



City of Santa Clara

Meeting Agenda

Board of Library Trustees

Monday, October 4, 2021

6:00 PM

Virtual Meeting

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:

- The meeting will be recorded so you must choose 'continue' to accept and stay in the meeting.
- If there is an option to change the phone number to your name when you enter the meeting, please do so as your name will be visible online and will be used to notify you that it is your turn to speak.
- Mute all other audio before speaking. Using multiple devices can cause an audio feedback.
- Use the raise your hand feature in Zoom when you would like to speak on an item and lower when finished speaking. Press *9 to raise your hand if you are calling in by phone only.
- Identify yourself by name before speaking on an item.
- Unmute when called on to speak and mute when done speaking. If there is background noise coming from a participant, they will be muted by the host. Press *6 if you are participating by phone to unmute.
- If you no longer wish to stay in the meeting once your item has been heard, please exit the meeting.

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 21-1379 [Action on the Meeting Minutes of September 13, 2021](#)

Recommendation: Approve meeting minutes of September 13, 2021

- 2 21-1421 [Action to accept appropriation of the FY 2021/22 California Library Literacy Services \(CLLS\) Grant Award for Read Santa Clara, the library's adult and family literacy program](#)

Recommendation: Recommend to accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara and approve a FY 2021/22 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$91,026 and increase the FY 2021/22 Read Santa Clara appropriation by \$91,026.

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

- 21-1428 [Introduction of New City Librarian and Overview of Board Priorities](#)

Recommendation: No recommendation for this item.

- 21-1394 [Library Bookmobile Update](#)

Recommendation: No recommendation for this item

- 21-1396 [Overview and Preliminary Results of the Library's Restoration of Services Community Survey](#)

Recommendation: No recommendation for this item

- 21-1392 [Verbal Report on Library Programs and Activities](#)

Recommendation: Note and file monthly update on Library activities.

COMMISSIONERS REPORT

ADJOURNMENT

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.

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City of Santa Clara

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

Agenda Report

21-1379

Agenda Date: 10/4/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action on the Meeting Minutes of September 13, 2021

COUNCIL PILLAR

Enhance Community Engagement and Transparency

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>> or at the public information desk at any City of Santa Clara public library.

RECOMMENDATION

Approve meeting minutes of September 13, 2021

Reviewed 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

09/13/2021

6:00 PM

Virtual Meeting

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CALL TO ORDER AND ROLL CALL

Chair Ricossa called meeting to order at 6:01pm

Vice Chair Evans inquired about need to vote for a member's excusal.

Chair Ricossa called for a vote to excuse Trustee Broughman from the September 13, 2021 Board of Library Trustees meeting. The vote passed.

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

Excused: 1 - Trustee Broughman

CONSENT CALENDAR

- 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

Vice Chair Evans asked for item to be pulled for discussion.

Vice Chair Evans inquired about whether board members not present at a meeting needed to abstain from voting on that meeting's minutes. Guidance received from the City Attorney's Office to **Acting City Librarian Bojorquez** was that board members are not required to abstain from voting. **Vice Chair Evans** would like clarification on this procedure as it conflicts with guidance he has received in other commissions.

Trustee Hintermeister asks for the May 3, 2021 meeting minutes to be amended to reflect that his question during the public presentation by Santa Clara City Library Foundation and Friends **Executive Director JoAnn Davis** was specific to the acceptance of book donations.

Trustee Hintermeister would like meeting minutes to explicitly record if a motion passes or fails.

A motion was made by Trustee Hintermeister, seconded by Chair Ricossa, to approve the minutes of May 3, 2021 with corrections and the minutes of June 10, 2021. The motion passed.

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

Excused: 1 - Trustee Broughman

Abstained: 1 - Vice Chair Evans

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

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

A motion was made by Vice Chair Evans, seconded by Trustee Tryforos, to approve the meeting minutes of August 2, 2021. The motion passed.

Aye: 4 - Trustee Tryforos, Trustee Hintermeister, Chair Ricossa, and Trustee Evans

Excused: 1 - Trustee Broughman

PUBLIC PRESENTATIONS

Santa Clara City Library Foundation and Friends **Executive Director, JoAnn Davis**, noted that there were two patio book sales recently at the Northside Branch Library and the Central Park Library. The Foundation and Friends have opened a pop-up bookstore in the Westfield Valley Fair Mall. The store is open until the end of September on Fridays from 3pm until 7pm, Saturdays from noon until 6pm and Sundays from noon until 4pm.

GENERAL BUSINESS

STAFF REPORT

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

Recommendation: No Recommendation for this item

Adult Services Program Coordinator, Theresa Campos, presented the **Board of Library Trustees (the Board)** with an update on the Division's recent activities and upcoming programs. Adult Services librarians **Nevin Akaydin, Danny Le and Megan Tristao** aided in the presentation.

