LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES

AGENDA
THURSDAY, DECEMBER 4, 2025

LIBRARY BOARD OF TRUSTEES SPECIAL MEETING – 7:00 PM

MEETING PARTICIPATION INFORMATION CAN BE FOUND AT THE END OF THE AGENDA

CIVIC CENTER LIBRARY
COMMUNITY ROOMS A & B
1188 S. LIVERMORE AVENUE

NOTICE IS HEREBY GIVEN that the Library Board of Trustees of the City of Livermore will convene a special meeting on December 4, 2025, beginning at 7:00 pm, Civic Center Library, Community Rooms A & B, 1188 S. Livermore Avenue.

This special meeting is being called by Chairperson Lainie Pascall. /s/ Lainie Pascall

Lainie Pascall, Chair
Nancy Olavarrieta, Vice Chair
Deborah L Halford, Board Member
Jason G Hibono, Board Member
Richard K Hunt, Board Member

1. CALL TO ORDER

ROLL CALL

Deborah Halford, Board Member
Jason Hibono, Board Member
Richard Hunt, Board Member
Nancy Olavarrieta, Vice Chair
Lainie Pascall, Chair

2. OPEN FORUM

- In conformance with the Brown Act, no action can occur on items presented during Open Forum.
- To provide public comment, please submit a speaker card. When your name is called, walk to the lectern to address the Library Board of Trustees.
- Comments are limited to a maximum of 3 minutes per person, per item. The Chair may reduce the amount of time based on the number of persons wishing to speak.
- Open Forum will conclude after 30 minutes; however, if there are additional speakers, Open Forum will reconvene after Matters for Consideration.

3. CONSENT CALENDAR

Consent Calendar items are considered routine and are acted upon by the Library Board of Trustees with a single action. Members of the audience wishing to provide public input must submit a speaker card.

3.1 Approval of Draft Minutes - September 25, 2025, Library Board of Trustees Regular Meeting

Recommendation:
Staff recommends the Library Board of Trustees approve the draft minutes.
Attachments:
1. Draft Library Board of Trustees Regular Meeting Minutes - September 25, 2025

3.2 Approval of the 2026 Library Board of Trustees Meeting Calendar

Recommendation:
Staff recommends the Library Board of Trustees approve the 2026 meeting calendar.
Staff Report
Attachments:
1. 2026 Library Board of Trustees Meeting Calendar - Proposed

4. MATTERS FOR CONSIDERATION

4.1 Presentation on the 2025 Latinx/Hispanic Heritage Program Series

Recommendation:
Staff recommends the Library Board of Trustees receive the report.
Staff Report
Attachments:
1. Latinx Heritage Month 2025 Presentation

4.2 Recommendation that the City Council approve the Draft Library Board of Trustees Rules of Procedure

Recommendation:
Staff recommends the Library Board of Trustees review the Draft Rules of Procedure and recommend adoption by City Council.
Staff Report
Attachments:
1. Draft Library Board of Trustees Rules of Procedure Update

4.3 Presentation on the Spirit of Diwali Celebration at Civic Center Library

Recommendation:
Staff recommends the Library Board of Trustees receive the report.
Staff Report
Attachments:
1. Spirit of Diwali 2025 Presentation

4.4 Presentation on the results of the 2025 Library Card Signup Month

Recommendation:
Staff recommends the Library Board of Trustees receive the report.
Staff Report
Attachments:
1. Library Card Sign-up Month Presentation

4.5 Review of the Draft Library Board of Trustees Annual Work Plan

Recommendation:
Staff recommends the Library Board of Trustees review, discuss, and provide feedback on the draft work plan.
Staff Report
Attachments:
1. Draft Library Board of Trustees Work Plan

4.6 Discussion and feedback related to the 2026 Library Board of Trustees annual update to the City Council.

Recommendation:
Staff recommends that the Library Board of Trustees determine what information they would like to present to the City Council for the Board's Annual Update on January 26, 2026.
Staff Report

4.7 Report related to ongoing Library statistics for the months of September and October 2025

Recommendation:
Staff recommends the Library Board of Trustees receive the report and provide any necessary feedback.
Staff Report

Attachments:
1. September 2025 Statistics
2. Highlighted Statistics - September - 5 - Year Comparison
3. October 2025 Statistics
4. Highlighted Statistics - October - 5 - Year Comparison

4.8 Report related to ongoing Library activities for the months of September and October 2025

Recommendation:
Staff recommends the Library Board of Trustees receive the report and provide any necessary feedback.
Staff Report
Attachments:
1. September 2025 Programs
2. October 2025 Programs

5. BOARD MEMBER REPORTS AND MATTERS INITIATED BY LIBRARY DIRECTOR AND BOARD MEMBERS

6. ADJOURNMENT

To a regular meeting of the Library Board of Trustees scheduled for Thursday, January 22, 2026, at 7:00 p.m., Civic Center Meeting Hall, William M. Mendenhall Community Room, 1016 S. Livermore Avenue.

7. HOW TO PARTICIPATE IN THE COMMISSION MEETING

You can participate in the meeting in a number of ways:

Special Meeting, Workshops, The public will have the opportunity to address the Library Board of Trustees regarding the item that is the subject of the special meeting or workshop. Public comments are limited to a maximum of 3 minutes per person.

Submission of Comments Prior to the Meeting:

Email Comments may be submitted by the public to the Board Liaison (libboardpubcomments@livermoreca.gov). Items received no later than 12:00 pm on the day of the meeting will be provided to the Library Board of Trustees and available on the City website prior to the meeting. These items will NOT be read into the record.

eComments may be submitted by the public using the eComment link here. Comments may be up to 1000 characters in length and will be accepted up until 3:30 pm the day of the meeting. These items will NOT be read into the record and are viewable by the the Library Board of Trustees and the public upon submittal.

Submission of Comments During the Meeting:

Speakers are limited to a maximum of 3 minutes per person. To submit a comment, you must complete a speaker card for each item. Speaker cards are available in the Civic Center Meeting Hall lobby. Indicate on the card the item number you wish to comment on and submit

the card directly to the liaison prior to the start of the item. You should be aware that the Library Board of Trustees is prohibited by State law from taking action on any items that are not listed on the agenda. However, if your item requires action, the Library Board of Trustees may place it on a future agenda or direct staff to work with you and/or report to the Library Board of Trustees on the issue.

If you would like to deliver written materials to the Library Board of Trustees as part of your public comments, please provide 8 copies to the liaison with your speaker card.

The Library Board of Trustees Agenda and Agenda Reports are prepared by City staff and are available for public review 72 hours, prior to the Library Board of Trustees meeting at 1016 South Livermore Avenue, Livermore. The Agenda is also available on the City's website, http://livermoreca.gov/agenda.

Under Government Code §54957.5, any supplemental material distributed to the members of the Library Board of Trustees after the posting of this agenda will be available for public review at City Hall, 1052 South Livermore Avenue, Livermore, and included in the agenda packet available on the City's web site at http://livermoreca.gov/agenda.

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (CODIFIED AT 42 UNITED STATES CODE SECTION 12101 AND 28 CODE OF FEDERAL REGULATIONS PART 35), AND SECTION 504 OF THE REHABILITATION ACT OF 1973, THE CITY OF LIVERMORE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, SEX, DISABILITY, AGE OR SEXUAL ORIENTATION IN THE PROVISION OF ANY SERVICES, PROGRAMS, OR ACTIVITIES. TO ARRANGE AN ACCOMMODATION IN ORDER TO PARTICIPATEIN THIS PUBLIC MEETING, PLEASE CONTACT THE ADA COORDINATOR AT ADACOORDINATOR@LIVERMORECA.GOV OR CALL (925) 960-4170 (VOICE) OR (925) 960-4104 (TDD) AT LEAST THREE (3) BUSINESS DAYS IN ADVANCE OF THE MEETING

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES
MINUTES
SEPTEMBER 25, 2025

REGULAR MEETING

1. CALL TO ORDER - The meeting of the Library Board of Trustees was called to order by Chair Lainie Pascall at 7:01 p.m., held in person at 1016 S. Livermore Avenue.

ROLL CALL - Present: Chair Lainie Pascall, Vice Chair Nancy Olavarrieta, Board Member Jason Hibono, and Board Member Richard Hunt.

Board Member Deborah Halford was absent.

STAFF PRESENT – Library Director Anwan Baker, Assistant Library Director Nathan Brumley, Supervising Librarian Steven Moody, Supervising Librarian Yeng Xiong, Management Analyst I Leng Kutil, and Management Analyst II Allen McFarland.

2. OPEN FORUM

Chair Pascall opened public comment.

There were no speakers, and the public comment period was closed.

3. CONSENT CALENDAR

3.1 Approval of Draft Minutes – August 28, 2025, Library Board of Trustees Regular Meeting

Recommendation: Staff recommended the Library Board of Trustees approve the draft minutes.

ON THE MOTION OF BOARD MEMBER HUNT, SECONDED BY CHAIR PASCALL, AND CARRIED ON A 3-0 VOTE (WITH BOARD MEMBER HIBONO INELIGIBLE TO VOTE DUE TO ABSENCE, AND BOARD MEMBER HALFORD BEING ABSENT), THE LIBRARY BOARD OF TRUSTEES APPROVED THE MINUTES.

4. MATTERS FOR CONSIDERATION

4.1 Report on the 2025 Summer Learning Program

Recommendation: Staff recommended the Library Board of Trustees receive the report.

Supervising Librarian Xiong gave the report.

Chair Pascall opened the public comment.

There were no speakers, and the public comment period was closed.

THE BOARD RECEIVED THE REPORT.

4.2 Review of "Five Ways Public Libraries Go Far Beyond Books" article by Abby Carlson, Research and Program Consultant, Urban Libraries Council

Recommendation: Staff recommended the Library Board of Trustees review and discuss the article.

Library Director Baker gave the report.

Chair Pascall opened the public comment period.

There were no speakers, and the public comment period was closed.

THE BOARD REVIEWED THE ARTICLE AND DISCUSSED IT.

4.3 Budgeting 2.0 for Teens Program Report

Recommendation: Staff recommended the Library Board of Trustees receive the report.

Supervising Librarian Xiong gave the report.

Chair Pascall opened the public comment period.

There were no speakers, and the public comment period was closed.

THE BOARD RECEIVED THE REPORT.

4.4 Report related to ongoing Library statistics for the month of August 2025

Recommendation: Staff recommended the Library Board of Trustees receive the report and provide any necessary feedback.

Library Director Baker gave the report.

Chair Pascall opened the public comment period.

There were no speakers, and the public comment period was closed.

THE BOARD RECEIVED THE REPORT.

4.5 Report related to ongoing Library activities for the month August 2025

Recommendation: Staff recommended the Library Board of Trustees receive the report and provide any necessary feedback.

Library Director Baker gave the report.

Chair Pascall opened the public comment period.

There were no speakers, and the public comment period was closed.

THE BOARD RECEIVED THE REPORT.

5. BOARD MEMBER REPORTS AND MATTERS INITIATED BY LIBRARY DIRECTOR AND BOARD MEMBERS

Management Analyst II McFarland confirmed that board members received the update email from the City Clerk on video recording of the board meetings and to specifically note that the video feed will be live.

Chair Pascall mentioned that she was glad that there are future plans to offer budgeting workshops on the weekend.

6. ADJOURNMENT - at 7:59 p.m. to a Library Board of Trustees regular meeting on Thursday, October 23, 2025, at 7:00 p.m., William M. Mendenhall Community Room, Civic Center Meeting Hall, 1016 S. Livermore Avenue.

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 3.2

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Approval of the 2026 Library Board of Trustees Meeting Calendar

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees approve the 2026 meeting calendar.

DECISION TYPE

Administrative

SUMMARY

Regular Library Board of Trustees meetings are scheduled for the fourth Thursday of each month, with the exception of the proposed special meeting in December. Approval of this calendar will establish the meeting dates for 2026.

DISCUSSION

The proposed 2026 Library Board of Trustees Meeting Calendar is attached. Meetings may be canceled, as needed, due to lack of items for consideration, as long as proper Brown Act noticing protocols are followed. All meetings are currently scheduled to be held in the William M. Mendenhall Community Room located at 1016 S. Livermore Avenue. Agendas will be published not less than 72 hours prior to regular meetings and 24 hours prior to special meetings. Agendas will be available on the agenda portal of the City's website (https://www.livermoreca.gov/departments/city-clerk/city-council-meeting-calendar-agendas) and posted at 1188 S. Livermore Avenue. All meetings will begin at 7:00 p.m.

ATTACHMENTS

1. 2026 Library Board of Trustees Meeting Calendar - Proposed

Prepared by: Leng Kutil
Management Analyst I

LIVERMORE PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING CALENDAR - PROPOSED 2026

MEETING DATE	TYPE OF MEETING	LOCATION
January 22	Regular Meeting	Civic Center Meeting Hall
February 26	Regular Meeting	Civic Center Meeting Hall
March 26	Regular Meeting	Civic Center Meeting Hall
April 23	Regular Meeting	Civic Center Meeting Hall
May 28	Regular Meeting	Civic Center Meeting Hall
June 25	Regular Meeting	Civic Center Meeting Hall
July 23	Regular Meeting	Civic Center Meeting Hall
August 27	Regular Meeting	Civic Center Meeting Hall
September 24	Regular Meeting	Civic Center Meeting Hall
October 22	Regular Meeting	Civic Center Meeting Hall
November 26	No Meeting due to the Thanksgiving holiday	N/A
December 3**	Special Meeting	Civic Center Meeting Hall
December 24	No Meeting due to the Christmas Eve holiday	N/A

*All meetings to be held inside William M. Mendenhall Community Room unless stated otherwise on the official agenda.

All meetings begin at 7:00 p.m.

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.1

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Presentation on the 2025 Latinx/Hispanic Heritage Program Series

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report.

DECISION TYPE

Not Applicable

SUMMARY

Latinx Heritage Month (LHM), also known as Hispanic Heritage Month, began as a weeklong celebration in 1968 before expanding to a month in 1988. Observed from Sept. 15 – Oct. 15, the beginning coincides with many independence days in Latin America. The time is set aside to celebrate the integral part the Latinx community has played in the shaping of the United States, and give space to their voice and experiences (*National Museum of the American Latino, 2025*).

