

Fiscal Year 2025/2026

Board of Library Trustees Workplan

Background

On August 18, 2025, BOLT reviewed the upcoming FY2025/2026 workplan and proposes to work on the following list of items. This workplan was approved by City Council on November 4, 2025.

1. Collection Funding
 - a. Advocate to ensure future ongoing funding of the collection budget.
 - i. Collection budget funding was restored in the FY 2025-26 and FY 2026-27 operating budgets. It has not been restored for ongoing years. BOLT may wish to revisit this for FY 2027-28 and on.
2. Alternative Funding
 - a. To reduce reliance on the City's General Fund, explore additional alternative funding support for library services.
 - i. Library could produce for BOLT review list of grants and donations through Foundation used to support the Library.
 - ii. Library could produce for BOLT updated information on how other library systems are funded (besides general fund)
 - iii. Developer impact fees not anticipated in near term for Library. Nexus language for the General Plan to include Library is ready to move forward at appropriate time.
 - iv. Alternative funding measure
 - v. How would BOLT advocacy be most effective?
3. Communications Funding
 - a. Advocate for a dedicated communications staff person.
 - i. Discussion held with CFO, may be a position split between Library and Parks & Recreation. To be addressed with Budget team.
 - ii. Position included in Strategic Plan
4. Policies
 - a. Review Library policies and provide advisory support for policy updates and revisions.
 - i. Upcoming policies for review: Policy for Posting and Distribution of Community Information; Policy Regarding Privacy and Confidentiality; Use of Electronic Resources Policy; and Art Exhibits at the Santa Clara City Library Policy
 - b. Review revision of Collection Development Policy to meet requirements of AB1825 California Freedom to Read Act.
 - i. Update: BOLT has reviewed the Collection Development Policy (4/7/2025), which the California State Library confirmed was received and in compliance with AB1825 (4/21/2025). Completed.
5. Strategic Plan and Facilities Master Plan

- a. Provide advisory and advocacy support for the completed Library Strategic Plan and Facilities Master Plan with Council and in the community.
 - i. Update: The Strategic Plan and Facilities Master Plan were approved by Council (2/10/2026). They are available on the Library's website. Completed.
 - ii. Next steps: Implementation of these plans is underway. Regular updates will be provided to BOLT.
- 6. Liaison Work
 - a. Engage with and strengthen a cooperative relationship with the Santa Clara City Library Foundation and Friends
 - i. Foundation and Friends Liaison – Vice-Chair Tryforos
 - ii. Conduct a joint meeting with the Santa Clara City Library Foundation and Friends (SCCLFF) Board
 - 1. Update: BOLT has appointed Vice-Chair Tryforos as liaison to the SCCLFF Board. A joint meeting was held on 6/2/2025 to share priorities and develop opportunities for collaboration. A second joint meeting was held on 12/1/2025.
 - iii. A new liaison will need to be selected
 - b. Engage as liaisons to develop cooperative relationships and advocacy with City Boards, Commissions and Taskforces
 - i. The following are a list of current liaisons
 - 1. Parks and Recreation Commission – Trustee Ricossa
 - 2. Santa Clara Station Area Taskforce – Chair Evans
 - 3. Historical and Landmarks Commission – Vice-Chair Tryforos
 - a. A new liaison will need to be selected
 - 4. Downtown Community Taskforce – Chair Evans
 - 5. Youth Advisory Commission – Trustee Huynh
 - ii. The following have been identified as potential future liaison opportunities
 - 1. Senior Advisory Commission – TBD
 - 2. Bike and Pedestrian Advisory Committee – TBD
 - 3. Cultural Commission – TBD
 - iii. Review full list of liaison assignments
 - c. Conduct Library outreach with the community
 - i. Library to provide strategic plan-based priorities
 - d. Advocate for the support of Library budgets and services
 - i. Update: See 1a. BOLT advocated for restoration of the collection budget, successfully for two years. May need to do again for ongoing restoration.
- 7. Board Development
 - a. Explore strategic Board development opportunities, including informational reports and funded conferences and trainings (budget permitting)
 - i. Update: BOLT has identified topics and scheduled a series of informational reports from staff

- b. Become better educated on the role and context of public libraries in the United States
- c. Become better informed on Library operations

Current Membership

Meetings are on the first Monday of every month except for January and July at 6:00 p.m. at the Central Park Library, Northside Branch Library, and Mission Branch Library. Meeting locations and the annual calendar of meetings are available at [City of Santa Clara - Board of Library Trustees](#).

| Name | Appointed | Terms Ends |
|---|---------------|------------|
| Jonathon Evans | 05/24/21 (25) | 2029 |
| Debbie Tryforos | 10/16/18 (22) | 2026 |
| Stephen Ricossa appointed to a serve a partial and full term | 06/21/16 (23) | 2027 |
| Daniel Huynh | 05/13/24 (28) | 2028 |
| G. Salim Mohammed | 05/13/24 (28) | 2028 |

Purpose, Role and Duties of BOLT:

BOLT is an advisory body, meaning that its function is primarily to provide advice and recommendations to Library staff and the City Council regarding Library services. Their primary role is to serve as advocates for the library system. Trustees represent the library system in interactions with the public, gathering community feedback and sharing information on Library operations and services. BOLT’s advocacy includes support of community surveys, strategic planning efforts, and policy updates. BOLT’s powers and duties as defined by Section 1013 of the City Charter are to:

- (a) Make and enforce such by-laws, rules and regulations as it may deem necessary for the administration and protection of the City library.
- (b) Approve or disapprove the appointment of a librarian who shall be the department head;
- (c) Accept into the library fund and administer money, personal property or real estate donated to the City or otherwise acquired for library purposes subject to the approval of the City Council;
- (d) Contract with school, county or other governmental agencies to render or receive library services or facilities, subject to the approval of the City Council.