an American Library Association grant of \$1,500 to purchase books, supplies, and other materials to create learning kits and crafts for local school children. With the bookmobile, Youth Services staff distributed 430 learning kits at Scott Lane Elementary, Wilson Preschool and Kathryn Hughes Elementary. This was an important step in reconnecting with underserved children, families and schools after COVID-19.

On Friday, April 29, 2021, the Library held a live bilingual "Read with Me" that featured many City staff members sharing books and songs to a virtual audience. Patrons could see that the City staff reflects the diversity of the community through this program.

4      [21-641](#)      Verbal Report on the Recruitment Process for the City Librarian Position

**Recommendation:** This item is for information only; no action is required at this time.

**Acting City Librarian Bojorquez** informed **the Board** the City Librarian recruitment closed on April 18, 2021. Over 40 applications were received for the position. The Executive Recruiter is currently screening the applications.

There will be two interview panels. One panel will include City department heads. The second panel will include a representative from **the Board**, a representative of the Santa Clara City Library Foundation and Friends, Library Consultant **Jane Light**, and Hayward Public Library Director of Library Services **Jayanti Addleman**.

**Chair Ricossa** asked if each candidate would meet with both panels. Acting City Librarian Bojorquez confirmed that to be correct.

**City Manager, Deanna Santana**, will recommend a candidate to **the Board** for approval during a special meeting in July. **Vice Chair Hintermeister** reiterated his request that the Board be informed of what materials they will be provided and what decision they will be expected to make during that meeting. **Acting City Librarian Bojorquez** noted the special meeting agenda packet will have the requested information.

5      [21-658](#)      Verbal Report on Library Programs and Activities

**Recommendation:** Note and file the monthly update on Library activities.

**Acting City Librarian Bojorquez** provided **the Board** a summary of recent Library activities.

On April 5, 2021, the Library reopened the Mission Branch Library and the Northside Branch Library for limited hours to provide hold pickup and "grab and go" materials.

On April 19, 2021, computer access and printing services became available at all three branches.

The Library was featured by the San Jose Spotlight on April 26, 2021 in an article about local library reopening efforts.

The Northside Branch Library solar project is underway. The project was funded through community donations and matching funds from Silicon Valley Power for a solar project in the City. Residents chose the Northside Branch Library as the site for the project.

Recruitments are open for a Young Adult Librarian, a Branch Librarian, and a half-time Genealogy/Local History Librarian.

The State of California's Build Back Boldly budget proposal includes a provision that could eliminate fines and fees for overdue materials.

The Patrick Henry Project's specific plan is expected to go to City Council in September for approval.

**Vice Chair Hintermeister** inquired about the status of Bookmobile services. **Acting City Librarian Bojorquez** explained that the Library is working on a schedule with local schools and other locations to serve as Bookmobile stops during the summer.



**TRUSTEES REPORT**

**Trustee Tryforos** will be volunteering at the Santa Clara City Library Foundation and Friends bookstore when it reopens.

**Chair Ricossa** noted that Board elections should happen during the June 2021 Board of Library Trustees meeting.

**Chair Ricossa** asked about the recruitment for a fifth member of the Board. **Deputy City Clerk Simrat Dhaldi** informed **the Board** of the application and selection process.

**ADJOURNMENT**

**A motion was made by Trustee Tryforos, seconded by Vice Chair Hintermeister, that the meeting be adjourned at 6:58pm.**

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

**Excused:** 1 - Trustee Broughman

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# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

06/10/2021

6:00 PM

Special Meeting - Virtual Meeting

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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 Chair calls for a Special Meeting of the Board of Library Trustees to commence and convene on June 10, 2021 at 6:00 PM for a Special Meeting held virtually via Zoom, to consider the following matter(s) and to potentially take action with respect to them.

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**CALL TO ORDER AND ROLL CALL**

Chair Ricossa called the meeting to order at 6:02 p.m.

**Present** 3 - Trustee Debbie Tryforos, Vice Chair Jan Hintermeister, and Chair Stephen Ricossa

**Absent** 1 - Trustee Leonne Broughman

**PUBLIC PRESENTATIONS**

No public presentations.