DISCUSSION

LHM programming and performers at the Livermore Public Library included the following:

- Reyna Grande Author Visit
- Caro de Robertis Author Visit
- La Raiz Poetry and Art Fest
- Concha Magnet and Pan Dulce Tasting
- Spanish Bilingual Storytime
- Tacos y Libros
- Casa de Chocolates – Rincon
- Los Panaderos
- Cunamacue – Rincon
- Loteria
- Andean Weaving Take and Make

Book lists and displays were also part of the month-long acknowledgement. Library staff welcome Library

Board of Trustees' questions and feedback.

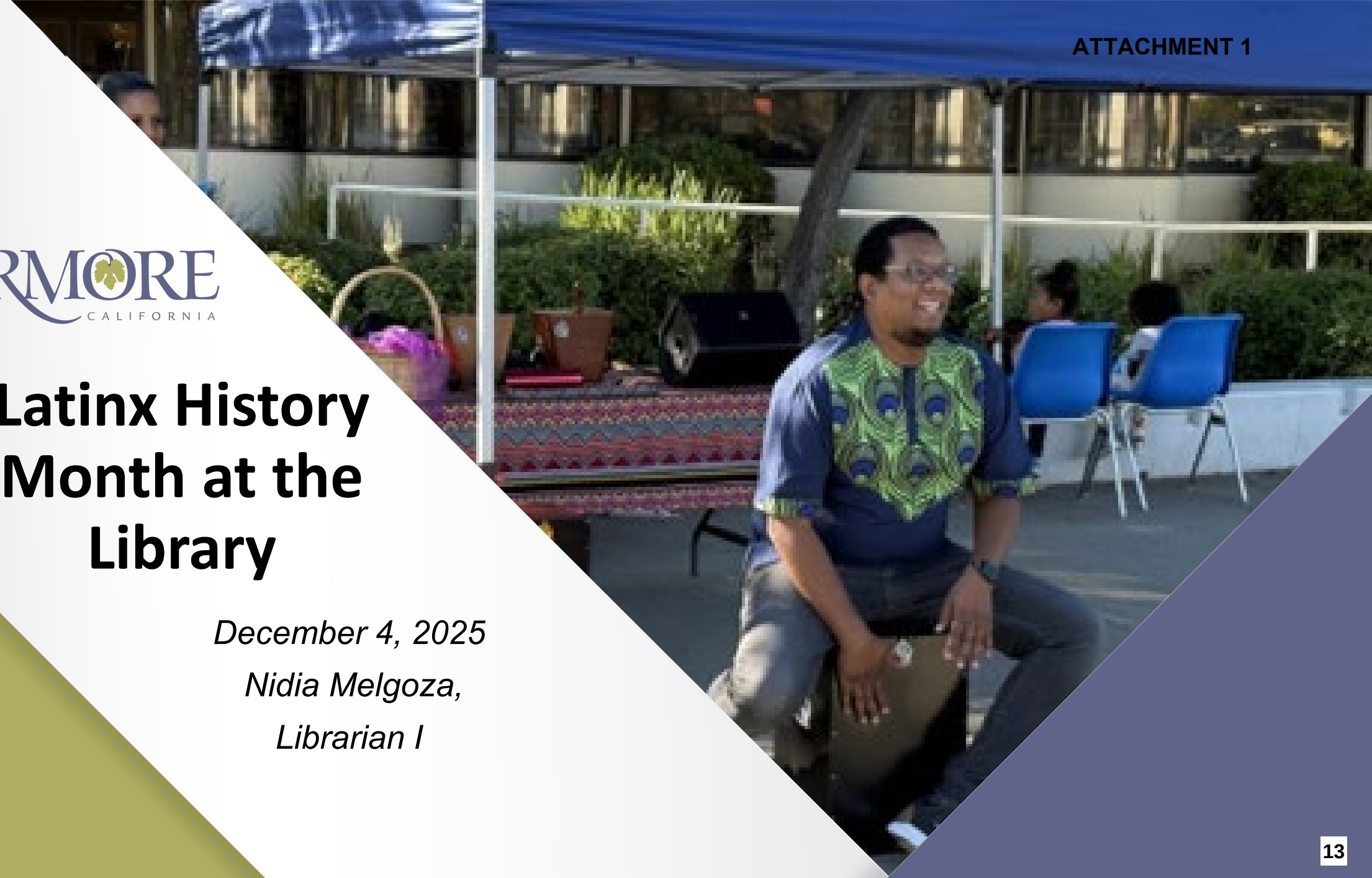
ATTACHMENTS

1. Latinx Heritage Month 2025 Presentation

Prepared by: Nathan Brumley
Assistant Library Services Director

CITY OF LIVERMORE CALIFORNIA

Latinx History Month at the Library



December 4, 2025

Nidia Melgoza,

Librarian I

Origins of Latinx Heritage Month (LHM)



Also known as
Hispanic Heritage Month

- Began as a week long celebration in 1968 before expanding to a month in 1988.
- Observed from Sept. 15 – Oct. 15, the beginning coincides with many independence days in Latin America.
- Celebrates the integral part the Latinx community has played in the shaping of the United States, and give space to their voice and experiences.
  - National Museum of the American Latino

Heritage Months are Inclusion Opportunities

Strategic Objectives

1. The Livermore Public Library will promote literacy in all its forms to help people fulfill their life goals and be more active and engaged community members.

2. The Livermore Public Library will affirm equity and inclusion by reflecting the diverse local community in staffing, materials, and services offered.

3. The Livermore Public Library will enable all community members to participate in and benefit from library services by increasing their awareness of and accessibility to these resources.



LHM – Programs

- Reyna Grande Author Visit
  - 35 Attendees
- Caro de Robertis Author Visit
  - 8 attendees
- La Raiz Poetry and Art Fest
  - 18 attendees







LHM – Programs

- Concha Magnet and Pan Dulce Tasting
  - Civic Center: 32 attendees – as part of Maker Madness
  - Rincon: 43 attendees
  - Springtown: 13 attendees

- Spanish Bilingual Storytime
  - 35 attendees





LHM – Programs

- Tacos y Libros
  - 8 attendees
- Casa de Chocolates – Rincon
  - 24 attendees









LHM – Programs

- Los Panaderos
  - 56 attendees
- Cunamacue – Rincon
  - 43 Attendees





LHM – Programs

- Loteria
  - Rincon: 53 attendees
  - Springtown: 24 attendees
- Andean Weaving Take and Make
  - 525 kits given out across all branches



LHM – Booklists



GENERAL RECOMMENDATIONS STAFF-CREATED LIST

Latinx Heritage Month - Picture Books

Enjoy these newer (2024-2025) picture books by Latinx authors or illustrators.

LPL LPL_YouthSvcs STAFF
Livermore Public Library



GENERAL RECOMMENDATIONS STAFF-CREATED LIST

Latinx Heritage Month - Fiction

Latinx Heritage Month is Sept. 15-Oct 15, celebrate by reading one of these titles by Latinx authors!

LPL LPL_AdultSvcs STAFF
Livermore Public Library



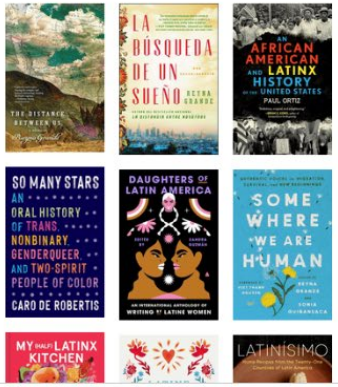
GENERAL RECOMMENDATIONS STAFF-CREATED LIST

Latinx Heritage Month - NonFiction

1 user likes this

Latinx Heritage Month is Sept. 15-Oct 15, celebrate by reading one of these titles about Latinx people, culture, and history!

LPL LPL_AdultSvcs STAFF
Livermore Public Library



Thank you

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.2

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Recommendation that the City Council approve the Draft Library Board of Trustees Rules of Procedure

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees review the Draft Rules of Procedure and recommend adoption by City Council.

DECISION TYPE

Administrative

SUMMARY

The Library Board of Trustees is being asked to review the updates to their Rules of Procedure and provide feedback. Upon completion of the review, the feedback will be provided to the City Clerk's Office, who will then take the update to the City Council for final approval.

DISCUSSION

The Library Board of Trustees is responsible for significant duties for the City - setting goals and objectives for the broad variety of services and programs the Library provides and recommending policy modifications to City Council. To carry out this duty, it is important that the Board be aware of the Rules of Procedure. The attached draft Library Board of Trustees Rules of Procedure provide the information that is needed to conduct Board business effectively, efficiently, and within the guidelines. Some examples of the proposed changes include:

- Typographical changes
- Updating gender-specific pronouns to gender-neutral pronouns
- Clarification on the approval of minutes
- Clarification on when public comment is allowed
- Clarification of staff roles and responsibilities
- Clarification of what is needed to bring an initiated matter forward to a future meeting

ATTACHMENTS

1. Draft Library Board of Trustees Rules of Procedure Update

Prepared by: Allen McFarland
Management Analyst II

CITY OF LIVERMORE
LIBRARY BOARD OF TRUSTEES
RULES OF PROCEDURE

Prepared by the City Clerk's Office
~~April 2022~~ December 2023 DRAFT October 2025 DRAFT

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES
RULES OF PROCEDURE

1. Duties and Responsibilities – The Library Board of Trustees shall have the following duties and responsibilities:

   a. Carry out all duties, including preparation of an annual ~~report~~ update and report, as required by section 18927 of the California Education Code.

   b. Serve as advocates for the library, within the local community and the state.

   c. Know the programs and needs of the library in relation to the community and keep abreast of standards and library trends, and assist the Library ~~librarian~~ in planning ~~the library~~ programs through review, discussion, and feedback on items on the meeting agenda. and support the librarian and staff in carrying out said programs.

   d. Assist in establishing financial support for library programs.

   ~~e. Assist in the preparation of the annual budget.~~

   f. e. Know local and state laws and actively support library legislation in the state and nation.

   g. f. Assist in establishing library policies. ~~dealing with the library collection.~~

   h. g. Support the ~~goals and priorities~~ 5-Year Strategic Plan adopted by the City Council.

   i. h. The Commission will create an annual workplan at the first meeting in January.

2. Members – The Library Board of Trustees shall consist of five members, all of whom shall be residents of the City of Livermore.

3. Term limits – Library Board of Trustees members shall serve no more than three consecutive three-year terms or a total of nine years unless the member was selected to complete an unexpired term or unless otherwise noted.

Time served in an unexpired term shall not count against the nine-year maximum limit. Board members who have already completed nine years of service or other specified maximum terms are not eligible for appointment to an unexpired term. However, members may be appointed back to the Library Board of Trustees after a break in service of two years.

4. Attendance Policy – Library Board of Trustees members may miss three meetings per calendar year. A member who misses more than three meetings per year may be subject to removal from the Board. The staff liaison will document all absences and report to the City Clerk when a member of the Board has exceeded the allowed number of absences. The City Clerk will notify the City Council with a memo explaining the circumstances of the absences and the City Council will determine if an agenda item is needed to consider whether removal from the Board is appropriate. The member will have the opportunity to speak at a City Council meeting when removal is under consideration. The final decision to remove a member from the Board rests solely with the City Council.

5. Elections and Officers – The Library Board of Trustees shall elect a chairperson and a vice chairperson at the first meeting held after January 1st of each year. Election of the officers shall be by majority vote of the Board. The role of the officers shall be as follows:

   a. Chairperson – The Chairperson shall preside at all regular meetings and may call special meetings. The Chairperson shall decide upon all points of order and procedure during the meeting.

   b. Vice Chairperson - The Vice Chairperson shall assume all duties of the Chairperson in the absence or disability of the Chairperson.

   c. Presiding Officer – In the absence of the Chairperson or Vice Chairperson, the members present shall select a Presiding Officer.

6. Meetings – The Library Board of Trustees shall meet on the fourth Thursday of each month at 7:00 p.m. in the William ~~H~~ M. Mendenhall Community Room, 1016 S. Livermore Avenue, Livermore, CA. The body shall adopt an annual meeting calendar listing all regular meetings for the calendar year. The calendar shall be published on the City's website. Meetings shall begin promptly as noticed to this provision. All meetings shall be open to the public. The Board may not meet in closed session. Board members may not participate in a meeting remotely, via teleconference or videoconference.

7. Agenda Preparation and Posting – The staff liaison shall post the notices and agendas for each Library Board of Trustees meeting in the kiosk in front of the Civic Center Meeting Hall, the Civic Center Library and on the City’s website.

   a. Regular Meetings

Agendas shall be prepared in accordance with the requirements of the Brown Act and shall be posted in a location that is freely accessible to members of the public at least 72 hours in advance of a regular meeting. The agenda shall specify the time and location of the meeting and contain a brief description of each item of business to be transacted or discussed at the meeting. [54954.2]

b. Special Meetings and Workshops

Notice of the call for a special meeting must be delivered and received by each Board member and the media at least 24 hours before the special meeting and must be posted at least 24 hours before the special meeting date. The agenda shall specify the time and location of the meeting, contain a brief description of each item of business to be transacted or discussed at the meeting, and state who called the special meeting. [54956].

8. Minutes of Proceedings – An account of all proceedings of the Library Board of Trustees shall be prepared by the staff liaison and approved by the Board. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Board consideration and approval as action minutes.

9. Quorum – Three members constitute a quorum of the Library Board of Trustees. A quorum of the members must be present to conduct any business. In the absence of a quorum at a meeting, the meeting must be adjourned. The matters listed on the agenda shall be taken up at the next regularly scheduled meeting of the Board or scheduled for a special meeting if deemed necessary. A meeting may also be declared adjourned in advance, if absence notifications received by staff create a lack of a quorum. Cancellations of meetings must comply with the requirements of the Brown Act.

