

SVLS Administrative Council Meeting

Agenda

October 26, 2022 – 2:30 p.m.

via Zoom

<https://us02web.zoom.us/j/85384037302?pwd=YkJraWtYckM5YXFIQjd0OW1lb3g2dz09>

Meeting ID: 853 8403 7302 Passcode: 957631

Call-in Option: (669)900 – 6833

SVLS Administrative Council

Jennifer Weeks, Santa Clara County Library District (Chair)
 Gayathri Kanth, Palo Alto Public Library (Vice-Chair)
 Jill Bourne, San Jose Public Library
 Michelle Perera, Sunnyvale Public Library

Patty Wong, Santa Clara City Library
 Ryan Baker, Los Gatos Public Library
 Tracy Gray, Mountain View Public Library

- I. Call to Order and Introductions
- II. Approval of Consent Items **(Action Item)**
 - A. Adoption of Agenda Weeks
 - B. Approval of the April 15, 2022 Minutes Weeks Attachment 1, pg. 3
- III. Old Business
 - A. SVLS Technical Services Group Update Frost
 - B. COVID-19 Updates Weeks
- IV. New Business
 - A. Consideration of 2023 Contribution to *Silicon Valley Reads* **(Action Item)** Weeks Attachment 2, pg. 7
 - B. General Sharing About State Library Programs Weeks
 - C. MLS Requirements for Staff Weeks
- V. Reports
 - A. Silicon Valley Reads Weeks
 - B. PLP Executive Committee Update Gray/Baker
 - C. Report of System Administration Frost
- VI. Agenda Building and Location for Next Meeting on January 25, 2023

- VII. Public Comment (Individuals are allowed three minutes, groups in attendance five minutes. It is a system policy to refer matters raised in this forum to staff for further investigation or action if appropriate. The Brown Act prohibits the Administrative Council from discussing or acting on any matter not agendaized pursuant to state law.)
- VIII. Announcements and Reports from Libraries
- IX. Adjournment

Brown Act: The legislative body of a local agency may use teleconferencing in connection with any meeting or proceeding authorized by law. Cal. Gov't Code § 54953(b)(1). A "teleconference" is "a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both." Cal. Gov't Code § 54953(b)(4). A local agency may provide the public with additional teleconference locations. Cal. Gov't Code § 54953(b)(4).

The teleconferenced meeting must meet the following requirements:

- (1) it must comply with all of the Act's requirements applicable to other meetings;
- (2) all votes must be taken by roll call;
- (3) agendas must be posted at all teleconference locations and the meeting must be conducted in a manner that protects the statutory and constitutional rights of the parties or public appearing before the body;
- (4) each teleconference location must be identified in the notice and agenda and each location must be accessible to the public;
- (5) during the teleconferenced meeting, at least a quorum of the members of the legislative body must participate from locations within the boundaries of the body's jurisdiction; and
- (6) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

Meeting Locations:

Los Gatos Public Library, 100 Villa Avenue, Los Gatos, CA 95030
 Mountain View Public Library, 585 Franklin Street, Mountain View, CA 94041
 Palo Alto Public Library, 270 Forest Avenue, Palo Alto, CA 94301
 San Jose Public Library, 150 E. San Fernando Street, San Jose, CA 95112-3580
 Santa Clara City Library, 2635 Homestead Road, Santa Clara, CA 95051
 Santa Clara County Library District, 1370 Dell Avenue, Campbell, CA 95008
 Sunnyvale Public Library, 665 W. Olive Avenue, Sunnyvale, CA 94086
 PLP Offices, 32 West 25th Avenue, Suite 201, San Mateo, CA 94403

**SVLS Administrative Council Meeting
MINUTES
April 15, 2022
10:00 a.m. via Zoom**

Council:

Tracy Gray, Chair, Mountain View Public Library
Gayathri Kanth, Palo Alto City Library
Jean Herriges, San Jose Public Library
Patty Wong, Santa Clara City Library
Jennifer Weeks, Santa Clara County Library District
Michelle Perera, Sunnyvale Public Library

System Staff:

Carol Frost, PLP
Mary Nino, PLP

I. Call to Order and Introductions

The meeting was called to order at 10:02 a.m. by Chair Gray. The libraries shared introductions.