**GENERAL BUSINESS**

- 1      21-825      Action on Recommendation to Parks & Recreation Commission on Schematic Design Input for the City Plaza Park Gazebo Enhancement Project

**Recommendation:** Make a recommendation to the Parks & Recreation Commission on a preferred schematic design for the City Plaza Park Gazebo Enhancement Project

**Recreation Manager Kimberly Castro** of Parks and Recreation presented results from the public input process for the City Plaza Park gazebo enhancement project. Public input was accepted through an online survey from May 1, 2021 until May 18, 2021. There were 181 public responses to the online survey.

Recreation Manager Castro invited the **Board of Library Trustees (the Board)** to ask questions about the two design options available and recommend a preferred option. This feedback will be submitted to the Parks and Recreation Commission during their June 15, 2021 meeting.

The public survey showed a preference for option B, a design that includes a larger paved space with seat walls, additional planting around the gazebo, and repairs and painting of the gazebo.

**Chair Ricossa** asked whether the new gazebo plan will include an ADA compliant ramp. **Recreation Manager Castro** confirmed it would.

**Vice Chair Hintermeister** inquired if the City would reconfigure the walkways through the park as part of the gazebo project. **Recreation Manager Castro** noted that with the exception of the ADA compliant ramp entrance to the gazebo, the sidewalks are not in the scope of the project.

**Recreation Manager Castro** confirmed that tree removal is not part of either project option, but shrubs around the gazebo may be replaced with additional landscaping.

**Vice Chair Hintermeister** asked if any physical changes will be made to the gazebo beyond what the design shows. **Recreation Manager Castro** noted that the gazebo would have repairs done to the woodwork and be repainted.

**Vice Chair Hintermeister** suggested staff should provide site visits for **the Board** when asking for feedback on City projects of this nature.

**Recreation Manager Castro** explained what steps will occur after the public feedback is presented to the Parks and Recreation Committee.

**Trustee Tryforos made a motion, seconded by Chair Ricossa, that the Board recommend option A of the schematic design for the City Plaza Park Gazebo enhancement project to the Parks and Recreation Committee.**

**Aye:** 2 - Trustee Tryforos, and Chair Ricossa

**Nay:** 1 - Vice Chair Hintermeister

**Absent:** 1 - Trustee Broughman

## **STAFF REPORT**

2      [21-837](#)      Verbal Report on Library Programs and Activities

**Recommendation:** Note and file the monthly update on Library activities.

**Management Analyst, Justin Wasterlain**, gave **the Board** updates about the Summer Reading Challenge, Bookmobile services, community support services and staffing.

**Vice Chair Hintermeister** inquired about when in-person library visits would be allowed again. **Management Analyst Wasterlain** informed him that dates for expanded services are to be determined.

**TRUSTEES REPORT**    **Trustee Tryforos** is volunteering in the Foundation and Friends of the Santa Clara City Library bookstore.

**Vice Chair Hintermeister** asked that the Board be provided with more information about the City Librarian approval process in advance of the special meeting.

**ADJOURNMENT**    **Trustee Tryforos made a motion, seconded by Vice Chair Hintermeister, to adjourn the meeting at 7:04 pm until the next regularly scheduled meeting on August 7, 2021 at 6:00 pm.**

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

**Absent:** 1 - Trustee Broughman

The next regular scheduled Board of Library Trustees Meeting is August 2, 2021, at 6:00 PM.

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# City of Santa Clara

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

## Agenda Report

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21-1159

Agenda Date: 9/13/2021

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Action on the Meeting Minutes of August 2, 2021

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **RECOMMENDATION**

Approve the meeting minutes of August 2, 2021.