10. Conduct at Meetings

    a. All meetings shall be held in accordance with City policies and the Brown Act Open Meeting Laws (Government Code, Sections 54950 and following). Only items listed on the agenda may be considered by the Library Board of Trustees.

    b. General Conduct of Meetings – Points of order shall be settled by the Chairperson. Points of order shall comply with the Brown Act, Rosenberg's Rules of Order, Revised 2011, Library Board of Trustees Rules of Procedure and City policies. The Chairperson will consult with staff as necessary. Unresolved issues shall be referred to the City Attorney and continued to a future meeting. Any member desiring to

speak must first be recognized by the Chairperson and shall confine any remarks to the subject under consideration.

c. Voting on Items – Voting on items shall be in accordance with Rosenberg's Rules of Order, Revised 2011 and Parliamentary Procedures. The Library Board of Trustees shall not take a sealed ballot vote in open session.

d. Call to Order - The Chairperson shall call the meeting to order at the appointed time. If both the Chairperson and the Vice Chairperson are absent, then the staff liaison shall call the meeting to orderand the Board Members present shall then select a presiding officer for that meeting.

e. Preservation of Order - The Chairperson shall preserve strict order and decorum, and shall discourage personal,verbal attacks on Board Members, staff, and/or ~~citizens~~ the public, but shall not prohibit criticisms of the policies, procedures, programs, or services of the City, or of the acts or omissions of the Library Board of Trustees or members of the City staff. The Chairperson shall confine debate to the item under discussion. [36813, 38638, 54954.3, 54957.9].

f. Reordering of Agenda - The Chairperson may reorder the items on the agenda for a noticed meeting to accommodate members of the public who wish to speak on an agenda item that would otherwise be considered by the Library Board of Trustees later in the meeting. The Chairperson shall announce the reorder prior to calling members of the public to speak during ~~citizens~~ open forum.

g. Motion to be Stated - The Chairperson shall state all motions submitted for a vote by the Library Board of Trustees and announce the result of the vote and identify the no votes and any Board Members that abstained or recused themselves from the vote. No action shall be taken by secret ballot, but electronic tabulation may be used to record, and report roll call votes. [54953(b)(2) and (c)(2)].

11. ~~Citizens'~~ Open Forum/Public Comments

Every agenda shall provide the opportunity for members of the public to address the Library Board of Trustees on subjects which are not listed on the agenda and are within the subject matter jurisdiction of the Board. The Chairperson may establish time limits per individual speaker. The Board shall not discuss nor take action on subjects raised under ~~Citizens'~~ Open Forum/Public Comments; but the Chairperson, with the concurrence of a majority of the Board, may direct staff to place subjects raised under ~~Citizens'~~ Open Forum/Public Comments on a future Board agenda.

12. Subcommittees

The Library Board of Trustees may create standing subcommittees (those with ongoing subject-matter jurisdiction and regularly scheduled meetings). Such subcommittees shall be subject to all City policies and the requirements of the Brown Act.

13. Staff Support and Responsibilities

The head of the department that is responsible for supporting the Library Board of Trustees shall designate one or more employees to serve as staff liaison to the Board. The Staff Liaison shall prepare and post the agenda, take and maintain meeting minutes, prepare other documents as directed by the Chairperson in accordance with the City Council ~~Goals and Priorities~~ Strategic Plan or in accordance with direction from the City Manager or City Manager's designee, and generally assist the Board in performing its duties. The Staff Liaison shall have no voting authority.

Board Members must work with their assigned staff liaison and the liaison's Department Head to obtain the City Council's approval before beginning any self-initiated project that will require more than 8 hours of staff time to complete that year. However, the Board may pursue self-initiated projects that can be accomplished utilizing the city resources currently allocated to the particular advisory body and that do not take resources away from that advisory body's anticipated work to fulfill its duties and responsibilities to the City Council.

14. Rules of Parliamentary Procedure

The City Council has adopted Rosenberg's Rules of Order, Revised 2011, as its rules of parliamentary procedure for the City Council and all Boards and Commissions. In the event of a conflict between Rosenberg's Rules of Order and these rules of procedure, these rules of procedure shall control.

15. Types of Meetings

15.1 Regular Meetings

The Library Board of Trustees shall meet in the William ~~H~~ M. Mendenhall Community Room for all regular Board meetings. The regular meetings shall begin on the fourth Thursday of each month at 7:00 p.m., unless otherwise specified by posted notice. If the meeting date falls on a legal holiday, the Library Board of Trustees shall meet at a date and time designated by the Board.

15.2 Special Meetings

Special meetings may be called by the Board Chair, the Board liaison or by a majority of Board members. The call and notice for a special meeting must specify the items to be considered and the date, time, and location for the meeting. [36807, 54956(a)].

The Library Board of Trustees may take final action at a special meeting that is not a workshop.

15.3 Special Meeting Workshops

The Library Board of Trustees may meet informally in special meetings designated as workshops that are called by the Chairperson, the Board liaison, or by a majority of Board Members. Workshops are special meetings intended for training purposes such as ethics training, sexual harassment prevention and education, and specific technical subjects.

Workshops are open to the public and are meetings for purposes of the Brown Act. The Library Board of Trustees may provide direction, but unlike other special meetings the Library Board may not take a final action at a workshop. [54956].

15.4 Adjourned Meetings, and Adjourned Regular Meetings

Any meeting of the Library Board of Trustees may be adjourned to a later date, time, and location, and the notice of adjournment shall be posted within 24 hours on or near the door of the place where the adjourned meeting was held. However, if the adjourned meeting is to reconvene less than 24 hours after adjournment, then a copy of the order or notice of the continuance shall be posted immediately following the meeting. [36809, 54955].

The Chairperson, Board liaison, or majority of Board Members may call for an adjourned regular meeting in consultation with the City Attorney to conduct a regular meeting on a date other than on a regular meeting date on the Library Board of Trustees' annual calendar. [54955]

16. Actions Limited to Posted Agendas

The Library Board of Trustees shall not discuss or take action on any item not appearing on the posted notice or agenda for that meeting. However, as permitted by the Brown Act, Board Members and staff may briefly respond to statements made or questions posed by the Library Board of Trustees or by members of the public addressing the Library Board of Trustees. Board Members may ask a question of City staff or a speaker for clarification, make a brief announcement, or make a brief report on their own activities.

17. Continuance of Agenda Items

Items listed on a posted agenda should not be continued or postponed absent good cause.

17.1 Discovery of Good Cause Before an Item is Considered

If good cause to continue an item is discovered by City staff after a notice or agenda is posted but before the meeting commences, then after calling the meeting to order the Chairperson shall identify the item and announce that is has been continued.

17.2 Good Cause to Continue During Consideration

Once an item has been taken up for consideration, City staff, a Board Member, or a participating party as defined in Section 21.4.4 Participating Parties may request a continuance of the item. The item may only be continued following a majority vote of the Board Members present.

17.3 Public Comment for a Continued Item

If the opportunity for the public to address the Library Board of Trustees has concluded and the item was returned to the Library Board of Trustees for deliberation before it was continued, then the opportunity for public comment on the item will not be reopened absent a motion by the Library Board of Trustees. [54955].

18. Consideration of items after 11:00 p.m.

18.1 Canvass and Reorder

At 10:30 p.m., or as soon thereafter as practical, the Chairperson shall canvass staff and Board Members present to identify the remaining agenda items for consideration. The Chairperson will then identify what items will be considered or continued, and in what order. Once the Chairperson outlines the balance of the agenda, it may not be amended absent an appeal by a Board Member.

18.2. No New Items Considered after 11:00 p.m.

Generally, the Library Board of Trustees will not begin consideration of any items on an agenda after 11:00 p.m., but may complete their consideration of an item that was commenced prior to 11:00 p.m.

18.3 Exceptions

The Library Board of Trustees may commence consideration of an item after 11:00 p.m. under the following circumstances:

a. An item is subject to a legal deadline, such as a project application subject to the Permit Streamlining Act; or,

b. The Library Board of Trustees votes to allow consideration of the item after 11:00 p.m.

19. Points of Order, Privilege, and Personal Privilege

A Board Member may ask for a point of order, at which time the Chairperson will ask for an explanation. Appropriate points of order relate to matters that a Board Member considers inappropriate conduct for the meeting, such as the failure to observe these Rules of Procedure or the rules of parliamentary procedure.

A Board Member may seek a point of privilege. If so, the Chairperson shall ask for an explanation of the Board Member's point. Points of privilege generally relate to matters that interfere with a normal flow or comfort of the Library Board of Trustees' meeting, such as the inability to hear testimony because of disruption.

A Board Member may ask for a point of personal privilege when the integrity, character, or motives of the Board Member are called into question by a speaker; or where the welfare of the Library Board of Trustees is concerned.

If a speaker is interrupted by a point of order, privilege, or personal privilege, the remainder of a speaker's time will be preserved by the staff liaison until the point is resolved.

20. Minutes - An account of all final actions or recommendations of the Library Board of Trustees shall be prepared by the staff liaison and approved by the Board. The staff liaison with input from the City Clerk, and consistent with the uniform format provided by the City Clerk, shall determine the preferred software/recording device used to capture the minutes for their advisory body meetings. Minutes shall be provided for Board consideration and approval as action minutes.

20.1 Approval

The minutes for a Library Board of Trustees meeting shall be reviewed and approved as set forth in this section.

a. The Library Board of Trustees shall approve minutes for a regular meeting, special meeting, and special meeting workshops.

b. A Library Board Member may not approve the minutes for any meeting that the Board Member did not attend unless the Board Member observed the meeting or viewed a video or audio recording prepared for that meeting. Also, a Board Member may not approve the minutes of the meeting that they were not

eligible to attend as a Board Member. The minutes may be approved by a majority of the remaining eligible Board Members, or by a lone eligible Board Member.

~~Also, Library Board of Trustees may not approve the minutes for a meeting that they were not eligible to attend as a board member.~~

c. If no Board Members are eligible to approve the minutes for a Library Board of Trustees meeting, then the staff liaison shall attest to the accuracy of the meeting minutes and enter them into official minute books.

20.2 Preferred Method of Recordation and Minutes

Library Board of Trustees meetings may be recorded by electronic means. ~~liaisons shall take an audio recording of each meeting~~ and ke~~e~~pt ~~them~~ in accordance with the City's Records Retention Schedule. Minutes of Library Board of Trustees meetings shall be action minutes that capture the action taken by the Library Board of Trustees and the outcome of each agenda item.

20.3 Staff Attendance & Development of Agenda - Staff attendance and agenda development will be determined by the staff liaison for the advisory body. Items may also be placed on a future agenda by the direction of a majority of Board Members during the matters initiated portion of the of the agenda.

21. Order of Business – Regular Meetings

The usual order of business for regular meetings shall be as follows:

21.1. Call to Order

This portion of the agenda is for roll call and the pledge of allegiance.

21.2. ~~Citizens'~~ Open Forum

This portion of the agenda is for any member of the public to address the Library Board of Trustees on any item of interest to the public that is within the Library Board of Trustees' subject matter jurisdiction. However, to prepare and preserve a proper administrative record, public comments concerning an item listed elsewhere on the agenda should be reserved and addressed to the Library Board of Trustees when that item is called for consideration.

~~Citizens'~~ Open forum shall be limited to 30 minutes, usually before the consent calendar. If there are additional members of the public who wish to speak at the conclusion of the 30-minute time period, then the Chairperson shall reconvene the ~~citizens~~ open forum at the conclusion of the matters for consideration portion

of the agenda unless the Chairperson announces that ~~citizens~~ open forum is reordered to a different place on the agenda.

The procedures for public comments during the ~~citizens~~ open forum are set forth in Section 23 ~~Citizens'~~ Speaker's Rights.

21.3. Consent Calendar

The consent calendar portion of the agenda is for routine items that are not expected to require Library Board of Trustees discussion. Examples of items for the consent calendar include the approval of minutes. Any Library Board Member may pull an item for separate discussion. Members of the public may address the Library Board of Trustees on consent calendar items by following the procedures set forth in Section 23 ~~Citizens'~~ Speaker's Rights.

The items on the consent calendar are generally approved by the Library Board of Trustees by a single motion, but separate motions may be appropriate to accommodate a conflict of interest, an absence, or other Board Member interests.

21.4. Matters for Consideration

This portion of the agenda is for items of business that require Library Board of Trustees action, direction, or receipt of reports that do not also require a public hearing. The procedures for this portion of the agenda follow the following procedure:

21.4.1 Introduction

The Chairperson shall call each item for ~~hearing and~~ consideration. ~~If there are public hearing items, the Chairperson has the discretion to concurrently call the items for hearing and consideration.~~

21.4.2 Staff Presentation

A member of City staff will then:

a. Introduce themselves and the item by identifying the report and other written material included in the agenda packet for the Library Board of Trustees' consideration, as well as any written comments received from the public.

b. Identify any supplemental written materials that have been provided to the Library Board of Trustees for consideration, which were received or prepared for the item after the meeting agenda was published.

c. Identify any other staff members or consultants that will be part of the staff presentation or are otherwise present and available for the Library Board of Trustees questions.

d. State whether the applicant is present and whether the applicant intends to make a presentation to the Library Board of Trustees.

e. Make an oral report, unless waived by the Library Board of Trustees.

21.4.3 Library Board of Trustees Questions or Comments

Following the staff presentation, the Board Members may ask questions of City staff and consultants or make comments on the item.

21.4.4 Participating Parties

Following Board Member questions and comments after the staff presentation, the applicant, appellant, and other named participant in the item that is party to an agenda item (collectively "participating parties") may address the Board. After the Chairperson determines that no other participating parties wish to address the Library Board of Trustees on the hearing item, the Chairperson will then invite Board Member questions or comments of the participating parties and staff concerning the item. Participating parties shall address the Library Board of Trustees following the procedures set forth in Section 23 ~~Citizens'~~ Speaker's Rights.

21.4.5 Opportunity for Public Comment

The purpose of ~~the~~ public comment is to provide members of the public with an opportunity to address the Library Board of Trustees concerning the item, as well as to express their support or opposition of the item. The Chairperson will formally announce the opening of the public comment period and invite members of the public to address the Library Board of Trustees on the item. Public speakers shall address the Library Board of Trustees following the procedures set forth in Section 23 ~~Citizens'~~ Speaker's Rights.

After the Chairperson determines that no other member of the public wishes to address the Library Board of Trustees on the ~~hearing~~ item, the Chairperson will formally close the public comment period and return the item to the Library Board of Trustees for deliberation.

21.4.6 Deliberation

Following Library Board of Trustees' questions and comments, the Chairperson will invite the Board Members to discuss the item to develop concurrence for a motion. ~~Once an item of business returns to the Library Board of Trustees for~~

~~deliberation, the Chairperson will invite the Board Members to discuss the item to develop concurrence for a motion.~~ Board Members may continue to ask questions of staff and the participating parties as part of their deliberations.