Trustee Hintermeister voiced an interest in the Library exploring ways to support local non-profit groups, particularly in relation to room use as the Library reopens. **Vice Chair Evans** added support for this idea. **Program Coordinator Campos** discussed how meeting rooms had been used pre-COVID. **Management Analyst Wasterlain** noted that community room use was an ongoing discussion across the City and could not be sufficiently addressed in this meeting.

Trustee Hintermeister asked about how young adult patrons utilized the reference desk. **Librarians Danny Le and Nevin Akaydin** discussed some of the common behaviors of young adults using the Library.

Vice Chair Evans inquired about how programs are advertised. **Program Coordinator Campos** went over the multiple ways that program information is distributed online.

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

Recommendation: No recommendations for this item.

Management Analyst Wasterlain presented a statistical report to **the Board** to provide comparisons between pre-COVID and current Library usage. The report also covered recent trends in patron activities showing increasing demand for library services.

Vice Chair Evans inquired whether e-media materials made up for the lower circulation numbers during the pandemic. **Management Analyst Wasterlain** discussed how the collections compliment each other, but don't necessarily replace one another.

Vice Chair Evans asked for an explanation of ebook pricing. **Management Analyst Wasterlain** spoke about the different distribution and pricing models vendors use to provide ebooks and how those models result in platform costs being variable.

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

Recommendation: Note and file monthly update on Library activities.

Library Advisor, Jane Light, delivered an update on Library activities that included:

- Central Park Library expanded services on Aug 23, 2021
- Release of Library survey for feedback on hours and programming
- Recruitments of **Mission Branch Library Program Coordinator, Adina Aguirre** and **Young Adult Librarian, Michelle Grinstead**
- Recruitment of Assistant City Librarian
- **City Librarian, Patty Wong's** first day on October 4, 2021

Trustee Hintermeister voiced his appreciation of the work **Acting City Librarian Bojorquez** has done over the past year.

Trustee Hintermeister and **Chair Ricossa** discussed possible items of discussion for **the Board** to have with **City Librarian Wong** at the October 4, 2021 meeting.

TRUSTEES REPORT

ADJOURNMENT

A motion was made by Trustee Hintermeister, seconded by Vice Chair Evans, to adjourn the meeting. The motion passed.

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

Excused: 1 - Trustee Broughman

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Agenda Report

21-1421

Agenda Date: 10/4/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Action to accept appropriation of the FY 2021/22 California Library Literacy Services (CLLS) Grant Award for Read Santa Clara, the library's adult and family literacy program

BACKGROUND

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

DISCUSSION

For fiscal year 2021-22, Read Santa Clara qualified for a total award of \$91,026, with \$55,026 for adult literacy and \$36,000 for family literacy programs.

The grant is to help cover the operating expenses for the Library Department's Adult Literacy and Family Literacy Programs and will be paid in two installments. The first installment is for 90% of the total award, which includes \$49,523 for adult literacy and \$36,000 for family literacy. The remaining 10% will be awarded after completion of a mid-year. The grant has a three-part funding formula: 1. A baseline amount for each approved literacy program; 2. A per capita amount for each adult learner served based on the Grant Report for the previous year; and 3. Local funding for Read Santa Clara, which is a combination of a) donations and grants raised by the Santa Clara City Library Foundation and Friends and b) 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 5, 2021 is attached to this report (Attachment 1)

Staff recommends acceptance of the total CLLS grant award of \$91,026 to support Read Santa Clara's Adult and Family Literacy programs. The grant funds will be used for as-needed positions of Family Literacy Coordinator, two Technology Assistants, a Tutor Trainer (on contract) for training adult literacy tutors and instructional resources, including books, workbooks and supplies for the adult and family literacy programs. Adult and family literacy services will continue to be offered for adult learners and their families online, during the pandemic and at the library and outreach sites, when it is safe to resume in-person programs.

The CLLS grant requires that the grant awards are deposited in the City's accounting system and expended by December 31, 2022. 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 \$91,026 total CLLS grant award and appropriation of these grant funds will help with operational costs of the adult and family literacy programming for the Read Santa Clara program. There are no matching fund requirements. Staff recommends acceptance of \$91,026 grant award and appropriation of these funds to the Read Santa Clara Adult Literacy Program.

COORDINATION

This report has been coordinated with the Finance Department.

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>>.

RECOMMENDATION

Recommend to accept the total California Library Literacy Services grant award of \$91,026 for Read Santa Clara and approve a FY 2021/22 budget amendment in the Library Operating Grant Trust Fund to recognize grant revenue in the amount of \$91,026 and increase the FY 2021/22 Read Santa Clara appropriation by \$91,026.