Prepared by: Justin Wasterlain, Management Analyst

Approved by: Cynthia Bojorquez, Assistant City Manager/Acting City Librarian





# City of Santa Clara

## Meeting Minutes

### Board of Library Trustees

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08/02/2021

6:00 PM

Virtual Meeting

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#### **CALL TO ORDER AND ROLL CALL**

**Chair Ricossa** called the meeting to order at 6:01 p.m.

**Trustee Hintermeister** joined the meeting at 6:06 p.m.

**Present** 5 - Trustee Leonne Broughman, Trustee Debbie Tryforos, Trustee Jan Hintermeister, Chair Stephen Ricossa, and Vice Chair Jonathon Evans

**CONSENT CALENDAR****Approved the Consent Calendar**

- 1      [21-1050](#)      Action on the Meeting Minutes of May 3, 2021 and June 10, 2021

**Recommendation:** Approve the meeting minutes of May 3, 2021 and June 10, 2021

**Trustee Broughman** and **Vice Chair Evans** abstained from voting. The minutes being approved are for meetings neither were present for.

**Trustee Hintermeister** was not present during the consent calendar vote.

**A motion was made by Trustee Tryforos, seconded by Vice Chair Evans, to approve the meeting minutes of May 3, 2021 and June 10, 2021.**

**Aye:** 2 - Trustee Tryforos, and Chair Ricossa

**Absent:** 1 - Trustee Hintermeister

**Abstained:** 2 - Trustee Broughman, and Vice Chair Evans

**PUBLIC PRESENTATIONS**

**JoAnn Davis**, Executive Director of the Santa Clara City Library Foundation and Friends, provided an update on the organization's activities.

**GENERAL BUSINESS**

- 2      [21-1059](#)      Selection of Board of Library Trustees Chair and Vice Chair for FY 2021/22

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

**Acting City Librarian Bojorquez** described the process of nominating and voting a new Chair and Vice Chair to the **Board of Library Trustees (the Board)**.

A motion was made by **Trustee Broughman**, seconded by **Trustee Hintermeister**, to nominate **Jonathon Evans** as Vice Chair of the Board of Library Trustees. **The Board** approved the nomination.

**A motion was made by Trustee Tryforos, seconded by Trustee Broughman, to nominate Steven Ricossa as Chair of the Board of Library Trustees.**

**Aye:** 4 - Trustee Broughman, Trustee Tryforos, Trustee Hintermeister, and Vice Chair Evans

**Abstained:** 1 - Chair Ricossa

- 3      [21-1060](#)      Board of Library Trustees Calendar of Meetings for 2022

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

**Acting City Librarian Bojorquez** noted that meetings could possibly be virtual dependant on COVID-19 regulations in the future.

**Trustee Hintermeister** inquired about whether joint Council Committee meetings will be held this year. **Acting City Librarian Bojorquez** informed the Board these meetings will be postponed until in-person meetings are resumed.

**A motion was made by Trustee Broughman, seconded by Trustee Hintermeister, to approve the proposed calendar of meetings with the recommendation that at least one meeting be held at each of the Branch Libraries on dates to be determined in coordination by the Chair.**

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

#### **STAFF REPORT**

- 4      [21-1061](#)      Verbal Report on Library Programs and Activities

**Recommendation:** Note and file the monthly update on Library activities.

**Acting City Librarian Bojorquez** gave an update about library activities including:

- reopening at all the branches,
- Celebrate Santa Clara events,
- Bookmobile's summer stops,
- appointment of **Patty Wong** to City Librarian,
- hiring of **Danny Le** as a full-time Adult Services Librarian,
- Technical Services Program Coordinator, Yu-Lan Chou's election as Chair of the Northern California Technical Processing Group

**Acting City Librarian Bojorquez** announced that due to increasing cases of the Delta Variant, hybrid Board meetings would continue until at least October. **Vice Chair Evans** asked if hybrid options would still be available after in-person meetings are allowed. **Acting City Librarian Bojorquez** explained how State decisions related to the Brown Act will determine that in upcoming months.

**Trustee Hintermeister** inquired about staff capacity for adding additional hours. **Acting City Librarian Bojorquez** discussed the staffing challenges facing each branch. **Vice Chair Evans** asked what hours the Library ultimately wanted to return to.