Library Board of Trustees' deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide direction sought by staff.

Once an item is before the Library Board of Trustees for deliberation, the Chairperson shall call upon each individual Board Member present, in turn, to comment on the item and recommended action or direction sought by staff. Board Members may debate the merits of the item and recommendation but shall not interrupt any other Board Member who is speaking. After each Board Member has an opportunity to express an opinion on the item, the Chairperson shall invite discussion and then a motion.

21.4.7. Library Board of Trustees Action

After Library Board of Trustees' deliberation, the Chairperson shall call for a motion and a second as set forth in Section 25 Motions, and the Library Board of Trustees may make such motions as set forth in that section.

If the motion seconded for consideration is substantially different than the recommended action in the published staff report, the Chairperson may invite public comments on the motion. Each speaker will be limited to one minute to comment on the motion; and the Library Board of Trustees has discretion to decide not to hear further comment if they choose. Public speakers shall address the Library Board of Trustees following the procedures set forth in Section 23 ~~Citizens'~~ Speaker's Rights.

Prior to deliberating on matters for consideration, the Library Board of Trustees shall receive public comment as provided for in Section 23 ~~Citizens'~~ Speaker's Rights. After receiving public comment, the Library Board of Trustees shall deliberate and shall receive the report, take action, or provide direction as set forth in Section 25 Motions.

21.5 Reports and Matters Initiated

This portion of the agenda is for:

a. Each member of the Library Board of Trustees to provide brief reports on any conferences, training, community meetings, or other events of interest to the community that the Board Member attended at the City's expense [53232.2(d)].

b. The city staff to provide information of community interest to the Library Board and to seek direction from the Library Board of Trustees concerning items to be included on future agendas.

c. The Library Board of Trustees to provide guidance and direction to staff concerning items to be included on future agendas and information to be provided in response to questions raised during ~~citizens open~~ forum.

d. The Library Board of Trustees to request staff to provide information, perform studies, or undertake other administrative functions or to develop information for Board action at a future meeting. The request must have a majority concurrence from the Library Board of Trustees for the item to move forward. If the requested action cannot be accomplished within the approved budget or if it will involve substantial staff resources, approval of resources would need to be provided from the City Council prior to staff completing the work.

Members of the public do not have the right to address the Library Board of Trustees during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

21.6 Adjournment

This portion of the agenda is for the Chairperson to adjourn the Library Board of Trustees meeting to its next meeting. The meeting may be adjourned to a regular meeting, special meeting, special meeting workshop, adjourned regular meeting, or adjourned special meeting.

Members of the public do not have the right to address the Library Board of Trustees during this portion of the agenda. [54954.3(a); Coalition of Labor, Agriculture & Business v. County of Santa Barbara Bd. of Supervisors, (2005) 129 Cal.App.4th 205].

Adjournment at any other point in the meeting requires a formal motion by the Library Board.

22. Order of Business – Special Meetings and Workshops

No matters except those specified in the notice and agenda for a special meeting or special meeting workshop may be discussed at those meetings.

The usual order of business for special meetings and workshops shall be as follows:

22.1. Call to Order

This portion of the agenda is the same as it is for a regular meeting.

22.2. Public Comment

The purpose of this portion of the agenda is to provide the public with the opportunity to address the Library Board of Trustees on only those items listed in the posted notice and agenda for the special meeting or workshop. Public comment shall be received immediately after the staff presentation, if any.

Public speakers shall address the Library Board of Trustees following the procedures set forth in Section 23 ~~Citizens'~~ Speaker's Rights.

However, unlike a regular meeting, the agenda for a special meeting will not include a ~~citizens~~ open forum or opportunity for the public to address the Library Board of Trustees on any item of interest to the public that is within the Library Board of Trustees' subject matter jurisdiction, unless that opportunity is expressly included in the agenda.

22.3 Special Meeting Item and Workshop Item

Generally, the procedures for this portion of the agenda follow the procedures in Section 21.4.1 Introduction, 21.4.2 Staff Presentation, 21.4.3 Questions and Comments, and 21.4.6 Deliberations. The Library Board may take a final action at a special meeting, but not at a workshop, as set forth in Section 15.2 Special Meetings and Section 15.3 Special Meeting Workshops

22.4 Adjournment

This portion of the agenda is the same as it is for a regular meeting.

23. ~~Citizens'~~ Speaker's Rights

A Library Board of Trustees meeting is a limited public forum. [78 Ops.Cal.Atty.Gen. 224 (1995); Kindt v. Santa Monica Rent Control Bd. (9th Cir. 1995) 67 F.3d 266; White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; Leventhal v. Vista Unified School District (SD Cal. 1997) 973 F.Supp. 951]. Members of the public have the right to address the Library Board of Trustees and to attend its meetings. During the ~~citizens~~ open forum portion of a regular meeting agenda, members of the public have a right to address the Library Board of Trustees on any item of interest to the public that is within the Library Board of Trustees' subject matter jurisdiction. Members of the public also have the right to address the Library Board of Trustees before the Library Board of Trustees considers or takes action on an item on any regular meeting agenda, except for items properly listed or considered in the Call to Order, Library Board of Trustees Reports and Matters Initiated, and the Adjournment portions of the agenda. Members of the public shall be provided an opportunity to address the Library

Board of Trustees concerning any item that is described in the notice for special meeting workshops and special meetings. [54954.3].

The procedures for addressing public comments to the Library Board of Trustees are as follows:

23.1 Addressing the Library Board of Trustees

Members of the public that want to address the Library Board of Trustees during ~~citizens~~ open forum or before the Library Board of Trustees considers or takes action on an item must indicate their desire by personally submitting a request to speak to the staff liaison, or ~~his or her~~ their designee, using the methods specified by the staff liaison in the agenda for that meeting. A member of the public may not submit a request to speak on behalf of any other person. The methods for addressing the Library Board of Trustees will be described at each meeting. The staff liaison will prominently display the methods to address the Library Board of Trustees ~~in~~ outside the William ~~H~~ M. Mendenhall Community Room.

Before an item is considered by the Library Board of Trustees, the staff liaison shall identify or provide a list of the speakers to the presiding officer in the order that they are received for each agenda item. Generally, once the Library Board of Trustees begins its consideration of an item, no additional requests to speak will be accepted absent invitation by the ~~presiding officer~~ Chairperson.

The purpose of submitting a request to speak is to help the ~~presiding officer~~ Chairperson conduct the Library Board of Trustees' meetings and to complete its business in an orderly fashion. The intent is not to limit testimony. Therefore, a member of the public will not be denied an opportunity to speak if a request to speak lacks information or because a speaker wants to remain anonymous.

Speakers who have not submitted a request to speak on time may be heard by the presiding officer's recognition or by another Library Board Member's successful appeal. [White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421].

23.2 Speaker Time Limit

Each advisory body, with input from the City Clerk and consistent with the uniform format provided by the City Clerk, may establish their own rules to specify the method to request, and the speaker time limits, for ~~citizens~~ the public addressing the advisory body, but the advisory body must then administer them uniformly.

23.3 Members of the Public Addressing the Library Board of Trustees

23.3.1 A list of people who have requested to speak shall be used to call each speaker to address the Library Board of Trustees. When calling a speaker to the lectern the next two speakers will also be identified so, they are prepared to address the Library Board of Trustees when called.

23.3.2 The Chairperson may request each speaker to state ~~his or her~~ their name and city of residence before addressing the Library Board of Trustees. A speaker is not required to provide ~~his or her~~ their name or address to address the Library Board of Trustees. However, to the extent such information is relevant to the issues being considered by the Library Board of Trustees, the absence of such information may bear on the speaker's credibility and the weight the Library Board of Trustees affords the speaker's comments.

23.3.3 Speakers shall address their comments only to the Library Board of Trustees as a body and not to a particular member or to the audience.

23.3.4 Members of the public may only address the Library Board of Trustees from the lectern. No member of the public, other than the speaker at the lectern, may address the Library Board of Trustees, unless called upon by the Chairperson.

23.3.5 No question shall be asked of Board Members by a speaker, except through the Chairperson. No question shall be asked of a speaker by a Board Member, except through the Chairperson. Board Members, the Chairperson, and the speaker are not obligated to answer any questions asked. The Chairperson may refer questions to staff for a brief answer while the speaker is at the lectern.

23.3.6 Speakers shall not use their time to unduly disrupt the orderly conduct of the Library Board of Trustees' meeting.

23.3.7 Speakers are encouraged to avoid repetition.

23.3.8 Speakers are encouraged to avoid making personal attacks.

23.3.9 Each speaker shall relinquish the lectern when ~~his or her~~ their time to address the Library Board of Trustees has expired.

23.3.10 A speaker may use ~~his or her~~ their allotted time to read letters or other documents, play electronic recordings at a non-amplified volume, or otherwise present information to the Library Board of Trustees in a non-disruptive manner, provided those activities are completed within the allotted time. The city will not provide the means for a speaker to play an electronic recording.

23.3.11 When called upon during ~~citizens~~ open forum, speakers may address the Library Board of Trustees on any item of interest to the public within the Library Board of Trustee' subject matter jurisdiction. [54954.3(a)].

23.3.12 When called upon to provide public comment on a specific item of business on the agenda, speakers shall focus their comments on that specific item of business before the Library Board of Trustees. [54954.3(a); White v. City of Norwalk, (9th Cir. 1990) 900 F.2d 1421; 78 Ops.Cal.Atty.Gen 224 (1995)].

23.4 Participating Parties Addressing the Library Board of Trustees

Participating parties shall comply with the procedures set forth in Section 23 ~~Citizens'~~ Speaker's Rights when addressing the Library Board, except that the participating parties shall each have up to a maximum of 10 minutes to address the Library Board of Trustees. The Chairperson may set and announce the time limit for each active participant to address the Library Board of Trustees based upon the same criteria set forth in Section 23.2 Speaker Time Limit.

23.5 Public Criticism

Public criticism of the City's policies, procedures, programs, or services, or of the acts or omissions of the Library Board of Trustees, shall not be prohibited. However, the rights of each speaker to express ~~his or her~~ their views is not absolute and nothing in these rules of procedure are intended to confer any privilege or protection for expression beyond that otherwise provided by law. [54954.3].

23.6 Disruptive Speech and Conduct

Any person unduly disrupting a Library Board of Trustees meeting may be requested by the Chairperson to leave the meeting. The Chairperson shall discourage demonstrations before the Library Board of Trustees, such as applauding or booing. Upon instructions by the Chairperson, a Sergeant-at-Arms may be called for the purpose of removing any person who, in the Chairperson's judgment, has disrupted the meeting. [36813, 38638, 54954.3, 54957.9, Penal Code 403]. When possible, the Chairperson is encouraged to use alternative means, such as direction to speakers to avoid disruption or by taking a recess to review these rules with the speaker, to avoid disruptions to allow the Library Board of Trustees to complete its business.

23.7 Written Communications – Post Hearing Notice, and/or Post Agenda Publication

23.7.1 Submitted after the hearing notice, but before the Agenda Publication.

Any member of the public may submit written comments and materials to the Library Board of Trustees through the Library Board of Trustees Liaison. All

written comments and materials must be submitted between the date public hearing notices are published (10 days prior to the meeting) and noon on the day before agenda publication (3 days prior to the meeting). The Library Board of Trustees Liaison shall deliver all written comments and materials received by 12:00 p.m. the day before agenda publication as part of the agenda packet for the posted agenda.

23.7.2 Submitted Post Agenda Publication.

Any member of the public may submit electronic comments to the Library Board of Trustees using the electronic submission process the staff liaison specifies and makes available on the City's website within the timeframe provided on the agenda. Any additional attachments can be submitted directly to the staff liaison. All comments submitted using the staff liaison's electronic process will be available to the public and the Library Board of Trustees immediately upon submission. The staff liaison shall post on the City's website and deliver any additional materials received by 12:00 p.m. the day of the meeting to the Library Board of Trustees in a supplemental packet prior to the meeting.

Physical copies of written comments and materials, and electronic and physical materials submitted to the Library Board of Trustees before 12:00 p.m. noon on the day of the Library Board of Trustees' meeting, will be included in the supplemental packet. After 12:00 p.m. noon on the day of the Library Board of Trustees' meeting, any member of the public that desires to submit materials to the Library Board of Trustees for consideration at that meeting is hereby instructed to present 8 copies of the materials to the staff liaison for distribution to the Library Board of Trustees at its meeting when the item is considered.

23.7.3 Special Meetings and Workshops.

For special meetings and workshops, the staff liaison shall specify the instructions and timeframes for the public to submit comments and materials in the agenda for those meetings.

23.8 Approaching the Library Board of Trustees

Once a meeting is called to order, no member of the public shall enter the area between the Board and public seating without an invitation from the Chairperson. Members of the public may enter the area before and after the meeting, and during a recess, for the purpose of interacting with the individual Board Members and City staff.

24. Library Board of Trustees Deliberation

Library Board of Trustees deliberations shall be orderly and guided by the Chairperson to reach a decision on the item before them or to provide the direction sought by staff.

25. Motions

25.1 Making a Motion

A motion may be made by the Chairperson or a Board Member. Once a motion has been made, the Chairperson will solicit a second. A motion shall die unless it receives a second. If a motion receives a second, the Chairperson shall then invite debate and discussion on the motion and any amendments.

Any Board Member who makes a motion may withdraw it during debate and discussion, even to the point of interrupting a speaker to do so. If the motion is withdrawn, the Chairperson may ask the person who seconded the motion if the Board Member wishes to make the motion, subject to another Board Member's second.

25.2 Categories of Motions

There are four categories of motions that the Library Board of Trustees may consider.

The first category is a **basic motion**, which is one that puts forward a decision for consideration. For example, a motion to approve City staff's recommendation.

The second category is a **motion to amend** an earlier motion. Such an amending motion changes a basic motion under discussion in a minor way but does not supersede it. For example, adding a condition to a basic motion to approve staff's recommendation. If the maker of the basic motion, and the second, accept the amendment, then the amendment shall be incorporated into the original motion without the need for a second on the amending motion. If an amendment is not accepted into the basic motion by the moving Board Members, the process for voting on simultaneous motions is then followed.

