



City of Sunnyvale

Notice and Agenda - Final Board of Library Trustees

Monday, March 4, 2019

7:00 PM

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

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 [19-0241](#) Approve the Board of Library Trustees Meeting Minutes of February 4, 2019.

Recommendation: Approve the Board of Library Trustees Minutes of February 4, 2019 as submitted.

PUBLIC HEARINGS/GENERAL BUSINESS

- 2 [18-0859](#) Review and Approval of FY 2019/20 Library Fee Schedule
- 3 [18-0860](#) Consider Board of Library Trustees Participation at 2019 Hands on the Arts Festival
- 4 [19-0242](#) Overview of Library Partnerships and Collaborations
- 5 [19-0243](#) Overview of Day in the District

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))



City of Sunnyvale

Agenda Item

19-0241

Agenda Date: 3/4/2019

SUBJECT

Approve the Board of Library Trustees Meeting Minutes of February 4, 2019.

RECOMMENDATION

Approve the Board of Library Trustees Minutes of February 4, 2019 as submitted.



City of Sunnyvale

Meeting Minutes - Draft

Board of Library Trustees

Monday, February 4, 2019

7:00 PM

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

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

Council Liaison Fong arrived at 7:10 p.m.
Board Member Tina Hwang arrived at 7:10 p.m.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

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

Vice Chair Bremond moved, and Board Member Isaak seconded, to approve the Board of Library Trustees Meeting Minutes of January 7, 2019 as submitted.

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

No: 0

PUBLIC HEARINGS/GENERAL BUSINESS

2 [19-0082](#) Overview of Cold Weather Shelter Program

Director Cynthia Bojorquez introduced Michelle Covert from the Office of Supportive Housing for the County of Santa Clara. Ms. Covert provided an overview of the Office of Supportive Housing's priorities and services to address homelessness in Santa Clara County. The Sunnyvale Cold Weather Shelter program offers: 140 shelter beds; shuttle and transportation assistance; onsite storage for clients; medical care; workshops and children's activities. In March 2018, the Santa Clara Board of Supervisors approved a pilot program extending the operations of the Sunnyvale location to year-round. Based on program evaluation results, the Office of Supportive Housing will be recommending year-round services to the Board of Supervisors in the Spring.

Director Bojorquez shared with the Board statistics specific to incident reports from the past two years. She credited the decrease in the number of incidents to the ongoing communication and collaborative work between City, County and shelter staff.

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

3 [19-0083](#) Census 2020

Director Bojorquez provided an overview of the County of Santa Clara's outreach plan and timeline for the 2020 Census. Part of the outreach plan included establishing a Steering Committee of 20-25 county-wide members that will provide advice and recommendations to the County Executive's Office. City staff have been assigned to serve on the Steering Committee.

Director Bojorquez shared obstacles and challenges surrounding the 2020 Census and the role of libraries. She requested suggestions regarding the types of programs and/or workshops that staff should consider hosting. Board Members suggested programs that provide general information about the Census, the roles of the various County subcommittees, the jobs available and how residents may participate.

Chair Lai opened the public hearing.

Council Liasion Fong, speaking on behalf County's Enumerator Subcommittee,

spoke about the role and job duties of an enumerator. He also shared information related to the hiring process for enumerators and other Census related jobs.

There being no additional public testimony, Chair Lai closed the public hearing.

Vice Chair Bremond moved, and Board Member Isaak seconded, for staff to develop a Library Census program to present to the Board so that Board Members may identify their level of involvement/participation with the program. 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

None.

-Staff Comments

Director Bojorquez informed the Board of the following:

- At its January 15 meeting, Council sponsored two study issues that will pertain to Library operations: 1) options for establishing an amnesty program for overdue material fees; and 2) strategies to promote cultural inclusion in City programs and services. The study issue documents have been drafted and submitted for City Manager's approval. The Council will review and rank proposed study issues at the Study Issues and Budget Issues Workshop scheduled for Thursday, March 7 in Council Chambers.

- At its January 29 meeting, Council formally accepted \$313,446 in grant funding from the California Public Utilities Commission's (CPUC) California Advanced Services Fund. These funds have been awarded to the City to support basic digital literacy instruction at six Sunnyvale School District schools. Participants, with children enrolled at the identified school sites, will receive training to gain proficiency in "internet basics". Parents that complete the training will receive a Chromebook and a \$10 a month Comcast broadband service subscription.