**Trustee Hintermeister** asked if **the Board** could get more information when new staff is hired to familiarize the Board with staff.

**Vice Chair Evans** asked how current circulation statistics compared to pre-COVID statistics. **Acting City Librarian Bojorquez** will share statistics with the Board during the September 13, 2021 meeting.

**Trustee Broughman** inquired about the recruitment of a librarian in part responsible for the genealogy/local history section. **Acting City Librarian Bojorquez** explained that the recruitment was still open.

## **TRUSTEES REPORT**

### **ADJOURNMENT**

A motion was made by Trustee Broughman, seconded by Vice Chair Evans, to adjourn the meeting at 6:54 p.m.

**Aye:** 5 - Member Broughman, Member Tryforos, Vice Chair Hintermeister, Chair Ricossa, and Member Evans

The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision. Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. If a person wishes to challenge the nature of the above section in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Santa Clara, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

If a member of the public submits a speaker card for any agenda items, their name will appear in the Minutes. If no speaker card is submitted, the Minutes will reflect "Public Speaker."

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the City of Santa Clara will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities, and will ensure that all existing facilities will be made accessible to the maximum extent feasible. The City of Santa Clara will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities including those with speech, hearing, or vision impairments so they can participate equally in the City's programs, services, and activities. The City of Santa Clara will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities.

Agendas and other written materials distributed during a public meeting that are public record will be made available by the City in an appropriate alternative format. Contact the City Clerk's Office at 1 408-615-2220 with your request for an alternative format copy of the agenda or other written materials.

Individuals who require an auxiliary aid or service for effective communication, or any other disability-related modification of policies or procedures, or other accommodation, in order to participate in a program, service, or activity of the City of Santa Clara, should contact the City's ADA Coordinator at 408-615-3000 as soon as possible but no later than 48 hours before the scheduled event.



## Agenda Report

21-1168

Agenda Date: 9/13/2021

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Adult Services Division Update

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

During the August 2, 2021 Board of Library Trustees meeting, the Board asked to be made familiar with new staff. To fulfill this request, staff will be introduced to the Board periodically and given an opportunity to present on the activities of their divisions.

#### **DISCUSSION**

Adult Services Program Coordinator, Theresa Campos, will inform the Board of the Division's activities in recent months. The Board will be introduced to new staff members and updated on other changes within the Division.

#### **PUBLIC CONTACT**

Public contact was made by posting the Council 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**

No Recommendation for this item

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Cynthia Bojorquez, Assistant City Manager, Acting City Librarian



# City of Santa Clara

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## Agenda Report

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21-1202

Agenda Date: 9/13/2021

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Statistical Report of Library Activity

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

During the August 2, 2021 Board of Library Trustees meeting, the Board expressed a desire to receive more statistical information related to library circulation, attendance, and other quantifiable measurements.

#### **DISCUSSION**

Staff will discuss statistical trends from before the COVID-19 pandemic through the current reopening activities.

#### **PUBLIC CONTACT**

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#### **RECOMMENDATION**

No recommendations for this item.

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Cynthia Bojorquez, Assistant City Manager, Acting City Librarian



# City of Santa Clara

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## Agenda Report

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21-1160

Agenda Date: 9/13/2021

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### REPORT TO BOARD OF LIBRARY TRUSTEES

#### **SUBJECT**

Verbal Report on Library Programs and Activities

#### **COUNCIL PILLAR**

Enhance Community Engagement and Transparency

#### **BACKGROUND**

To help the Board of Library Trustees keep apprised of issues affecting the Library, staff will provide a recap of the previous month's activities as well as an overview of upcoming activities for the following month.

#### **DISCUSSION**

At the September Board of Library Trustees meeting, Library staff will provide an update on current and upcoming Library activities and programming.

#### **PUBLIC CONTACT**

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#### **RECOMMENDATION**

Note and file monthly update on Library activities.

Reviewed by: Justin Wasterlain, Management Analyst

Approved by: Cynthia Bojorquez, Assistant City Manager, Acting City Librarian