The third category is a **substitute motion**. Such a motion completely does away with the basic motion under discussion and puts a new motion before the Library Board of Trustees. For example, if the basic motion is to approve staff's recommendation, a substitute motion would propose numerous changes to staff's recommendation or assembles multiple amending motions into a single motion. If a substitute motion is approved, the initial basic motion does not require action since it was substituted. If a substitute motion fails, the process for voting on simultaneous motions is then followed.

The fourth category is a **hostile motion**. A hostile motion is one that seeks to accomplish the opposite effect of the basic motion. For example, when a basic motion is to approve a project, a hostile motion is one to deny the project. If a hostile motion is made, the process for voting on simultaneous motions is then followed.

A decision whether a motion is one to amend or substitute is left to the Chairperson's sole discretion. A decision whether a motion is hostile is left to the Chairperson in consultation with the Board's Attorney.

25.3 Simultaneous Motions

The Library Board of Trustees may consider up to three motions on the floor at one time. The Chairperson may reject a fourth motion until the three before the Library Board of Trustees have been resolved. When two or three motions are before the Library Board of Trustees, after motions and seconds, the first vote will be on the last motion made. Generally, the discussion when a motion is before the Library Board should focus on the last motion made. Once the vote on the last motion takes place, if necessary, discussion and decision on additional motions will take place in order.

However, a hostile motion shall not be in the floor at the same time as the motion it challenges. A hostile motion shall be considered after a vote on the basic motion and its amendments, that it challenges.

25.4 Debatable and Non-debatable Motions

Debatable motions are subject to Board Member comment and discussion before calling for a vote. Non-debatable motions are not subject to Board Member comment and discussion and are to be voted on immediately.

25.4.1 Debatable Motions

Debatable motions are motions to take action on agenda items and other items of City business. For the purpose of these rules of procedure, all motions are debatable except those expressly identified in subsection 25.4.2 Non-Debatable Motions. Debate on a motion should continue as long as Board Members wish to discuss an item, subject to the Chairperson's decision that it is time to move on and take action.

25.4.2 Non-Debatable Motions

Non-debatable motions are procedural and terminating motions. Certain motions once made immediately stop the Board's deliberations and, upon receipt of a second, should be voted on immediately. The Board's non-debatable motions are as follows:

a. **Motion to Adjourn**. If passed, a motion to adjourn requires the Library Board of Trustees to immediately adjourn to its next regularly scheduled meeting.

b. **Motion to Recess**. If passed, a motion to recess requires the Library Board of Trustees to immediately take a recess, the length of which the Chairperson will determine. The Chairperson may order a recess without a motion, and without adjourning the meeting, as the Chairperson determines necessary to maintain decorum and conduct the meeting in an orderly fashion.

c. **Motion to Fix the Time to Adjourn**. If passed, a motion to fix the time to adjourn the meeting requires the Library Board of Trustees to adjourn at a specific time set in the motion.

d. **Motion to Table an Item**. If passed, a motion to table an item postpones an item indefinitely or to a date and time certain set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Library Board of Trustees at a future meeting.

e. **Motion to Continue an Item**. A motion to continue an item has the same effect as a motion to table but is generally used when good cause exists or in response to a request by staff, a Board Member, or a participating party, as set forth in Section 17 Continuance of Agenda Items, or a scheduling problem arises. If passed, the motion continues the item indefinitely or to the date and time set in the motion. If the motion does not contain a specific time, an additional motion is required to bring the item back to the Library Board of Trustees at a future meeting.

f. **Motion to Call the Question**. A motion to call the question, also known as moving the previous question or limiting debate, stops further Library Board of Trustees deliberation, debate, and discussion on an item. It can be stated as stopping debate or discussion within a certain period of time, such as 15 minutes. If seconded, the Chairperson shall then call for a vote on the motion or motions pending before the Library Board of Trustees as provided for in Section 10(g) Motion to Be Stated.

25.5 Miscellaneous Motions and Appeals

25.5.1 Motion to Reconsider

A motion to reconsider any action taken by the Library Board of Trustees may be made as follows: (1) The motion must be made by a Board Member that voted along with majority that voted for the original motion that passed, although the motion for reconsideration may be seconded by any Board Member; (2) The motion must be made either at the meeting at which the action to be reconsidered was taken, or, at the next regular meeting, provided appropriate

due process is afforded to any participating parties; (3) The motion is debatable; and (4) If any participating party has left the meeting, or if the motion comes at a subsequent meeting, the ultimate decision to be reconsidered must take place at a subsequent meeting so that the participating party is afforded an opportunity to observe and participate.

25.5.2 Board Member Appeal

Any Board Member may appeal any ruling by the Chairperson. If a Board Member so moves and the motion is seconded, after debate, the ruling of the Chairperson may be reversed by majority vote. If an appeal is taken, the question shall be, "Shall the decision of the Chairperson be sustained?"

26. Action and Direction

26.1 Votes, General Rules

Unless otherwise provided, the Library Board of Trustees' actions must be passed pursuant to a majority vote on a motion, and the motion may not be considered unless it is seconded. A simple majority vote by those Board Members present is necessary to pass a motion providing direction to staff or establishing administrative policy.

Any Board Member may, before the "Nays" are called for, demand that a roll call vote be taken on the motion before the Board. The Chairperson's name shall be called last with other Board Members' names called in alphabetical order by the staff liaison. Board Members shall not give explanations for their vote during roll call.

If a motion does not receive the necessary majority vote for passage, the Chairperson may solicit additional discussion and another motion for further deliberation and voting. If further discussion and deliberation does not result in a motion receiving a majority vote necessary to pass a motion, the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. In the event of a tie vote, the procedures in section 26.2 Tie Votes, shall control.

If a Board Member is present at the meeting but abstains from voting on a motion or is silent during the vote on the motion, then the rules in section 26.3 Abstentions and Silence shall govern how the Board Member's silence or abstention is tabulated.

26.2 Tie Votes

Generally, a motion fails if there is a tie vote. After a tie vote, the Chairperson may solicit additional discussion and another motion in an attempt to break the

tie. If the tie vote occurs during a Board Member absence, and the absent Board Member does not have a conflict of interest related to the item being voted on, the Library Board may continue the item to a subsequent meeting when the absent Board Member is expected to be present in an effort to resolve the tie. If the tie vote is not resolved, the motion shall fail, and the Chairperson may declare that "no action has been taken" and proceed with the remainder of the agenda. However, if a decision is legally compelled under state law (such as the Permit Streamlining Act), the tie vote shall constitute a denial of the application, project before the Library Board and an appeal could be submitted for final decision by the City Council.

26.3 Abstentions and Silence

The City Council discourages abstentions since abstentions without legal conflict may impede the Library Board of Trustees' actions, for example by causing a tie vote. Abstentions also deprive Livermore residents of one vote of five and may diminish accountability of Board Members on items of legitimate concern. At the same time, it is not the City Council's intention to impede any individual Board Member's right to choose not to speak or vote on an item.

If any Board Member wishes to abstain from voting on a motion, the Board Member must announce the abstention when the item of business is first called for consideration and must not participate in the consideration of the item, in which case the minutes will reflect that the Board Member abstained from the vote.

If the Board Member does not announce an abstention when the item of business is first called for consideration, or the Board Member participates in the consideration of the item, and the Board Member's abstains during the vote, then that Board Member's vote shall be tabulated in favor of the motion.

Silence of any Board Member shall be tabulated along with the majority of the votes cast by the Board Members present and voting on the motion since the silent Board Member is conceding to the majority's wishes.

This rule is intended to expressly modify Rosenberg's Rules of Order, Revised 2011 for counting votes with regard to abstentions and silence by a Board Member.

26.4 Protests

Any Board Member shall have the right to enter into public record reasons for dissent or protests against any motion carried by the majority.

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.3

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Presentation on the Spirit of Diwali Celebration at Civic Center Library

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report.

DECISION TYPE

SUMMARY

On Friday, October 17, 2025, attendees celebrated Diwali with an afternoon of music, dance, art, and hands-on crafts at the Civic Center Library. This was the second year that Livermore Public Library hosted its annual event celebrating the Festival of Lights.

DISCUSSION

This year, the Spirit of Diwali took place on Friday from 3 p.m. to 5:30 p.m. and included performances such as Ramayana storytelling through Bharatanatyam and Bollywood Dance performances. Other stations during the event included a henna station, Diwali themed crafts, and a Madhubani Art Workshop. 356 community members attended the event, which was about half of the attendees of the previous year. This is expected, considering the previous year was twice as long and took place on a Saturday. Staffing and the timing of Diwali necessitated this shift in the day of the week. Overall, the event received very positive reception and compliments from those in attendance.

ATTACHMENTS

1. Spirit of Diwali 2025 Presentation

Prepared by: Nathan Brumley
Assistant Library Services Director

CITY OF LIVERMORE CALIFORNIA



Spirit of Diwali 2025

December 4, 2025

Yeng Xiong,

Supervising Librarian

Program At a Glance

- Livermore Public Library's First Diwali Program was in 2024 on a Saturday
- This year's Diwali Program in 2025 was held on Friday and attracted 356 attendees

"We really appreciate the library arranging a program like this."

"My kids loved the craft stations."

"This is so much fun."



Ramayana storytelling through Bharatanatyam







Craft Stations

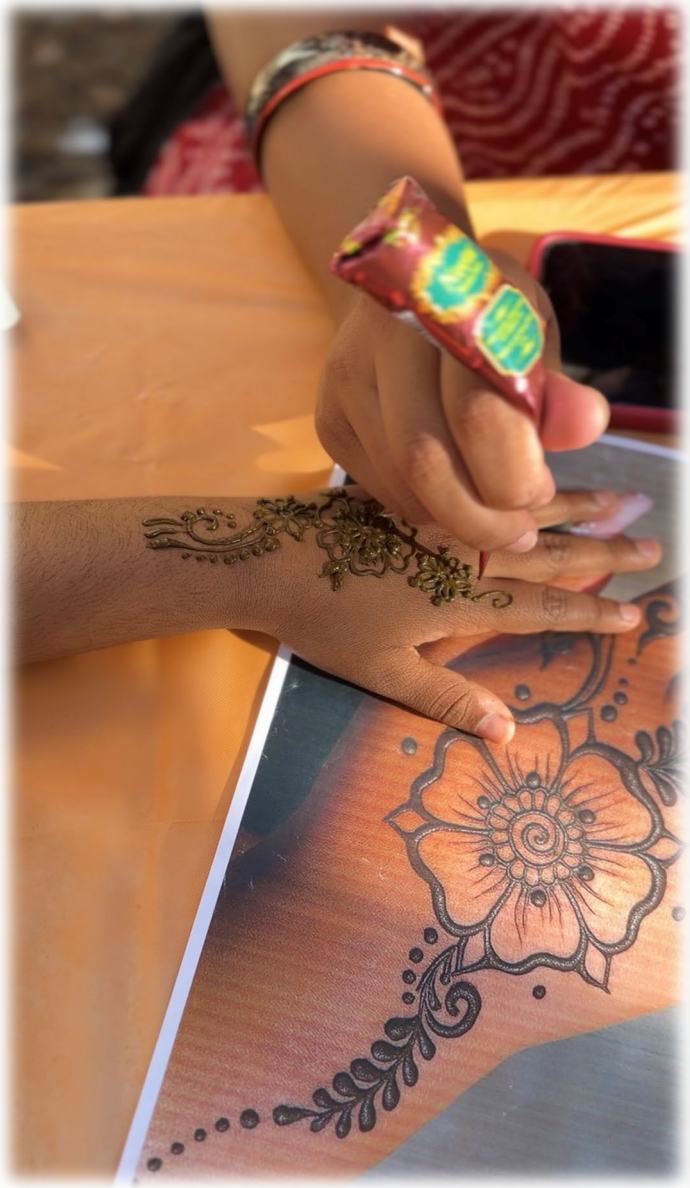






Henna Station





Madhubani Art Workshop



- Madhubani art is known for their vibrant colors and geometric patterns
- Themes often include
  - Mythological stories
    - Gods and Goddesses
  - Nature
    - Animals, birds, and plants
  - Social themes
    - Daily life

Bollywood Dance performance by Sumi





Photo Backdrop Fun



Thank You

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.4

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Presentation on the results of the 2025 Library Card Signup Month

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report.

DECISION TYPE

Not Applicable

SUMMARY

Library Card Sign-up Month is an annual campaign that takes place in September where Libraries all over the country, along with the American Library Association, remind their communities about the wonderful resources available to them through their Library and encourage those who haven't yet signed up for a card to do so.

This year's theme, "One Card, Endless Possibilities," was a reminder that libraries are for everyone—no matter their age, background, or goals. From diving into a new hobby, searching for their next great read, brushing up on tech skills, or helping a child succeed in school, it all starts with a library card.

Getting a library card is free, easy, and empowering. For students, it's a key to academic success. For adults, it's a gateway to lifelong learning. For everyone, it's a smart way to stay connected to their community.

DISCUSSION

During the month of September, Livermore Public Library recognized Library Card Sign-up Month by holding a marketing campaign that included a press release and social media posts, a special display at Civic Center Library, and a proclamation declaring September 2025 Library Card Sign-up Month at City Council Meeting on September 8, 2025. At the conclusion of the month, Library registration statistics for September 2025 showed an increase by 39% over the previous year. Library staff welcome the Library Board of Trustees' feedback.

ATTACHMENTS

1. Library Card Sign-up Month Presentation

Prepared by: Nathan Brumley
Assistant Library Services Director

CITY OF LIVERMORE CALIFORNIA

Library Card Sign-up Month

December 4, 2025

Emily Lowell,

Supervising Librarian



History



- Held every September since 1987
- Designed to ensure every child signs up for their own library card.

"Throughout the school year, public librarians and library staff will assist parents and caregivers with saving hundreds of dollars on educational resources and services for students. From free access to STEAM programs/activities, educational apps, in-person and virtual homework help, technology workshops to the expertise of librarians, a library card is one of the most cost-effective back-to-school supplies available."

