

SVLS Administrative Council Meeting

Agenda

July 23, 2021

10:00 a.m. via Zoom

<https://us02web.zoom.us/j/83869983035?pwd=MkZDTVZ1OEh0TUN2Mm5Xc0w5dHp1Zz09>

Meeting ID: 838 6998 3035 Passcode: 529977

Call-in Option: (669) 900-6833

- I. Call to Order and Introductions
- II. Approval of Consent Calendar (Action Item)
 - A. Adoption of Agenda Gray
 - B. Approval of the April 16, 2021 Minutes Gray Attachment 1, pg. 3
- III. Old Business
 - A. SVLS Technical Services Group Update Kanth
 - B. COVID-19 Updates Gray
- IV. New Business
 - A. Telecommuting Policies Gray
- V. Reports
 - A. *Silicon Valley Reads* Weeks Attachment 2, pg. 7
 - B. PLP Executive Committee Update Gray
 - C. Report of System Administration Frost
- VI. Agenda Building and Location for Next Meeting on October 15, 2021
- 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 agendized pursuant to state law.)
- VIII. Announcements and Reports from Libraries
- IX. Adjournment

**Due To The State Of California's Declaration Of Emergency – This Meeting Is Being Held
Pursuant To Authorization From Governor Newsom's Executive Order N 29-20**

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) the agenda must provide the public with an opportunity to address the legislative body at each teleconference location. Cal. Gov't Code § 54953(b).

SVLS Administrative Council Meeting**MINUTES****April 16, 2021****10:00 a.m. via Zoom****Council:**

Ryan Baker, Chair, Los Gatos Public Library
 Tracy Gray, Mountain View Public Library
 Gayathri Kanth, Palo Alto City Library
 Michelle Ornat, San Jose Public Library
 Cynthia Bojorquez, Santa Clara City Library
 Jennifer Weeks, Santa Clara County Library District

System Staff:

Carol Frost, PLP
 Yemila Alvarez, PLP

I. Call to Order and Introductions

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

II. Approval of Consent Calendar**A. Adoption of Agenda****B. Approval of the January 15, 2021 Minutes**

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

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

Group met on March 5th and extended the program for sharing of international language acquisition and cataloging to all PLP members. This was the kickoff orientation meeting, with around 40 participants with multiple participants from different libraries. The SVLS group was very inclusive in explaining the resource sharing process. The group is still meeting on a regular basis.

B. COVID-19 Updates

Los Gatos shared vaccination rates for the County are going really well, almost 40% have received at least their first dose and 20% have received their second. Baker opened up the discussion for libraries to share operations and staffing and how those have been impacted. PLP shared they are still trying to determine when they should be bringing staff back into the office 100%. In San Mateo County and PLS, many of the libraries are opening up. San Jose has been working with the City EOC and they have a conservative approach to reopening,

which the library will fall under. They were approved to open up three more libraries for tech access, and they have submitted all reopening plans for the library to the City. They would like to move away from appointments and open up at 50% capacity and are looking to offer laptop checkouts. They are still in negotiation regarding budget cuts. Mountain View is continuing grab-and-go outside and opened yesterday for computer appointments inside on Thursdays, Fridays, and Saturdays. They have had a consultant assess protocols for safety for employees and the public, so they feel comfortable with this plan. So far, the budget has been stagnant, with no budget cut requests to date. Santa Clara County Library District has had lobby service available for a while, with full access starting on Monday. They have been able to increase e-resources, and still have 25% of staff out as DSWs, which only allows for 5 hours a day of service. Are not offering seating and are trying to discourage stays. Are looking to the County for advice on developing the internal structures around work and are waiting until further information is available about what changes will be implemented June 15 by the Governor. Santa Clara staff has mostly been vaccinated. In terms of budget reductions, they did do a tier 1 budget reduction and will have a tier 2 budget reduction as well which will include giving up positions. They have received approval to fill vacancies and are currently recruiting for Director and library assistants. Will be opening up recruitments for librarians soon. Opened up Main library and also branches for limited hours as well. All three branches will open with computers and wi-fi printing on Monday. The bookstore will open in May. Are trying to do a little bit of opening every couple of weeks and have also reduced quarantine to 24 hours. Northside is adding solar, and this will not be completed until June, so staffing and capital projects will likely keep them at current opening levels until July before more services can be added. Palo Alto has opened the Children's Library. Tomorrow will be a larger test since weekends tend to be busier. The library has been the first public building to reopen in the City. They are allowing access by appointment. Facilities has been assisting with wayfinding. Are looking to open Mitchell Park in early May for a full opening. Have been reconfiguring indoor spaces to discourage stays. Have gone to a 24-hour quarantine. Are working with HP on a project to refurbish used computers and redistribute them to the community. Received the Book-to-Action grant and are ramping up programming around this in partnership with Stanford University. Los Gatos is 10am to 6pm 7 days a week, and the first floor is open for browsing. Have sufficient staffing to open the full building but the primary issue is storage of furniture. Have been checking out laptops and allow wireless printing and have a free copy station for the public. Circulation is through the roof and have set the limit to 125 books. 95% of staff have been vaccinated. Have had some cuts placed into the budget but the Town is beginning allocations for the Federal CARES funding, which they are planning to use to backfill some of the cuts. Are hoping to bring staff in slowly and hoping all staff will be back at work by June.

The model of allowing working from home has worked out well and are trying to find ways to allow this to continue in some form.