Reviewed by: Justin Wasterlain, Management Analyst

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

ATTACHMENTS

1. California State Library's grant award letter dated August 5, 2021



August 5, 2021

Cynthia Bojorquez, City Librarian
Santa Clara City Library
Santa Clara City Library Foundation and Friends
Santa Clara, CA 95051

Dear Ms. Bojorquez:

We're pleased to provide funds to support your California Library Literacy Services program and the important work that you and your staff and volunteers do in your community.

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

Your total award for the fiscal year that began July 1, 2021, is:

- Adult Literacy Services: \$55,026
- Family Literacy Services: \$36,000
- Total Award: \$91,026

Note: This year, your Adult Literacy Services award amount is \$2,427 higher than your projected award amount. You will need to complete a Budget Modification Form to reflect how you will use the entire award when you complete your claim form. Information about the Budget Modification requirement and the form is included at the back of the award packet.

Your award will be claimed in two stages. The attached form will allow you to request the first 90% of your Adult Literacy Services Award and 100% of your Family Literacy Services Award:

- 90% of the Adult Literacy Award \$49,523
- 100% of the Family Literacy Award - \$36,000
- Total Initial Award Amount - \$85,523

Note: Information about claiming the remainder of your award is included in the payment schedule at the back of your award packet.

Your funds must be encumbered by June 30, 2022, and fully expended, in accordance with your approved budget on file with the State Library, by December 31, 2022. 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 be sure your program expenditures are consistent with the California Library Literacy Services allowable and unallowable costs guide. If you have any questions about expending your funds please reach out to Annly Roman at annly.roman@library.ca.gov.

We strongly encourage your program staff to develop and maintain community partners to strengthen your program as well as attend regular regional library literacy network meetings and

participate in library literacy training opportunities offered by the State Library and the regional networks.

The payment process begins when we receive your completed and signed Budget Modification Form and claim and certification forms (attached). All forms should be completed, and signed using DocuSign in order to be processed for payment.

Our library literacy staff is available to assist you throughout the year. Your Advisor is Beverly Schwartzberg: beverly.schwartzberg@library.ca.gov and your Grant Monitor is Annly Roman: annly.roman@library.ca.gov. Please contact them with any questions.

Thank you for your willingness to do so much for so many people in need. Best wishes for a successful year.

Respectfully yours,


Greg Lucas
California State Librarian

Cc: Beverly Schwartzberg, beverly.schwartzberg@library.ca.gov
Annly Roman, annly.roman@library.ca.gov
Gina Iwata, Gina.Iwata@library.ca.gov
Shanti Bhaskaran, sbhaskaran@santaclaraca.gov

Enc: Claim form and 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 21 – Budget Item 6120-213-0001

Fiscal Year: 2021-2022		
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 – \$85,523**

\$49,523 for ALS (90% of award) and \$36,000 for FLS (100% of award)

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

State Library Local Assistance Office Use Only

STATE OF CALIFORNIA, State Library Fiscal Office

By _____
State Library Representative

Approval by State:

CLLS \$ _____

Date: _____

*The warrant address must match that on file in Fi\$Cal. If you need to change the authorized library name and/or address, please contact Gina Iwata, CSL Fiscal Office. (gina.iwata@library.ca.gov)

Santa Clara City Library

Invoice #20-7212-1

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

In Process

SIGNED

DATE

Signature - Authorized representative

Typed/Printed Name and Title of Authorized Representative

Email address of authorized representative

PROJECT INFORMATION:**Invoice #:** 20-7212-1**Project Title:** California Library Literacy Services**Grantee:** Santa Clara City Library**Funding Start Date:** upon execution**Term completion:** December 31, 2022**Total Adult Literacy Services Funded Amount:** \$55,026**Total Family Literacy Services Funded Amount:** \$36,000**Total Award:** \$91,026**PAYMENT SCHEDULE:**

Libraries may request 90% of their Adult Literacy Services award and 100% of their Family Literacy Services award upon receipt of the award letter.

Libraries may request the final 10% of their award upon the completion and approval of the mid-year report.

Note:

Libraries have 18 months to spend their CLLS funds, from the start of the fiscal year in which the funds are awarded until December 31 of the following fiscal year.

	Adult Literacy Services	Family Literacy Services	Total Allocation
Initial Payment	\$49,523	\$36,000	\$85,523
Final Payment	\$5,503		\$5,503
Total:	\$55,026	\$36,000	\$91,026

REPORTING:

Libraries will be required to submit mid-year financial and program narrative reports as well as a final report. Reminder emails will be sent out beginning six weeks before each required report.

All required reporting materials will be located on the California State Library's website. The reporting schedule is detailed below.

Mid-year financial and Narrative report	Due January 31, 2022
Final Report	Due September 30, 2022

Note: A budget modification form will be required for all budget changes regardless of amount. Modification form may be submitted throughout the year but no later than May 31st.