II. Approval of Consent Calendar**A. Adoption of Agenda****B. Approval of the January 21, 2022 Minutes**

The Consent Calendar was approved unanimously via roll-call vote. (M/S Weeks/Wong)

III. Old Business**A. SVLS Technical Services Group Update**

Kanth reported that Diane Lai has left the library, which leaves a vacancy. Frost reviewed the memo from the SVLS Technical Services Group, noting that an ongoing PLP strategic priority is resource sharing of international language materials through acquisitions and cataloging. SVLS successfully assumed responsibility for this task and has been approached by other libraries outside PLP which are interested in participating. An ad hoc group is being developed to investigate the inclusion of groups that are currently not involved. At the last SVLS Council meeting, it was reported that many SVLS catalogers with expertise in languages have retired or moved, leaving vacancies, particularly with Persian, Russian, and Arabic. At the last meeting, the Council asked how the SVLS Council could further support hiring and training. The SVLS Technical Services Group suggested that SVLS could pilot a training model, and that vendors should be approached and encouraged to do more to support the needs of the libraries.

Wong reported that she would be happy to share a holdings survey for all SVLS libraries. Santa Clara has an additional \$125,000 from this budget year that it will be spending on international languages collections. It was also suggested that a different model regarding copy cataloging might be considered. Also, bilingual pay will now be permanent so Santa Clara may be able to contribute more assistance in the future.

B. COVID-19 Updates

Gray asked libraries to provide status updates about services, programs, statistics, and anything else pertinent. Gray reported that at **Mountain View**, all services are being offered except for the bookmobile. Evening hours have been reduced and have not returned to pre-pandemic levels, largely because of staffing issues. Computers are again available with no social-distancing requirement. Most staff and public still wearing masks, and study rooms are available. There is limited in-person and virtual programming, with in-person programs requiring pre-registration. Generally, attendance has been low except for storytimes, which are held outside in the park. Holds are down, with statistics indicating that print circulation is down 30% compared to February 2019. Digital circulation is up 120%, and children's eBook checkouts are up over 300% from pre-COVID numbers. There are high holds on eCollections, so funds are shifting to digital collections. Several vacancies exist for both hourly and regular positions. Evenings are slow while weekends are busy.

Kanth noted that for **Palo Alto**, they are seeing similar trends. Holds were higher but then dipped during the last surge and are now starting to increase. E-books are circulating well though the Friends are more interested in providing funding for physical books. The library hours have varied due to city-directed cuts, and there are several vacant positions. By early May, they hope to have 90% of budgeted hours. Currently, programs are still virtual or held outside in the secret garden. In June, more in-person and hybrid programs should be offered. Buildings are fully open including study rooms, though computer use has decreased and most staff and public are still masking. May 10th is beginning of budget meetings. The library has hired a consultant and is looking at various staffing configurations, which has been helpful in the budget process. Both a utility tax and a business tax are being investigated, which could result in a budget increase. They are cautiously optimistic.

Weeks reported that at **Santa Clara County**, they have about 60% of pre-Covid visitors, and have returned to full hours. An express library at Campbell has opened at the Community Center while the library undergoes renovation. They were able to open the new temporary space earlier than planned. Checkouts increasing each month, though there is decrease in computer use. To provide more seating space, removing hard-wired computers is being investigated. Programming is both virtual and in-person with many programs being held outside. The County is still requiring face coverings in all facilities, which is difficult. They are respecting people's privacy regarding medical needs. The intern program has been reinstated with five San Jose State University student interns starting this week. They are also looking at how they can promote various pathways for getting a job, and then moving ahead. They issued several thousand Covid-19 test kits. The District is working with a consultant on a strategic planning process with the final plan out this Fall.

Wong reported that at **Santa Clara City**, hours had been cut, which resulted in cuts in as-needed staff. Open hours are currently sixty-six per week and while the number of

visitors is increasing, evening hours are slower. Their plan is to increase to 134 hours for the middle of June, and they are authorized to hire more as-needed staff. Link+, holds and hot spots still have high demand. The Bookmobile was able to operate throughout the pandemic. Santa Clara would also like to work on strategic planning. Wong noted that as various SVLS libraries add hours, it affects other libraries and the community's expectations that its own library be open more hours. They plan to implement Dial-A-Story next year, and Comic Con is planned for the Fall. They are on their way to returning to normal.

Herriges reported that at **San Jose**, circulation, gate count, and computer usage have declined, though hot spots are still in high demand. Some branches are at 47 hours, and some at 43 hours. SJPL continues to struggle with filling vacancies, which causes delays in expanding hours. Thirty Pages and Aides will be starting next week and more will be onboarded in the coming weeks. Programming is being done in a variety of ways, including outdoor, indoor, and virtual. They plan to implement consecutive storytimes to accommodate the substantial number of people who want to attend. Most staff and customers continue to wear masks. San Jose State University (SJSU) is still requiring masks, so all King Library visitors must comply. SJSU security enforces this mandate. The Friends groups are not readily coming back at the branches.