– The American Library Association

One Card, Endless Possibilities

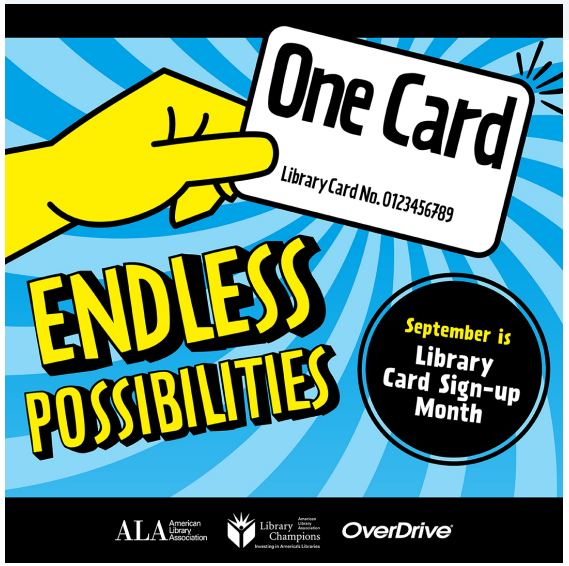
The American Library Association provides great tools for libraries across the nation to promote library card registrations in September. *One Card, Endless Possibilities* was the theme for 2025.

ALA American Library Association

Membership ▾ Advocacy & News ▾ Conferences & Events ▾ Awards & Grants ▾ Education & Careers ▾ Tools & Resources ▾

ALA > CONFERENCES & EVENTS

Library Card Sign-up Month





Tools for Libraries

Let local media know about your plans for Library Card Sign-up Month:

Sample Press Release (DOCX)

Sample Press Release in Spanish (DOCX)

At Our Library

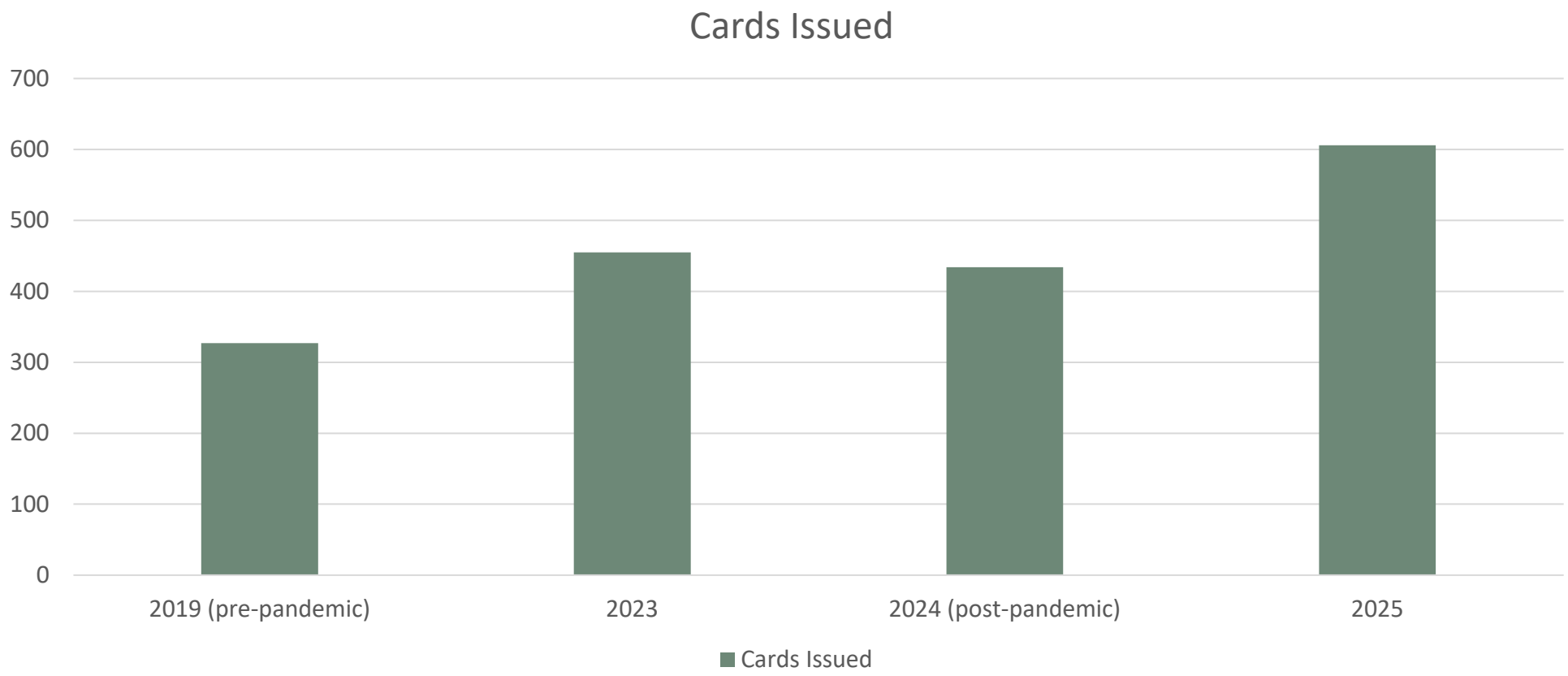
- Marketing Campaign
  - Press Release
  - Social Media Posts
- Special Display at Civic Center
- Proclamation declaring September 2025 Library Card Sign-up Month at City Council Meeting on Sept. 8, 2025.





Results

Registration statistics for September 2025 show we increased by 39% from the previous year!



CITY OF LIVERMORE CALIFORNIA

Thank you

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.5

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Review of the Draft Library Board of Trustees Annual Work Plan

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees review, discuss, and provide feedback on the draft work plan.

DECISION TYPE

Administrative

SUMMARY

Each City of Livermore advisory body is asked to develop an annual work plan that will be used to help guide and plan activities undertaken by the Board. Using information from previous Board meetings, discussions of the Board and staff, and internal ideas, Library staff develops the draft plan for review and approval by the Board.

DISCUSSION

As an advisory body, the Library Board of Trustees is asked to provide feedback, input, and recommendations based on the unique perspective of community members who have an interest in supporting the strategic goals and efforts of the Library. The Library Board of Trustees has consistently done an admirable job in these efforts, but there are always opportunities to expand the input and impact that the Board can have. The Library Board of Trustees workplan supports these potential efforts in the following ways:

- Acting as a clear reference point for both staff and the Board to use when planning efforts and activities throughout the year
- Offering an opportunity to bring together Board goals with the specific strategic objectives of the Library
- Giving City leadership a clear picture of how the Board's work correlates with the duties and responsibilities as stated in the Rules of Procedure

- Additional opportunities to share unique accomplishments and milestones related to Library and Board efforts
- Library Board of Trustees members will expand their knowledge through targeted efforts and actions, thus enhancing their ability to support our Library and libraries in general
- Library Board of Trustees members will have a clear understanding of their role in partnering with the Library and when they will be working on behalf of the Library, eliminating the feeling of needing to act independently or potential concerns about not doing enough

While the draft workplan was created by staff, the Board is strongly encouraged to share their ideas, thoughts, and specific feedback that can be used to update and/or improve the workplan. The plan can be expanded based on the collective feedback of the Library Board of Trustees. As noted, the approved plan will be used to help guide Board efforts and actions, but the Board is not limited to just those matters included in the plan; Library staff will still communicate needs and requests for advisory input on unique matters as they arise.

After review and discussion during this month's meeting, the draft workplan will be updated and brought back to the January 2026 meeting for approval.

ATTACHMENTS

1. Draft Library Board of Trustees Work Plan

Prepared by: Allen McFarland
Management Analyst II

CITY OF LIVERMORE CALIFORNIA

DRAFT 2026 ANNUAL WORK PLAN

AND ACCOMPLISHMENTS

Library Board of Trustees

Library

Staff Liaison
Anwan Baker, Library Services Director
Administrative Support
Allen McFarland, Management Analyst II

Chair **Lainie Pascall**; Vice-Chair **Nancy Olavarrieta**; Members **Deborah Halford, Jason Hibono, Richard Hunt**

Projects should be consistent with the City of Livermore 5-Year Strategic Plan and the Advisory Body's Duties and Responsibilities, and a budgeted project.

2026 ANNUAL WORK PLAN

	Strategic Plan Project	Duty/Responsibility	Proposed Activities	Timeline For Completion
1.	**Pillar 4** – Inclusive and Inviting Spaces and Places **Goal 9** - Affirm equity and inclusion by reflecting the diverse local community in services, programming, and staffing **Objective 3** - Survey and outreach to underserved	**Library Outreach in the Community** – The Library Board of Trustees will take on an active role in the Library's outreach and programs and events – this includes attending and participating in events as a representative of the Board, explaining roles as a member of the Board to community members, and making suggestions on new outreach efforts during meetings	• Attendance at Library programs and events • Participation in Library programs and events • Providing ideas and suggestions on outreach efforts during Board meetings • Sharing information with interested community members on the role of Library Board of Trustees members • Report on newly identified opportunities that could provide support for the Library	FY 24/25-Q2

	areas of our community to determine their needs.			
2.	**Pillar 5** – A City that Works **Goal 4** – Promote Livermore throughout the state and nation **Objective 3** – Identify additional opportunities to promote the City as an organization to work for and a community to live in	**Advocacy on Behalf of the Library** – The Library Board of Trustees will take on an active role in advocating for the Library	• Complete at least one training course related to advocacy for the Library • In coordination with Library staff, identify and engage in at least one opportunity to advocate for the Library • Identify potential funding opportunities for Library programs, services, and resources	FY 24/25-Q2
3.	**Pillar 5** – A City that Works **Goal 6** – Provide effective communication to and coordinate engagement with the community	**Policy Review and Feedback** – The Library Board of Trustees will help the Library by providing advisory input that will be used to refine and clarify public policies to ensure they are equitable and inclusive	• Upon submission to the Board meeting agenda packet, the Board will review up to three Library policies annually and provide feedback	FY 24/25-Q2

	Objective 3 – Explore ways to enhance transparency with the public by making key information and documents available online and in accessible locations, and creating and maintaining informative, interactive, and accurate websites			
4.	**Pillar 5** – A City that Works **Goal 3** – Oversee the City's legislative advocacy efforts **Objective 2** – Advocate for legislation that benefits Livermore	**Knowledge of Local and State Laws, and Support of Library Legislation** – The Library Board of Trustees will work to gain additional information about laws that pertain to the operation of public libraries and to support library legislation	• Board members will stay informed about current and future laws related to the public libraries through independent research and articles/information included within the meeting agenda packet • Board members will review local and state legislative matters and identify ways to support free and open access to information – identified information will be shared with the Board and Library staff at regular meetings	FY 24/25-Q2
5.	**Pillar 4** – Inclusive and Inviting Spaces and Places	**Public Engagement** - The Library Board of Trustees support the Library's effort to engage with the community through promotion of	• Assist Library staff in promoting the new community-wide survey that will inform the Library's upcoming Strategic Plan.	2026-Q1 (Survey promotion to occur during

	Goal 9 – Affirm equity and inclusion by reflecting the diverse local community in services, programming, and staffing **Objective 3** – Survey and outreach to underserved areas of our community to determine their needs	the Strategic Plan Survey and the reporting of findings	• Share survey links and printed materials across trustee networks, neighborhoods, and community groups. • Report observations at Board meetings regarding community engagement and messaging effectiveness.	designated 2026 launch period)
6.	**Pillar 4** – Inclusive and Inviting Spaces and Places **Goal 9** – Affirm equity and inclusion by reflecting the diverse local community in services, programming, and staffing **Objective 2** – Create more	**Livermore Stories Live – Diversity Programming Support** – The Library Board of Trustees will support the Library's goal of expanding diverse programming within the Library through promotion and engagement with local groups and individuals	• Attend at least one culturally focused program per quarter. • Promote diverse programming within trustee networks and community groups. • Recommend cultural groups or community voices for future program consideration.	2026-Q4

	programming that reflects the diversity of all Livermore residents			
7.	**Pillar 5** – A City That Works **Goal 6** – Provide effective communication to and coordinate engagement with the community **Objective 3** – Enhance transparency by making key information and documents available online and in accessible locations	**Policies in Plain Language Project** – The Library Board of Trustees will support clarity and accessibility in Library policies by reviewing and providing feedback on new and updates policies	• Review up to three policies for clarity, transparency, and accessibility. • Provide trustee feedback to improve equitable access to information. • Support the public release of revised, plain-language versions of policies.	2026-Q4

PRIOR YEAR ACCOMPLISHMENTS

	Stategic Plan Project	Duty/Responsibility	Completed Activities	Status
1.	**TBD**	**TBD**	**TBD**	**TBD**
2.				

3.				
4.				
5.				
6.				

ONGOING PROJECTS

	Project	Activities
1.	**TBD**	**TBD**
2.		
3.		
4.		
5.		

LIVERMORE
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LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.6

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Discussion and feedback related to the 2026 Library Board of Trustees annual update to the City Council.

RECOMMENDED ACTION

Staff recommends that the Library Board of Trustees determine what information they would like to present to the City Council for the Board's Annual Update on January 26, 2026.

DECISION TYPE

Administrative

SUMMARY

The Library Board of Trustees is scheduled to make a brief presentation to the City Council at their City Council Meeting on January 26, 2026, at 7:00 p.m. This presentation should include an overview of Board responsibilities as well as Board activities over the past year.

DISCUSSION

Each City of Livermore Board, Commission, and Committee is required to make an annual presentation to the City Council. This presentation should be a brief, five-minute overview of the Library Board of Trustees' work during the past year. This presentation should specifically focus on the efforts and accomplishments of the Board and its members; it can also include any other matters that the Council should be aware of. This presentation is currently scheduled for the City Council Meeting on January 26, 2026, at 7:00 p.m. The Board Chairperson generally delivers the presentation, but the Vice Chairperson or another Board Member can give the presentation if the Chairperson is not available on the scheduled date.

Once the Board determines the information that they would like to have included in the presentation, staff will work directly with the chosen presenter to create and finalize the presentation.

The following is a list of Library activities and accomplishments that the Library Board of Trustees may want to consider referencing in their presentation when discussing the influence, feedback, and input that has been provided by the Board:

- Board Membership
    - Library Board of Trustees consists of five Board Members – Lainie Pascall (Chairperson), Nancy Olavarrieta (Vice Chairperson), Deborah Halford, Jason Hibono, and Richard Hunt.
    - Terms of office are three years
    - Jason Hibono was appointed to an unexpired term effective June 1, 2025, ending June 1, 2026; Deborah Halford was appointed to a three-year term effective June 1, 2025; and Lainie Pascall was re-appointed to a three-year term effective June 1, 2025.