IV. New Business

A. Election of New SVLS Officers for Term Beginning FY 2021/22 – FY 2022/23

Baker presented Attachment 2 stating the Nominating Committee has recommended Tracy Gray as Chair and Jennifer Weeks as Vice-Chair for the term beginning FY 2021/22 and ending FY 2022/23. A motion was made and passed unanimously via roll-call vote to accept the recommendations from the Nominating Committee. (M/S Ornat/Bojorquez)

B. Review of SVLS Meeting Schedule for FY 2021/22

There were no changes to the proposed schedule.

V. Reports

A. *Silicon Valley Reads*

Reid Myer is the new coordinator for the program and was able to steer the work to a multiple book/all-virtual model. There were some excellent panels and most comments received were very positive. Have begun looking at the Board members for next year and are hoping to expand and diversify the Board. Are trying to embrace the one-book model again. Myer will be the coordinator again for next year, but they are exploring an RFQ process for a more permanent coordinator role. San Mateo County may be interested in partnering with Silicon Valley Reads.

B. PLP Executive Committee Updates

There was an update on progress on the strategic plan, staff development initiatives and activities; an LSTA grant for Intellectual Freedom and Social Justice: A Primer for Libraries; Library Legislative Day was discussed and associated virtual events; and there was also some discussion about acquiring speakers for the PLP Annual Meeting on May 21, and about the Nominating Committee for the new PLP officers.

C. Report of System Administration

On May 21st is the PLP Annual Meeting and all Directors are invited. Frost recommended that Directors might attend or have a representative present. This meeting will include a panel with some of the libraries that have been part of the CREI initiative and around equity and diversity, and they will discuss EDI initiatives at PLP libraries. This will lead into the discussion of the LSTA grant that PLP has applied for. Frost thanked the members that had advocated for the funding for ZipBooks and Lunch at the Library, which have been restored. There has not been any update regarding the restoration of CLSA funding but are hoping to hear more when the Governor's May revised budget is released. The CLA Legislative Committee has been notified that there will likely be LATL funds

available this summer. San Leandro Public Library has reached out to PLP with interest in joining PLP. PLP has reached out to Califa for more information regarding the federal changes in eRate which include the ability to extend the eRate service beyond the library. Currently it cannot be extended farther than the library parking lot, but the government is discussing revising the rules to decide whether the access could be extended into residential areas. The American Rescue Plan portion for California is estimated at \$10M and the State Library will be determining how these funds will be spent. A new State bill called Build Back Boldly has been introduced, which includes \$1B for rebuilding library infrastructure. There was a question about who the decision makers are as to what CENIC and eRate funding can be used for and how it can be extended and a response that the federal government would be setting the guidelines so ALA and the Libraries Broadband Coalition may be the best places to look to for continued information. There was a question about LATL funding and a response that the grant ended in December 2020. Summer at Your Library is using LSTA funds for some funding related to Lunch at the Library but will only cover supplies and materials and not meals or staffing. Now there is funding imminent, and it will likely revert back to the previous Lunch at the Library guidelines for eligible expenses.

VI. Agenda Building for Next Meeting on July 23, 2021

No Items were recommended.

VII. Public Comment

There was no public comment.

VIII. Announcements and Reports from Libraries

The libraries shared announcements.

IX. Adjournment

The meeting was adjourned at 11:16 a.m. by Chair Baker.



Silicon Valley Reads 2021 Overview

Developed by SVR Director Reid Myers

Silicon Valley Reads 2021

What was different this year?

- All programming online and virtual
- Offered an array of 6 books, 4 children's books
- Theme and programming were broader
- Kickoff included an expert panel instead of authors
- Programming was accessible to anyone with connectivity
- All libraries could promote all programs (not just their own)
- Public spaces were closed... less in-person opportunity to connect

What was the same this year?

- Same schedule with Jan-March events
- Our loyal partners, donors and attendees stayed involved
- Met fundraising goals
- Format of our kickoff included Sal Pizarro, Commonwealth Club & Euphrat
- Advertising and promotions outlets were mostly the same



Silicon Valley Reads 2021

Challenges

- SV Reads and partners needed to quickly switch to virtual programming
- Steep learning curve for new coordinator
- Some authors were unavailable for virtual visits
- Those without connectivity could not participate
- Technology issues were sometimes unavoidable
- Each library/partner ran events differently
- Privacy laws presented some challenges with kids, music, etc.
- Harder to reach audience with printed collateral



Silicon Valley Reads 2021

Successes

- We had over 12,500 attendees at 100+ virtual events (including those who watched later)
- We sent surveys after all author visits and many other events and received an average 30% response rate
- Website views were 14,904 Jan, 10,200 Feb, 4,943 March = 30,047 total
- 95% of attendees said the programs were “Excellent” or “Very good” (kickoff slightly lower)
- 90% said they gained new information or learned something new
- 87% said they would like to see some virtual programming in the future
- We had 35% new attendees for our events
- We automated our comment form and mailing list– and grew our mailing list by over 40%



Silicon Valley Reads 2021

Takeaways for future

- Ideally offer both in-person and virtual programs
- Consider hybrid (live & recorded simultaneously) for kickoff
- Engage libraries early and have promotion plan
- Consider advertising all season instead of big upfront push

New for 2022

- SV Reads website is being redone
- New universal SV Reads logo
- Codifying Advisory Board role
- Reviewing Mission, Vision & Goals