- A recruitment to fill vacancies on City boards and commissions, including the vacant seat on the Board of Library Trustees, was conducted during the month of January. Interviews are scheduled for February 5 and appointments will be made at the February 26 Council meeting.
- Free tax assistance will be available at the Library to assist low to moderate income taxpayers with the preparation of their state and federal tax forms. Appointments are available for February 27 from noon to 8 p.m. Walk-in appointments will be available on Wednesday evenings starting January 30 through April 10 from 4 to 8 p.m.
- The Lunar New Year Festival is scheduled for February 16 from 11 a.m. to 3 p.m. at the Sunnyvale Community Center Ballroom.

ADJOURNMENT

Chair Lai adjourned the meeting at 8:11 p.m.



City of Sunnyvale

Agenda Item

18-0859

Agenda Date: 3/4/2019

Review and Approval of FY 2019/20 Library Fee Schedule

Inflation Rates (HIDE when PRINTING)

FY 18/19 Sal Inflation rate 103.27%	FY 19/20 Sal Inflation rate 103.27%
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Salary inflation rate 2018/19 = 3.27
May 2018 CCI = 3 % / CPI = 2.6%

DEPARTMENT OF LIBRARY AND COMMUNITY SERVICES

SECTION 6.01 LIBRARY FINES AND FEES

A. Fines for Overdue Materials

Books, CDs, Books on CD, DVDs, E-Book Readers, Magazines, etc.

Per Day Per Item

Not to Exceed Per Item

\$0.30
\$10.00

\$0.30
\$10.00

620100
620100

1502 - 1
1502 - 1

Fines-Library Overdue Mat
Fines-Library Overdue Mat

Circulation Desk Payments
Circulation Desk Payments

B. Charges

Replacement Cost for Lost or Damaged Item

Cost of Item as Represented in Library Record
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Cost of Item as Represented in Library Record
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799371

2102

Lib - Lost & Damaged-Circ Desk Pymts

Processing Fee for Lost or Damaged
Paperbacks, Boardbooks, Magazines, ~~Pamphlets~~

\$5.00

\$5.00

799371

2102

Lib - Lost & Damaged-Circ Desk Pymts

Processing Fee for Lost or Damaged Items
(Except Paperbacks, Boardbooks, Magazines,
~~Pamphlets~~)

\$12.00

\$12.00

799371

2102

Lib - Lost & Damaged-Circ Desk Pymts

C. Internet Payments

Library Fines and Fees Collected via Internet

As Described Above in Section 6.01 A and B

As Described Above in Section 6.01 A and B

620100

1502 - 2

Fines & Fees-Library

Internet Payments

SECTION 6.02 ACTIVITY AND FACILITY USE FEES

The Director of Library and Community Services is authorized to administratively establish Activity and Facility Use Fee Schedules for recreation activities and services not otherwise specified in this document. Schedules shall be established based upon market conditions and City Council adopted policies to ensure fairness and accessibility while attaining fiscal self-sufficiency. Schedules shall be published and available to the public.

SECTION 6.03 COMMUNITY SPECIAL EVENT FEES

Application Fee-Minor *

\$33.50

\$34.50

626610

1374

Community Special Event Fees

Application Fee-Major *

\$134.00

\$134.00

626610

1374

Community Special Event Fees

Refundable Damage Deposit **

\$585.00
\$5,853.00

\$0.00 -
\$0.00

799000

Deposits and Passthroughs

* Other fees may apply before a Special Event Permit is issued. In addition to the costs of inspections and other City services (i.e. Public Safety), other fees such as permit fees will apply for tents, stages, etc. Depending on the type of event, respective fees may vary.

** The Refundable Damage Deposit ranges from \$568 - \$5,683 depending on the facility(ies) being used and the scope of the event.



City of Sunnyvale

Agenda Item

18-0860

Agenda Date: 3/4/2019

Consider Board of Library Trustees Participation at 2019 Hands on the Arts Festival



City of Sunnyvale

Agenda Item

19-0242

Agenda Date: 3/4/2019

Overview of Library Partnerships and Collaborations



City of Sunnyvale

Agenda Item

19-0243

Agenda Date: 3/4/2019

Overview of Day in the District