Santa Clara City Library

Invoice #20-7212-1

REQUIRED BUDGET MODIFICATION FORM:

As mentioned in your award letter, the Adult Literacy Services award amount is **\$2,427** higher than your original projected award. Due to this difference, we are asking all programs to complete a Budget Modification Form to be submitted along with the Claim Form. The Budget Modification Form showing the plan for the entire award must be completed and approved before your claim form can be processed.

Below is the Budget Modification Form pre-populated with your current approved budget and the justification for the changes. Please identify in the central column titled "Proposed Modifications" what category(ies) the additional funding will be spent in.

In Process

California Library Literacy Services Budget Modification Form

1. Grantee:

Fiscal Year: 2021-2022

Modification number: 1

2. Financial Section:

	ADULT LITERACY SERVICES (CLLS)			FAMILY LITERACY SERVICES (CLLS)			
Budget Categories	Current Budget	Proposed Modifications	Revised Budget	Current Budget	Proposed Modifications	Revised Budget	CLLS YEARLY TOTAL
(a) Salaries/Wages/Benefits	28,800		28,800	31,954	N/A	31,954	60,754
(b) Contract Staff	3500	3500	3500				3,500
(c) Operations	18799	+927	19726	4046		4,046	23,772
(d) Library Literacy Materials							
(e) Small Equipment		+1500	1500				1500
(f) Equipment (\$5,000 or more per unit)							
(g) Indirect Cost	1500	1500	1500				1500
Total	52,599		55,026	36,000		36,000	91,026

3. Justification for modification: The Adult Literacy Services award amount our jurisdiction was given was \$2427 over the projected award amount used in its application. This modification form is showing how the additional funding is intended to be used and provides a budget for the total award.

4. Signatures:

Project Coordinator:

Phone:

Email:

Director Name:

Phone:

Email:

Director Signature:

Date:

Grant Monitor Signature:

Date:

☐ Approved ☐ Not Approved

Upon approval, the above requested Grant Award Budget Modification constitutes an official amendment to the Consolidated Application Notification of Grant Award. All amendments must remain a part of all existing copies of the Consolidated Application Notification of Grant Award document.

NOTE: Grant Award Budget Modification Form MUST be submitted for approval at least 30 days prior to the project end date.



Agenda Report

21-1428

Agenda Date: 10/4/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Introduction of New City Librarian and Overview of Board Priorities

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

On July 19, 2021, City Manager Deanna Santana presented Patty Wong to the Board of Library Trustees as her recommended candidate to serve as the new City Librarian. Pursuant to the City Charter, the Board of Library Trustees ("Board") was given an opportunity to interview Ms. Wong during that meeting. After deliberation, the Board unanimously approved the recommended hire of Ms. Wong as the new City Librarian. City Librarian Wong begins her position on October 4, 2021.

DISCUSSION

The purpose of this item is to formally introduce Ms. Wong as the City Librarian and staff liaison to the Board. In addition, this item will be an opportunity for the Board to introduce themselves to Ms. Wong and share their interests and priorities as individual members of the Board.

PUBLIC CONTACT

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RECOMMENDATION

No recommendation for this item.

Reviewed by: Justin Wasterlain, Management Analyst

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



Agenda Report

21-1394

Agenda Date: 10/4/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Library Bookmobile 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 more familiar with new and existing 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

Senior Library Assistant Cody Christiaens will discuss the activities of the Bookmobile over the past summer and plans for the fall.

PUBLIC CONTACT

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RECOMMENDATION

No recommendation for this item

Reviewed by: Justin Wasterlain, Management Analyst

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



Agenda Report

21-1396

Agenda Date: 10/4/2021

REPORT TO BOARD OF LIBRARY TRUSTEES

SUBJECT

Overview and Preliminary Results of the Library's Restoration of Services Community Survey

COUNCIL PILLAR

Enhance Community Engagement and Transparency

BACKGROUND

Due to the COVID-19 pandemic, the Library has operated under limited hours and utilized various strategies to safely provide priority services. With the lifting of health restrictions, the Library has adopted a phased re-opening strategy focused on balancing the Council's priority on COVID-response with the restoration of services utilizing strategies that recognize the importance of equity of access across the City, health and safety compliance and the availability of staff resources.

To inform this phased-in restoration of service, the Library developed and implemented a community survey to solicit input on desired hours of operations, to evaluate the community's readiness to return to in-person services and their interest in the type of services that should be restored first. The survey was available online as well as in hard copy at all three Library facilities. The survey closed on September 25, 2021 with a total of 875 responses.

DISCUSSION

The purpose of this item is to provide the Board with an overview of the survey process and preliminary information on the results. During the month of October, staff will analyze the information and use the information to help guide the next expansion of services.

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RECOMMENDATION

No recommendation for this item

Reviewed by: Justin Wasterlain, Management Analyst

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



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Agenda Report

21-1392

Agenda Date: 10/4/2021

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

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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