- 2025 Highlights
    - Livermore Reads Together
        - *The Wild Robot* - Peter Brown - this novel tells the enchanting story of Roz, a robot who mysteriously washes ashore on a remote island. As she learns to survive in the wild, Roz discovers friendship, compassion, and the true meaning of life. Packed with adventure, heartwarming moments, and a unique blend of nature and technology, this tale was perfect for readers of all ages who love a touch of wilderness and wonder.
    - Opportunities Expo
    - Jazz in July
    - Continued progress towards strategic objectives including outreach and numerous diverse programs offered:
        - Black History Month Events
        - Diwali Events
        - Korean Cultural Festival
        - Special Needs Storytimes
        - Storytimes in the Park
        - Latinx/Hispanic Heritage Month Programs:
    - Literacy Highlights
        - English conversation groups
        - Ongoing Literacy volunteer development
    - Summer Learning Program Success - "Level Up"
        - More than 6.3 million minutes read by the community
        - 5,563 residents participated in the program
        - Juneteenth Celebration
        - Graphic Novelist Gene Luen Yang
        - Summer Reading Bridge
        - Summer Science Butterflies
        - Ice Cream Science
        - City Council Summer Reading Awards Night
    - 2025-26 Winter Reading Program

- Library Services Update:
    - Door count: TBD
    - Total program attendance: TBD (TBD XX% increase)
    - Number of computer users: TBD

- Physical item circulation: TBD
- Total collection use: TBD

*** TBD statistical data will be available before the presentation using 2025 calendar year data.

The Library Board of Trustees is also asked to close the presentation with information about what activities are being planned for 2026. The previous item on this month's agenda focuses on the draft 2026 workplan; it is recommended that we reference and integrate this plan into the close of this presentation.

ATTACHMENTS

Prepared by: Allen McFarland
Management Analyst II

LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.7

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Report related to ongoing Library statistics for the months of September and October 2025

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report and provide any necessary feedback.

DECISION TYPE

Not Applicable

SUMMARY

Prior to each Library Board of Trustees meeting, Board Members and the public will receive Library statistics that cover the previous month(s) within the agenda packet. Board Members are asked to review this information and are welcome to provide feedback on this information during the meeting. This month's agenda packet contains data for the months of September and October 2025.

DISCUSSION

Library Staff provides key statistics to the Library Board of Trustees and public each month to highlight and give a brief overview of the utilization of our locations, resources, and materials. The Library welcomes any feedback or discussion related to the provided statistical data for the previous month(s).

ATTACHMENTS

1. September 2025 Statistics
2. Highlighted Statistics - September - 5 - Year Comparison
3. October 2025 Statistics
4. Highlighted Statistics - October - 5 - Year Comparison

Prepared by: Leng Kutil
Management Analyst I

September 2025 Monthly Report								
TOTAL LIBRARY SYSTEM	**MONTH CURR**	**PREV MONTH**	**% CHANGE**	**MONTH PREV. YR**	**% CHANGE**	**YEAR TO DATE**	**PREV YR TO DATE**	**% CHANGE**
TOTAL COLLECTION USE	95600	81985	16.61%	78769	21.37%	273408	260834	4.82%
PHYSICAL ITEM CIRCULATION	55770	62272	-10.44%	59378	-6.08%	189773	193125	-1.74%
ELECTRONIC CONTENT USE	39830	19713	102.05%	19391	105.40%	83635	67709	23.52%
REGISTRATION	606	1732	-65.01%	434	39.63%	2866	2567	11.65%
INFORMATION SERVICES								
DIRECTIONAL	2296	3010	-23.72%	2270	1.15%	8767	8502	3.12%
REFERENCE	1551	1430	8.46%	2217	-30.04%	4803	7744	-37.98%
TECHNOLOGY ASSISTANCE	885	872	1.49%	993	-10.88%	2721	2864	-4.99%
DOOR COUNT	27838	30422	-8.49%	27406	1.58%	91347	90347	1.11%
WEBSITE VISITS	20661	23911	-13.59%	16699	23.73%	65676	56092	17.09%
RESERVE MATERIALS								
REQUESTED	5452	5599	-2.63%	5331	2.27%	16636	16291	2.12%
FILLED	4704	4699	0.11%	4577	2.77%	14193	13561	4.66%
INTERLIBRARY LOAN								
TO OTHER LIB.	670	735	-8.84%	629	6.52%	2145	2050	4.63%
FROM OTHER LIB.	705	787	-10.42%	732	-3.69%	2143	2012	6.51%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	4387	4339	1.11%	4519	-2.92%	13620	14118	-3.53%
PROGRAMS								
CHILDREN'S	78	60	30.00%	77	1.30%	249	270	-7.78%
ATTENDANCE	3949	3189	23.83%	4360	-9.43%	13182	16100	-18.12%
ADULT	54	48	12.50%	39	38.46%	160	128	25.00%
ATTENDANCE	607	346	75.43%	388	56.44%	1905	1750	8.86%
TOTAL PROGRAMS	132	108	22.22%	116	13.79%	409	398	2.76%
TOTAL ATTENDANCE	4556	3535	28.88%	4748	-4.04%	15087	17850	-15.48%
GROUPS								
# OF GROUPS	4	1	300.00%	20	-80.00%	7	23	-69.57%
ATTENDANCE	106	32	231.25%	515	-79.42%	188	546	-65.57%
MEETING ROOM USE								
MEETINGS	772	783	-1.40%	775	-0.39%	2356	2318	1.64%

SERVICES								
# OF SERVICES	107	97	10.31%	89	20.22%	314	254	23.62%
TOTAL SERVED	272	155	75.48%	220	23.64%	649	506	28.26%
EVENTS								
# OF EVENTS	4	4	0.00%	2	100.00%	9	3	200.00%
TOTAL CONTACTED	331	123	169.11%	250	32.40%	460	352	30.68%
VOLUNTEER HOURS								
LIBRARY	177.5	92.5	91.89%	96	84.90%	334.5	157.5	112.38%
YAV'S	14	93.5	-85.03%	19.5	-28.21%	741.08	502.75	47.41%
FRIENDS	334	370	-9.73%	356	-6.18%	1090	1076	1.30%
LITERACY	543.5	473	14.90%	453	19.98%	1507	1358	10.97%
OTHER	4.5	0	0.00%	11	-59.09%	4.5	11	-59.09%
TOTAL VOLUNTEER HRS.	1073.5	1029	4.32%	935.5	14.75%	3677.08	3105.25	18.41%

TECHNICAL SERVICES	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
NEW MATERIALS REC'D								
BOOKS	498	653	-23.74%	1030	-51.65%	1735	2384	-27.22%
AUDIO	13	6	116.67%	4	225.00%	57	6	850.00%
VIDEO	66	34	94.12%	56	17.86%	172	185	-7.03%
GAMES	0	20	-100.00%	0	0.00%	20	23	-13.04%
REALIA	0	43	-100.00%	0	0.00%	43	48	-10.42%
PERIODICALS	291	326	-10.74%	344	-15.41%	933	975	-4.31%
CC	272	305	-10.82%	318	-14.47%	871	909	-4.18%
RN	10	9	11.11%	11	-9.09%	31	30	3.33%
SP	9	12	-25.00%	15	-40.00%	31	36	-13.89%
ONLINE RESOURCES	48	70	-31.43%	71	-32.39%	233	335	-30.45%
DONATIONS	136	290	-53.10%	292	-53.42%	694	948	-26.79%
TOTAL	1052	1442	-27.05%	1797	-41.46%	3887	4904	-20.74%
ITEMS PROCESSED								
BOOKS	561	822	-31.75%	1039	-46.01%	2784	3504	-20.55%
AUDIO	1	14	-92.86%	2	-50.00%	108	18	500.00%
VIDEO	49	51	-3.92%	62	-20.97%	219	217	0.92%
GAMES	1	22	-95.45%	2	-50.00%	23	27	-14.81%
REALIA	3	42	-92.86%	5	-40.00%	63	61	3.28%
PERIODICALS	291	326	-10.74%	344	-15.41%	933	975	-4.31%
CC	272	305	-10.82%	318	-14.47%	871	909	-4.18%
RN	10	9	11.11%	11	-9.09%	31	30	3.33%
SP	9	12	-25.00%	15	-40.00%	31	36	-13.89%
ONLINE RESOURCES	114	100	14.00%	98	16.33%	385	413	-6.78%
TOTAL	1020	1377	-25.93%	1552	-34.28%	4515	5215	-13.42%
COLLECTION HOLDINGS	**CURR. TOTAL**							
ADULT FICTION	39895							
ADULT NONFICTION	36904							
YOUTH FICTION	67760							
YOUTH NONFICTION	20366							
TEEN FICTION	5902							
TEEN NON-FICTION	459							
REFERENCE	1861							
INTL LANGUAGE	1630							
SPANISH LANGUAGE	5501							
AUDIO MATERIALS	4170							
VIDEO MATERIALS	10367							
MICROFILM	3076							
LIBRARY OF THINGS	560							
GAMES	377							

PERIODICAL ITEMS	2745							
EBOOKS	14583							
ONLINE RESOURCES	359							
INTERLIBRARY LOAN	10							
BOOK CLUB KITS	0							
MISC (Call # Not in SCAT Table)	3							
TOTAL HOLDINGS	216528							
PERIODICAL SUBSCRIPTIONS	204							

CIVIC CENTER LIBRARY	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	53213	59158	-10.05%	56723	-6.19%	180906	185203	-2.32%
REGISTRATION	578	1720	-66.40%	399	44.86%	2806	2469	13.65%
INFORMATION SERVICES								
DIRECTIONAL	2100	2764	-24.02%	1980	6.06%	7795	7338	6.23%
REFERENCE	1291	1327	-2.71%	1939	-33.42%	4255	6879	-38.15%
TECHNOLOGY ASSISTANCE	831	843	-1.42%	910	-8.68%	2578	2616	-1.45%
DOOR COUNT	23423	26310	-10.97%	23414	0.04%	76554	75056	2.00%
RESERVE MATERIALS								
REQUESTED	609	781	-22.02%	810	-24.81%	2271	2642	-14.04%
FILLED	3383	3460	-2.23%	3362	0.62%	10324	9912	4.16%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	3694	3631	1.74%	3772	-2.07%	11440	11874	-3.66%
INTERLIBRARY LOAN								
TO OTHER LIB.	670	735	-8.84%	629	6.52%	2145	2050	4.63%
FROM OTHER LIB.	705	787	-10.42%	732	-3.69%	2143	2012	6.51%
PROGRAMS								
CHILDREN'S	44	30	46.67%	41	7.32%	127	137	-7.30%
ATTENDANCE	2610	1738	50.17%	2836	-7.97%	7702	8615	-10.60%
ADULT	41	39	5.13%	31	32.26%	127	102	24.51%
ATTENDANCE	537	280	91.79%	359	49.58%	1668	1591	4.84%
TOTAL PROGRAMS	85	69	23.19%	72	18.06%	254	239	6.28%
TOTAL ATTENDANCE	3147	2018	55.95%	3195	-1.50%	9370	10206	-8.19%
GROUPS								
# OF GROUPS	2	1	100.00%	6	-66.67%	4	8	-50.00%
ATTENDANCE	48	32	50.00%	159	-69.81%	112	169	-33.73%
MEETING ROOM USE								
MEETINGS	772	783	-1.40%	775	-0.39%	2356	2318	1.64%
SERVICES								
# OF SERVICES	90	93	-3.23%	73	23.29%	274	215	27.44%
TOTAL SERVED	117	129	-9.30%	73	60.27%	371	215	72.56%
EVENTS								

# OF EVENTS	4	4	0.00%	2	100.00%	9	3	200.00%
TOTAL CONTACTED	331	123	169.11%	250	32.40%	460	352	30.68%
VOLUNTEER HOURS								
LIBRARY	48	48.5	-1.03%	12	300.00%	145.5	49	196.94%
YAV'S	12	67.5	-82.22%	17.5	-31.43%	489.5	220.75	121.74%
FRIENDS	334	370	-9.73%	356	-6.18%	1090	1076	1.30%
LITERACY	536	467	14.78%	443	20.99%	1486	1332	11.56%
OTHER	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL VOLUNTEER HRS.	930	953	-2.41%	828.5	12.25%	3211	2677.75	19.91%

SPRINGTOWN	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	332	330	0.61%	299	11.04%	1160	970	19.59%
REGISTRATION	9	4	125.00%	23	-60.87%	18	42	-57.14%
INFORMATION SERVICES								
DIRECTIONAL	83	83	0.00%	86	-3.49%	365	336	8.63%
REFERENCE	94	53	77.36%	104	-9.62%	255	267	-4.49%
TECHNOLOGY ASSISTANCE	22	12	83.33%	21	4.76%	61	71	-14.08%
DOOR COUNT	901	1175	-23.32%	598	50.67%	3467	2462	40.82%
RESERVE MATERIALS								
REQUESTED	50	43	16.28%	42	19.05%	169	159	6.29%
FILLED	633	561	12.83%	542	16.79%	1805	1719	5.00%
INTERLIBRARY LOAN								
TO OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
FROM OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	24	19	26.32%	13	84.62%	85	58	46.55%
PROGRAMS								
CHILDREN'S	12	10	20.00%	11	9.09%	46	32	43.75%
ATTENDANCE	381	333	14.41%	358	6.42%	1698	1272	33.49%
ADULT	5	4	25.00%	4	25.00%	14	12	16.67%
ATTENDANCE	21	23	-8.70%	17	23.53%	64	46	39.13%
TOTAL PROGRAMS	17	14	21.43%	15	13.33%	60	44	36.36%
TOTAL ATTENDANCE	402	356	12.92%	375	7.20%	1762	1318	33.69%
GROUPS								
# OF GROUPS	2	0	0.00%	2	0.00%	2	2	0.00%
ATTENDANCE	58	0	0.00%	32	81.25%	58	32	81.25%
MEETING ROOM USE								
MEETINGS	0	0	0.00%	0	0.00%	0	0	0.00%
SERVICES								
#OF SERVICES	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL SERVED	0	0	0.00%	0	0.00%	0	0	0.00%
EVENTS								
# OF EVENTS	0	0	0.00%	0	0.00%	0	0	0.00%