Perera reported that at **Sunnyvale**, hours have returned to pre-pandemic levels, including weekends and evenings. The gate count is about 50% of the pre-pandemic levels but is increasing. Circulation is down 30% but increasing monthly. There was a significant increase in e-book use, and staff have modified the collection development budget. E-book use is beginning to flatten out. As e-resources are more expensive than print, appropriate collection allocations are being determined. In-person programs started in March, with one storytime hosting 90 people. They also reported that as some children have never attended storytime, social/emotional behavior is not where it should be. There was good attendance at Silicon Valley Reads programs. Some regular positions are unfilled with some frozen by the City. They are advocating to fill these positions and trying to educate City Administration how virtual work often requires more staff time. As a joint department, the recreation side is finding it even more difficult to fill positions, such as lifeguard. Staff and public are wearing masks. They have noticed a slight uptick in incident reports, though they are not sure what this might be attributed to.

IV. New Business

A. Election of New SVLS Officers for Term Beginning FY 2022/23-FY 2023/24

A motion was made and passed unanimously by roll-call vote to approve the election of Weeks for Chair and Kanth as Vice-Chair for FY 2022/23-FY 2023/24. (M/S Gray/Wong)

B. Review SVLS FY2022/23 Meeting Schedule

The Council will shift to the 4th Wednesday quarterly at 2:30 p.m. The next meeting will be July 27, and a revised schedule will be included in the next meeting packet.

V. Reports**A. *Silicon Valley Reads***

Weeks reported that the Board and coordinator, Reid Meyers, were pleased with the hybrid model for SVR. There were 140 events, with 10,000 participants (could increase to 11,000 when final numbers are reported). There were numerous website hits, and the evaluations were positive. Perera noted that when doing hybrid programs, there should be an awareness on how to keep the virtual audience engaged if there are in-person delays. The Council responded favorably to the programs. Wong shared that they did an additional program around the SVR topic with a local pastor. It really worked in a virtual setting and provided an opportunity for future engagement. Kanth shared that Palo Alto's virtual author events have also been very successful. There was a brief comment about how to count virtual audiences when logins only indicate one in attendance.

B. PLP Executive Committee Update

It was noted that the Committee has not met since the last SVLS meeting.

C. Report of System Administration

An announcement will be made on Monday for the new Assistant Director. On May 5 PLP will be hosting a Brown Bag for PLP staff for interviewing skills. May 13 is the PLP Annual Directors Meeting. CLSA claim forms have been sent to libraries. PLP has submitted an LSTA application for intellectual freedom and social justice.

VI. Agenda Building and Location for Next Meeting on July 27, 2022**A. Sunnyvale Public Library or Virtual Meeting****B. Revised Meeting Schedule for FY 2022-23****C. COVID Updates for Old Business****D. Technical Services Group Update****E. General Sharing About the State Library Programs (Palace, State Parks)****F. MLS Requirement for Staff****VII. Public Comment**

There was no public comment.

VIII. Announcements and Reports from Libraries

No announcements were made.

IX. Adjournment

The meeting was adjourned at 11:19 a.m. by Chair Gray.

To: Silicon Valley Library System Administrative Council
From: Carol Frost
Subject: Consideration of 2023 SVLS Contribution to Silicon Valley Reads
Date: October 26, 2022

Background

Silicon Valley Reads has been offering the One Book, One Community program since 2003. The Silicon Valley Library System Administrative Council has financially supported this event by annually allocating \$5,000. It was approved several years ago that ongoing annual support of \$5,000 would be automatically continued, and so no annual action had been taken by the Council for approval for several years.

At the October 2021 meeting, the Council approved allocating \$5,000 to Silicon Valley Reads.

The 2023 Silicon Valley Reads theme is “Journey to New Beginnings,” feature the novels:

- There There by Tommy Orange
- The Second Life of Mirielle West by Amanda Skenandore
- What the Fireflies Knew by Kai Harris

Recommendation

SVLS has used the SVLS Fund Balance to contribute towards Silicon Valley Reads. The current Fund Balance is approximately \$125,000.

It is recommended that the SVLS Administrative Council consider and approve funds for Silicon Valley Reads, using SVLS Fund Balance.