



MINUTES

SUNNYVALE BOARD OF LIBRARY TRUSTEES OCTOBER 4, 2010

The Board of Library Trustees met in regular session in the Library Program Room, 665 West Olive Avenue at 7:00 p.m. with Ray Su presiding.

ROLL CALL

PRESENT: Chair Ray Su
Vice Chair Tom Flaherty
Boardmember Narendra Pathak
Boardmember Judi Miller
Boardmember Jill Shanmugasundaram

STAFF PRESENT: Lisa G. Rosenblum, Library Director
Christine Mendoza, Supervising Librarian

Chair Su moved, and Boardmember Miller seconded, to excuse Vice Chair Flaherty's absence from the September 13, 2010 meeting. Motion carried 4-0 with Vice Chair Flaherty abstaining.

SCHEDULED PRESENTATION: None.

PUBLIC ANNOUNCEMENTS: None.

CONSENT CALENDAR:

1) Approval of Draft Minutes of 09/13/10

Boardmember Shanmugasundaram moved, and Boardmember Pathak seconded, approval of the consent calendar as presented. Motion carried 4-0 with Vice Chair Flaherty abstaining due to his absence from the September meeting.

PUBLIC COMMENT: None.

PUBLIC HEARINGS/GENERAL BUSINESS:

2. Sunnyvale Library Comparative Data:
Director Rosenblum provided the Board with an overview of the Library's usage over the past five years. Boardmembers commented on the increase in program attendance, on the circulation of the children's and the non-English collection, decrease in library visits during FY 09/10, decrease in full-time equivalent staff, circulation of the non-book collection and the decrease in book volumes added. Director Rosenblum mentioned that the Library was closed for 2.5 weeks in FY 09/10 for renovations and that affected library circulation and visits and that there are no plans to increase personnel.

Chair Su opened the public hearing

Kathy Broquard, member of the public, suggested that the increase in FY 08/09 usage might be due to downturn in economy.

There being no additional public testimonies, Chair Su closed the public hearing.

3. Community Condition Indicators:

Director Rosenblum provided the Board with an overview of the Library's community condition indicators over the past nine years. Boardmembers commented on the turnover rate of Library materials that had increased and on the data for patent indicators.

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

4. Presentation of Digital Stories Project:

Supervising Librarian Christine Mendoza provided the Board with a brief background on the California State Library Services and Technology Act Digital Stories grant. The grant provided staff with video/audio equipment and resulted in 12 digitally recorded stories. "The Sunnyvale Library" digital story was presented to the Board. Boardmembers expressed their appreciation of the digital story. Supervising Librarian Mendoza mentioned that the digital stories are available on the Library's web page.

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

NON-AGENDA ITEMS AND COMMENTS

• BOARDMEMBERS ORAL COMMENTS

Boardmembers Miller inquired if staff provides basic Library use training for adults.

Director Rosenblum stated that staff provides training as requested.

Boardmember Shanmugasundaram inquired if Sunnyvale elementary schools visit the Library.

Director Rosenblum stated that class visits are scheduled throughout the school year.

Chair Su shared positive comments he received regarding the Homework Help Center.

Boardmember Pathak shared comments he received regarding the high quality of service provided by the Adult and Children's librarians and how much people liked the new self-check machines. Boardmember Pathak inquired if it is possible to receive Boardmember training from the California Association of Library Trustees and Commissioners (CALTAC).

Director Rosenblum will investigate training dates with CALTAC.

- STAFF ORAL COMMENTS

Library Director Rosenblum noted the following:

- The Homework Help Center began October 4th in the program room and will continue on Mondays and Wednesdays from 4-6 pm. High school volunteers have been trained to assist students in grades 3-8 with homework.
- Snapshot Day will be held at Sunnyvale Public Library on Tuesday, October 5. More than 300 libraries statewide will be participating. The purpose of this day is to offer to the public a “snap shot” of the vital services provided daily by public, academic, school, and special libraries statewide.
- Sue Kaplan, Supervising Librarian and Becky Bridges, Librarian in Children’s Services, attended a multi-day Family Place workshop in Southern California, funded through a Library Services and Technology Act (LSTA) grant. They received extensive training in transforming library space for developing early literacy in children up to age 3 through play. A portion of the children’s room will be set up with educational toys and, during specific times, specialists in nutrition, speech therapy, child development and art to will be invited to interact with the parents and children who will attend the Family Place program at the Library. Another LSTA grant application will be submitted to assist with further funding of the program later in the fiscal year.
- The City’s Internet bandwidth currently has a capacity of 9 Megabytes (MB). On a typical day, the Library may utilize 6MB on its own, leaving precious little bandwidth for the rest of the City. Wi-fi users at the Library currently share 4.5MB of bandwidth on the separate wi-fi network, however, there are often between 100-120 users connected at a time, which leaves each person with the equivalent of dial-up speed Internet access. Faster speeds are coming soon! The City will soon have an Internet pipe of 100MB, and the Library will start off with 20MB. Of that 20MB, 8MB will be dedicated to hard-wired users, 11MB will be dedicated to public wi-fi users, and 1MB will be dedicated to staff wi-fi users. Hard-wired users will experience the faster speeds by mid-October. A new wi-fi network will be installed with increased coverage throughout the library, and after that is complete, wi-fi users will experience the faster speeds. The wi-fi network should be completed by mid-November.
- Several Library staff members attended the Future of Libraries workshop in San Francisco. One presentation was about free web services available on the internet such as free e-book sites, word-processing, typing, image editing and much more. Another presentation was from the Anythink library system in Colorado that has moved away from the Dewey Decimal classification system to using more user-friendly descriptive words. Finally, there was discussion of e-books and how they will change library services.
- In period 2, July 25 – August 21, the Library received 60,939 visitors who borrowed 215,505 items. Staff shelved 152,670 items and 1,296 link+ items were processed. 90% of Circulation transactions were conducted via patron self service.
- The percentage of library patrons who checked out and renewed materials via our self service options the last two Saturdays in September was 94%, a record high. Self service options allow staff the time to assist the public with more complex customer service transactions and work to make Library materials available to the public soon after they are returned.
- Librarian Garrett Kuramoto participated in the IMLS Western Regional Fellowship: Transforming Life After 50 (TLA50) in Portland, OR. Garrett was one of 93 public library professionals from 11 states chosen as Fellows. He will be working on

- projects to increase programming and services for Baby Boomers at the Library, a follow-up to the Transforming Life After 50 (TLA50) grant of two years ago.
- Library customers may now share their reviews of books with others who use the Library's online catalog. To add a review, users click on the 'add a review' link below the item title on the catalog. This feature is similar to Yelp and other social networking available in the community.
 - At the October 19, 2010 Council meeting, two Library Reports to Council (RTC) will be reviewed: Appropriation of \$9,500 of Satterberg Foundation Grant Funds for Library Program Audio/Visual Improvements and Approval of Budget Modification No. 9 (#10-251) and Appropriation of \$750 of Easy Aid Pacific Library Partnership (PLP) Grant Funds for Supplies for Homework Help Center and Approval of Budget Modification No. 10 (#10-252)
 - The next Board meeting is scheduled for Monday, November 1 at 7 p.m. in the Library Program Room.
 - News articles were distributed.

INFORMATION ONLY ITEMS: None.

ADJOURNMENT: 8:15 p.m.

Respectfully submitted,

Lisa G. Rosenblum
Director of Libraries