



City of Sunnyvale

Meeting Minutes - Draft Board of Library Trustees

Monday, November 14, 2016

7:00 PM

Library Program Room, Sunnyvale Public
Library, 665 W. Olive Ave., Sunnyvale, CA
94086

Special Meeting

CALL TO ORDER

The meeting was called to order at 7:05 p.m.

ROLL CALL

Present: 5 - Chair Carey Wingyin Lai
Vice Chair Daniel Bremond
Board Member Tina Hwang
Board Member Mark Isaak
Board Member Erika Torres

Council Liaison Larsson (present)

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

1 [16-0876](#) Approval of Draft Minutes of October 3, 2016

Vice Chair Bremond moved, and Board Member Torres seconded, approval of the consent calendar as presented. The motion carried by the following vote:

Yes: 5 - Chair Lai
Vice Chair Bremond
Board Member Hwang
Board Member Isaak
Board Member Torres

No: 0

PUBLIC HEARINGS/GENERAL BUSINESS**2** [16-1027](#) Review of Summer Reading Program

Librarian Bryant Bao provided the Board with an overview of the Sunnyvale Public Library Summer Reading Program. This year's Summer Reading program allowed for group or family unit sign ups and included new activities besides reading to highlight other resources offered at the library. Sign ups consisted of 123 individuals and 71 family/group units participating in the program with 62 percent of individuals and 54 percent of family/groups successfully completing the reading program. A new activity included Family Nights at Washington Park which were a huge success with some programs attended by over 400 people.

Board Members provided feedback regarding the Summer Reading Program:

- keep statistics on how many participants return each year to participate in the program
- providing participants with a tool that would allow them to track their reading and/or compete with other participants
- have a theme
- provide a pre-program and post-program participant survey
- require a library card

Chair Lai opened the public hearing, and there being no public testimonies, closed the public hearing.

3 [16-1028](#) Review Library Usage Trends

Administrative Librarian Steve Sloan provided the Board with a brief overview of circulation and visitor count of libraries in Santa Clara County over the past five years. He noted that some of the library increases in circulation and visitor count appear to coincide with the opening of new library buildings.

He also provided an overview of Sunnyvale's Community Condition Indicators. He noted that in FY 2015/16, the circulation of the children's materials accounted for 54 percent of the total circulation and that the children's area is allocated 11 percent of the total library square footage.

A review of the Library's usage trends over the past ten years was provided. Administrative Librarian Sloan commented that the number of registered borrowers includes users who have digital circulation activity only. The total number of registered borrowers with unexpired library cards is approximately 85,000 including those with digital circulation only. He also noted that digital circulation is 4.51 percent of the total circulation. This past fiscal year, staff began recording

information regarding offsite programs, offsite program attendance, successful retrieval of electronic information and electronic content use.

Chair Lai opened the public hearing, and there being no public testimonies, closed the public hearing.

4 [16-1029](#) Discussion of Preliminary 2017 Work Plan Calendar

Director Bojorquez provided the Board with an overview of the preliminary 2017 Work Plan Calendar.

Chair Lai opened the public hearing, and there being no public testimonies, closed the public hearing.

Board Member Isaak moved, and Board Member Hwang seconded, approval of 2017 Work Plan Calendar as presented. The motion carried by the following vote:

Yes: 5 - Chair Lai
 Vice Chair Bremond
 Board Member Hwang
 Board Member Isaak
 Board Member Torres

No: 0

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Board Member Comments

Board Member Torres mentioned she will be taking maternity leave beginning in February.

Chair Lai suggested the Board be presented with an overview of Sunnyvale demographics and a comparison to neighboring cities at a future meeting.

-Staff Comments

Director Bojorquez noted the following:

- Learning Express Toys Store will host an in-store, grand opening fundraiser benefiting the Sunnyvale Public Library on Thursday, November 17 from 4 p.m. to 9 p.m. at 781 E. El Camino Real #200.
- Approximately 24 adults participated in a Paint Night Program on Tuesday,

November 8 in the Library Program Room. The Library has also hosted, for adults only, Escape Room Programs with great success.

- The Library and Community Services staff participated in the first ever Staff Development Day on Friday, November 11. The day included guest speaker Devin Hughes, a "Turning Outward" Hardwood Institute work shop, speed networking and training sessions covering skill development, community resources and health & wellness.

- The Friends of the Library Book Sale is scheduled for Saturday, November 19 and Sunday, November 20 in the Library Program Room.

- The Library was awarded a Pacific Library Partnership Grant in the amount of \$5,650 and the Friends of the Library supplemented \$15,800 towards the "Pedal Library". The Library will be purchasing an electric bicycle from Walt's Cycle and a book trailer from the Burgeon Group. The Pedal Library will be used to extend the reach of the Library beyond its walls and engage the community where they typically gather, such as the Farmers' Market, local parks, retirement centers, the train station, etc.

- The Library and Sunnyvale School District is participating in the White House Library Card Challenge. The goal of the Challenge is to increase the number of library card holders of students K-12.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting was adjourned at 8:35 p.m.