



# City of Sunnyvale

## Notice and Agenda - Final Board of Library Trustees

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Monday, February 4, 2019

7:00 PM

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

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### CALL TO ORDER

### ROLL CALL

### ORAL COMMUNICATIONS

*This category provides an opportunity for members of the public to address the board on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow board members to take action on an item not listed on the agenda. If you wish to address the board, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.*

### CONSENT CALENDAR

- 1.A [19-0081](#) Approve the Board of Library Trustees Meeting Minutes of January 7, 2019

**Recommendation:** Approve the Board of Library Trustees Meeting Minutes of January 7, 2019 as submitted.

### PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [19-0082](#) Overview of Cold Weather Shelter Program
- 3 [19-0083](#) Census 2020

### STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

### NON-AGENDA ITEMS & COMMENTS

#### -Board Member Comments

**-Staff Comments****ADJOURNMENT***Notice to the Public:*

*Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the Sunnyvale Public Library located at 665 W. Olive Avenue, Sunnyvale, California during normal business hours and in the Library Program Room on the evening of the Board of Library Trustees meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting Library Administration at sbarajas@sunnyvale.ca.gov or (408) 730-7314. Agendas and associated reports are also available on the City's website at sunnyvale.ca.gov or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Library Administration at (408) 730-7314. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))*



Sunnyvale

# City of Sunnyvale

## Agenda Item

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**19-0081**

**Agenda Date: 2/4/2019**

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**SUBJECT**

Approve the Board of Library Trustees Meeting Minutes of January 7, 2019

**RECOMMENDATION**

Approve the Board of Library Trustees Meeting Minutes of January 7, 2019 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft Board of Library Trustees

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Monday, January 7, 2019

7:00 PM

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

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### **CALL TO ORDER**

Chair Lai called the meeting to order at 7:00 p.m.

### **ROLL CALL**

**Present:** 4 - Chair Carey Wingyin Lai  
Vice Chair Daniel Bremond  
Board Member Tina Hwang  
Board Member Mark Isaak

### **PRESENTATION**

#### [18-1098](#) PRESENTATION - 2019 Silicon Valley Reads Program

Librarians Lorianna Giarrizzo and Mira Geffner provided the Board with an overview of the Silicon Valley Reads Program. Silicon Valley Reads is an annual community program that selects books focused on a contemporary theme and offers free events throughout Santa Clara County to engage the public in reading, thinking and discussing the topic. This year's theme, "Finding Identity in Family History", will engage the community in discussing genealogy research and will introduce readers to various outstanding books for both adults and children. Sunnyvale Public Library will be highlighting "Finding Samuel Lowe" by Paula Williams Madison (adults) and "Alma and How She Got Her Name" by Juana Martinez-Neal (children). Events to be held at Sunnyvale Public Library include:

- Adult Monthly Book Group discussion on Wednesday, February 20 at 7 p.m.
- Children's Storytime and Craft on Wednesday, March 6 from 4 to 5 p.m.
- Documentary Film Screening (Madison) on Tuesday, March 12 at 7 p.m.
- Author event with Paula Williams Madison, on Sunday, March 17 from 1 to 2 p.m.

[18-1099](#) PRESENTATION - Library Fines

Director Cynthia Bojorquez provided the Board with general information and resources related to the discussion topic surrounding libraries across the Country eliminating fines/fees. Director Bojorquez shared with the Board statistics specific to the Sunnyvale Public Library as of August 2018:

- 87,260 active library accounts
- 12% of active library accounts pertain to minors
- 10,107 library accounts are blocked (fines of \$20+ and/or billed items)
- 86% of fines owed on blocked accounts pertain to adults (\$625,619)
- 13% of fines owed on blocked accounts pertain to minors (\$96,775)

Additional statistics related to fines owed on unexpired library accounts, expired accounts and by type (overdue or billed items) were also shared. As well as the Library's annual revenue from fines and fees for the last five years.

Board Members inquired whether additional statistics could be provided such as number of repeat offenders; overdue fines based on collections (adults/childrens/teens); average number of checkouts per account; approximately how many items are overdue/billed; and average number of items per owed fines (dollar valuation).

**ORAL COMMUNICATIONS**

None.

**CONSENT CALENDAR**

- 1      [18-1111](#)      Approve the Board of Library Trustees Meeting Minutes of December 3, 2018

Vice Chair Bremond moved, and Board Member Isaak seconded, to approve the Board of Library Trustees Meeting Minutes of December 3, 2018 as submitted.

**Yes:** 4 -    Chair Lai  
                 Vice Chair Bremond  
                 Board Member Hwang  
                 Board Member Isaak

**No:** 0

**PUBLIC HEARINGS/GENERAL BUSINESS****2**      [18-1102](#)      Rank Study Issues

Director Bojorquez provided the Board with an overview of the ranking process and of Study Issue LCS 19-01: Options and Benefits of Establishing a Library Foundation.

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

Board Members individually ranked the proposed Study Issue which resulted in the Board ranking LCS 19-01 as one of one for calendar year 2019.

Vice Chair Bremond moved, and Board Member Isaak seconded, to approve the ranking of the 2019 proposed Study Issue. The motion carried by the following vote:

**Yes: 4 -**    Chair Lai  
                 Vice Chair Bremond  
                 Board Member Hwang  
                 Board Member Isaak

**No: 0**

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

None.

**NON-AGENDA ITEMS & COMMENTS****-Board Member Comments**

Chair Lai mentioned that Cupertino Library offers online databases in various languages (Chinese and Spanish) and inquired if Sunnyvale Library provides the same services.

**ADJOURNMENT**

Chair Lai adjourned the meeting at 8:15 p.m.



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# City of Sunnyvale

## Agenda Item

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**19-0082**

**Agenda Date: 2/4/2019**

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Overview of Cold Weather Shelter Program



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# City of Sunnyvale

## Agenda Item

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**19-0083**

**Agenda Date: 2/4/2019**

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Census 2020