



MINUTES

SUNNYVALE BOARD OF LIBRARY TRUSTEES APRIL 4, 2011

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
Boardmember Narendra Pathak
Boardmember Jill Shanmugasundaram
Vice Chair Tom Flaherty
Boardmember Judi Miller

STAFF PRESENT: Steve Sloan, Administrative Librarian

PUBLIC ANNOUNCEMENTS: Boardmember Pathak provided an overview of the Holi Celebration he attended on Saturday, March 19, 2011 at the Sunnyvale Hindu Temple.

CONSENT CALENDAR:

1) Approval of Draft Minutes of 03/07/11

Boardmember Shanmugasundaram moved, and Boardmember Pathak seconded, approval of the consent calendar as presented. Motion carried 3-0 with Vice Chair Flaherty and Boardmember Miller abstaining due to their absences from the March meeting.

PUBLIC COMMENT: None.

PUBLIC HEARINGS/GENERAL BUSINESS:

2. Finalize National Library Week:

Administrative Librarian Steve Sloan provided the Board with an overview of the National Library Week schedule. Activities for the week include: Celebrity Story Times, Behind the Scenes Tours, Meet the Board, Meet the Friends and "Star in a Library Video". Surveys, mood pencils and treats will be distributed throughout the week.

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

3. Budget Process:

Administrative Librarian Steve Sloan provided the Board with a presentation of the City's budget process. Presentation included an overview of the 20 year financial plan,

operating/project budget, components of a performance based budget, Library Program, expenditures/revenues and Budget Issues. Boardmembers thanked staff for the presentation.

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

4. Draft RTC: Appropriation of \$48,041 of FY 2010/11 State Public Library Foundation Monies and Approval of Budget Modification No. 27:

Administrative Librarian Sloan provided the Board with an overview of the draft RTC. New funds will be allocated to the category of Improvements to Library Services. The category allows staff to improve the effectiveness of library services by making technology, facility and process enhancements.

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

Boardmember Pathak moved, and Boardmember Shanmugasundaram seconded, to recommend to Council alternative 1 which approves Budget Modification No. 27 in the amount of \$48,041 and the expenditure of State Public Library Funds for use in the following special project category: Improvements to Library Services. Motion carried unanimously.

5. Revised Workplan Calendar for 2011:

Administrative Librarian Sloan informed the Board that "Review and Rank Study Issues" has been added to the November Board meeting.

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

NON-AGENDA ITEMS AND COMMENTS

- **FRIENDS OF THE SUNNYVALE PUBLIC LIBRARY ORAL COMMENTS**

President Kathy Broquard noted that the March book sale was successful despite the rain and cold weather.

- **BOARDMEMBERS ORAL COMMENTS**

Boardmember Pathak shared comments he received regarding the variety of children's programs offered and excellent customer service provided by library staff.

Boardmember Miller noted that Library staff attended a recent parent meeting at Vargas Elementary and she thanked staff for their presence at Sunnyvale schools.

- **STAFF ORAL COMMENTS**

Administrative Librarian Sloan noted the following:

- The Pacific Library Partnership Advocacy Breakfast "Celebrating Library Advocacy" is scheduled for May 21, 2011 from 9 a.m. to 11 a.m. at Stanford Park Hotel, 100 El Camino Real, Menlo Park. The speaker will be Senator Joseph Simitian.
- Microfilm holdings have been added to the library catalog. This will be especially helpful for patrons who are researching Sunnyvale history as they will now be able to easily find information about some of the historic newspapers such as Sunnyvale Standard and Sunnyvale Valley Journal.

- A patron recently suggested that the library parking lot lacked sufficient parking for handicapped visitors. Upon investigation, staff discovered the parking lot has 160 visitor spaces, and by code, there should be 1 handicapped space for every 25 regular spaces. One handicapped space was added so that there are now a total of 7 handicapped spaces.
- Patron library accounts were recently enhanced so that if a patron with no holds, no items checked, or no fines on their account, the system will indicate that there is nothing checked out, nothing on hold, and nothing owed. Previously, the system did not display anything unless there was activity to report, and this led to some confusion. The new enhancement should provide better clarity to what, if anything, is on a patron's account.
- In Period 8 (January 9 to February 5, 2011), the Library circulated 226,254 items. This was the most items circulated of any Period 8 in the Library's history. Five years ago, Period 8 Circulation was 169,469. Ten years ago, Period 8 Circulation was 109,784. Records have been broken in 7 of the last 9 accounting periods. Library circulation is projected to be more than 2.5 million items this fiscal year, the highest in Library history.
- A Fremont Union High School District Adult literacy class recently visited the Library to receive a tour and orientation. For many students, this was their first visit to the Library. They were excited to learn about the resources, programs and computer access available to them for free at the Library. Library staff prepared library cards for the students, and also provided introductions to the Library in Spanish, Chinese and Vietnamese. Students borrowed English as a Second Language books and tutorial CDs in English and their native languages.
- More than 160 people braved rain and bad weather to attend a class on how to successfully cultivate a tomato crop in Sunnyvale. The class was taught on Saturday, March 19 by instructors from the University of California Cooperative Extension Master Gardener's program.
- A new Web banner has been added to the Library home page. The banner rotates images/text to display information about upcoming events and library services. Staff hopes this new feature will be an attractive and interesting way to present information about the library.
- The two automated returns accessible from the Library plaza have been set up to work exactly like the returns inside. Specifically, patrons no longer need to scan a barcode to open the return door and begin the return process. Instead, the devices stay open, ready to accept the first item. This change was made because staff found that people were still having trouble figuring out how to use the outside returns. Removing the barcode scanning makes the return process much easier.
- The Library recently received a grant from the California State Library in conjunction with the Rancho Cucamonga Library Foundation. The grant provides a Play and Learn Island which will be located in the children's room for the next several weeks. There will also be a variety of building toys which will be available for little hands to enjoy.
- The Friends book sale on Saturday, March 26 and Sunday, March 27 was highly successful. The sale generated \$6,568 in revenues.
- The next Board meeting is scheduled for Monday, April 4 at 7 p.m. in the Library Program Room.
- News article was distributed.

INFORMATION ONLY ITEMS: None.

ADJOURNMENT: 7:50 p.m.

Respectfully submitted,

Lisa G. Rosenblum
Director of Libraries