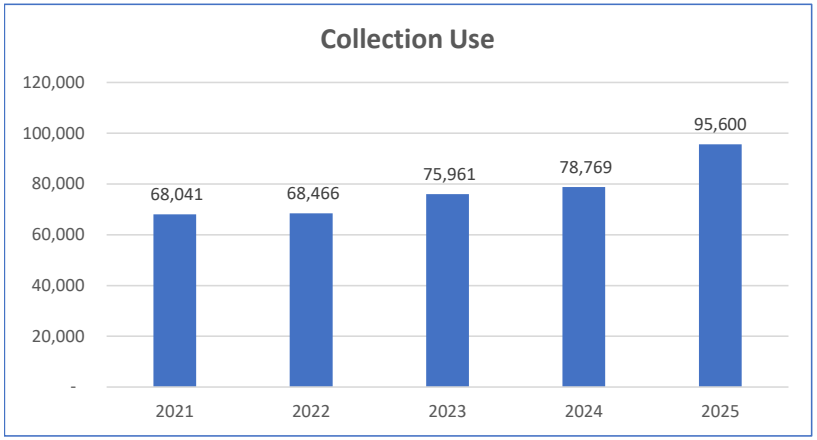
TOTAL CONTACTED	0	0	0.00%	0	0.00%	0	0	0.00%
VOLUNTEER HOURS								
LIBRARY	4	1	300.00%	0	0.00%	5	0	0.00%
YAV'S	2	4	-50.00%	2	0.00%	37	54.5	-32.11%
FRIENDS	0	0	0.00%	0	0.00%	0	0	0.00%
LITERACY	7.5	6	25.00%	10	-25.00%	21	26	-19.23%
OTHER	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL VOLUNTEER HRS.	13.5	11	22.73%	12	12.50%	63	80.5	-21.74%

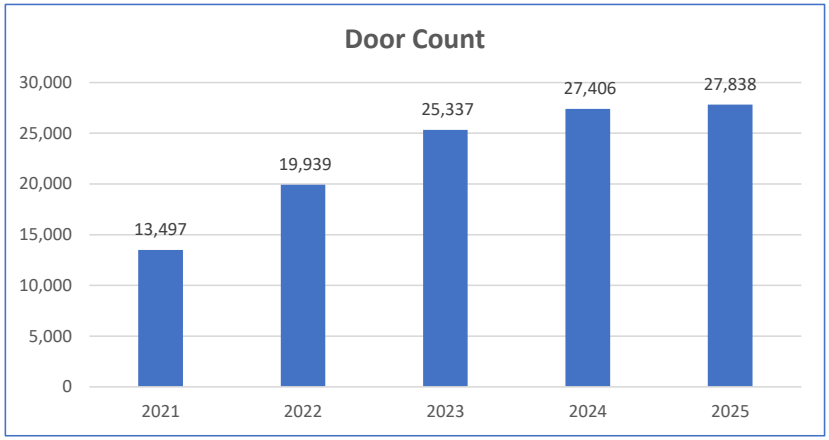
RINCON	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	836	712	17.42%	1054	-20.68%	2349	3103	-24.30%
REGISTRATION	19	8	137.50%	12	58.33%	42	56	-25.00%
INFORMATION SERVICES								
DIRECTIONAL	113	163	-30.67%	204	-44.61%	607	828	-26.69%
REFERENCE	166	50	232.00%	174	-4.60%	293	598	-51.00%
TECHNOLOGY ASSISTANCE	32	17	88.24%	62	-48.39%	82	177	-53.67%
DOOR COUNT	3514	2937	19.65%	3394	3.54%	11326	12829	-11.72%
RESERVE MATERIALS								
REQUESTED	82	115	-28.70%	60	36.67%	297	243	22.22%
FILLED	688	678	1.47%	673	2.23%	2064	1930	6.94%
INTERLIBRARY LOAN								
TO OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
FROM OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	669	689	-2.90%	734	-8.86%	2095	2186	-4.16%
PROGRAMS								
CHILDREN'S	22	20	10.00%	25	-12.00%	76	101	-24.75%
ATTENDANCE	958	1118	-14.31%	1166	-17.84%	3782	6213	-39.13%
ADULT	8	5	60.00%	4	100.00%	19	14	35.71%
ATTENDANCE	49	43	13.95%	12	308.33%	173	113	53.10%
TOTAL PROGRAMS	30	25	20.00%	29	3.45%	95	115	-17.39%
TOTAL ATTENDANCE	1007	1161	-13.26%	1178	-14.52%	3955	6326	-37.48%
GROUPS								
# OF GROUPS	0	0	0.00%	12	-100.00%	1	13	-92.31%
ATTENDANCE	0	0	0.00%	324	-100.00%	18	345	-94.78%
MEETING ROOM USE								
MEETINGS	0	0	0.00%	0	0.00%	0	0	0.00%
SERVICES								
# OF SERVICES	17	4	325.00%	16	6.25%	40	39	2.56%
TOTAL SERVED	155	26	496.15%	147	5.44%	278	291	-4.47%
EVENTS								

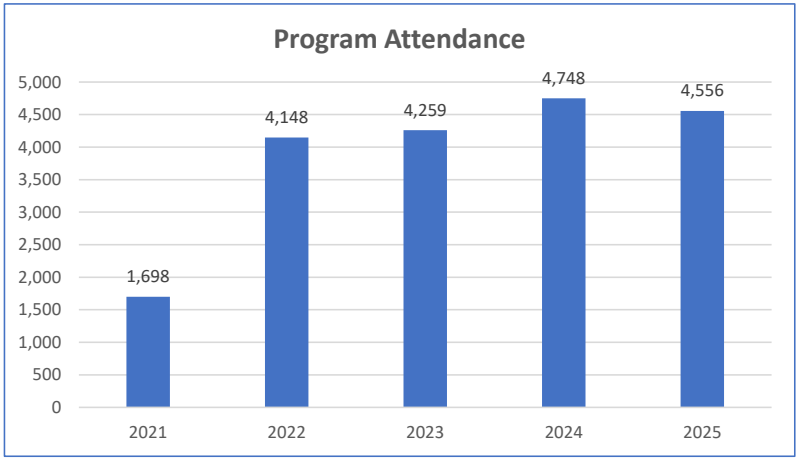
# OF EVENTS	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL CONTACTED	0	0	0.00%	0	0.00%	0	0	0.00%
VOLUNTEER HOURS								
LIBRARY	125.5	43	191.86%	84	49.40%	184	108.5	69.59%
YAV'S	0	22	-100.00%	0	0.00%	214.58	227.5	-5.68%
FRIENDS	0	0	0.00%	0	0.00%	0	0	0.00%
LITERACY	0	0	0.00%	0	0.00%	0	0	0.00%
OTHER	4.5	0	0.00%	11	-59.09%	4.5	11	-59.09%
TOTAL VOLUNTEER HRS.	130	65	100.00%	95	36.84%	403.08	347	16.16%

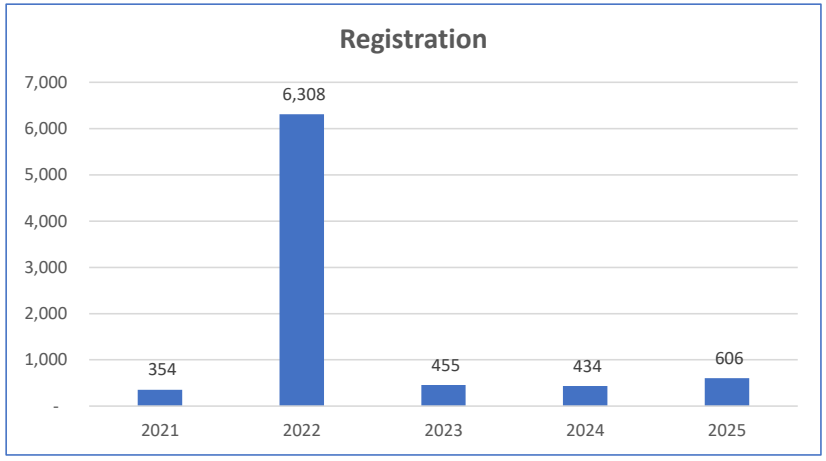
DIGITAL LIBRARY	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION - LIBRARY CATALOG (PHYSICAL ITEMS)	1389	2072	-32.96%	1302	6.68%	5358	3849	39.20%
CIRCULATION - DOWNLOADABLE COLLECTION	9494	9725	-2.38%	9773	-2.85%	29961	29870	0.30%
OVERDRIVE	9494	9725	-2.38%	9773	-2.85%	29961	29870	0.30%
ENKI	0	0	0.00%	0	0.00%	0	0	0.00%
ELECTRONIC INFORMATION	30336	9988	203.72%	9618	215.41%	53674	37839	41.85%
DISCOVER & GO	41	57	-28.07%	40	2.50%	152	178	-14.61%
RB DIGITAL	0	0	0.00%	0	0.00%	0	0	0.00%
KANOPY	1223	1345	-9.07%	1141	7.19%	4120	3616	13.94%
INFORMATION DATABASES	29072	8586	238.60%	8437	244.58%	49402	34045	45.11%
CATALOG SEARCHES	191611	188231	1.80%	262991	-27.14%	582500	790856	-26.35%
WEBSITE VISITS	20,661	23911	-13.59%	16699	23.73%	65676	56092	17.09%
RESERVE MATERIALS								
REQUESTED	4711	4660	1.09%	4419	6.61%	13899	13247	4.92%

MONTH OF SEPTEMBER 2025
5-YEAR COMPARISON (2021 - 2025)









October 2025 Monthly Report								
TOTAL LIBRARY SYSTEM	**MONTH CURR**	**PREV MONTH**	**% CHANGE**	**MONTH PREV. YR**	**% CHANGE**	**YEAR TO DATE**	**PREV YR TO DATE**	**% CHANGE**
TOTAL COLLECTION USE	77368	95600	-19.07%	78096	-0.93%	350776	338930	3.50%
PHYSICAL ITEM CIRCULATION	56527	55770	1.36%	57674	-1.99%	246300	250799	-1.79%
ELECTRONIC CONTENT USE	20841	39830	-47.68%	20422	2.05%	104476	88131	18.55%
REGISTRATION	699	606	15.35%	739	-5.41%	3565	3306	7.83%
INFORMATION SERVICES								
DIRECTIONAL	2305	2296	0.39%	3069	-24.89%	11072	11571	-4.31%
REFERENCE	1482	1551	-4.45%	1928	-23.13%	6285	9672	-35.02%
TECHNOLOGY ASSISTANCE	750	885	-15.25%	852	-11.97%	3471	3716	-6.59%
DOOR COUNT	28975	27838	4.08%	28157	2.91%	120322	118504	1.53%
WEBSITE VISITS	28437	20661	37.64%	17225	65.09%	94113	73317	28.36%
RESERVE MATERIALS								
REQUESTED	5012	5452	-8.07%	4731	5.94%	21648	21022	2.98%
FILLED	4420	4704	-6.04%	4258	3.80%	18613	17819	4.46%
INTERLIBRARY LOAN								
TO OTHER LIB.	687	670	2.54%	718	-4.32%	2832	2768	2.31%
FROM OTHER LIB.	776	705	10.07%	609	27.42%	2919	2621	11.37%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	4633	4387	5.61%	4430	4.58%	18253	18548	-1.59%
PROGRAMS								
CHILDREN'S	92	78	17.95%	87	5.75%	341	357	-4.48%
ATTENDANCE	4535	3949	14.84%	4294	5.61%	17717	20394	-13.13%
ADULT	64	54	18.52%	41	56.10%	224	169	32.54%
ATTENDANCE	788	607	29.82%	396	98.99%	2693	2146	25.49%
TOTAL PROGRAMS	156	132	18.18%	128	21.88%	565	526	7.41%
TOTAL ATTENDANCE	5323	4556	16.83%	4690	13.50%	20410	22540	-9.45%
GROUPS								
# OF GROUPS	4	4	0.00%	35	-88.57%	11	58	-81.03%
ATTENDANCE	203	106	91.51%	864	-76.50%	391	1410	-72.27%
MEETING ROOM USE								
MEETINGS	840	772	8.81%	829	1.33%	3196	3147	1.56%

SERVICES								
# OF SERVICES	109	107	1.87%	93	17.20%	423	347	21.90%
TOTAL SERVED	301	272	10.66%	234	28.63%	950	740	28.38%
EVENTS								
# OF EVENTS	13	4	225.00%	8	62.50%	22	11	100.00%
TOTAL CONTACTED	5734	331	1632.33%	5452	5.17%	6194	5804	6.72%
VOLUNTEER HOURS								
LIBRARY	181	177.5	1.97%	96.5	87.56%	515.5	254	102.95%
YAV'S	31	14	121.43%	2	1450.00%	772.08	504.75	52.96%
FRIENDS	354	334	5.99%	326	8.59%	1444	1402	3.00%
LITERACY	537	543.5	-1.20%	467.5	14.87%	2044	1825.5	11.97%
OTHER	21	4.5	366.67%	14	50.00%	25.5	25	2.00%
TOTAL VOLUNTEER HRS.	1124	1073.5	4.70%	906	24.06%	4801.08	4011.25	19.69%

TECHNICAL SERVICES	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
NEW MATERIALS REC'D								
BOOKS	1152	498	131.33%	1034	11.41%	2887	3418	-15.54%
AUDIO	29	13	123.08%	41	-29.27%	86	47	82.98%
VIDEO	54	66	-18.18%	74	-27.03%	226	259	-12.74%
GAMES	0	0	0.00%	0	0.00%	20	23	-13.04%
REALIA	0	0	0.00%	0	0.00%	43	48	-10.42%
PERIODICALS	335	291	15.12%	328	2.13%	1268	1303	-2.69%
CC	313	272	15.07%	307	1.95%	1184	1216	-2.63%
RN	10	10	0.00%	10	0.00%	41	40	2.50%
SP	12	9	33.33%	11	9.09%	43	47	-8.51%
ONLINE RESOURCES	171	48	256.25%	126	35.71%	404	461	-12.36%
DONATIONS	437	136	221.32%	131	233.59%	1131	1079	4.82%
TOTAL	2178	1052	107.03%	1734	25.61%	6065	6638	-8.63%
ITEMS PROCESSED								
BOOKS	1056	561	88.24%	1002	5.39%	3840	4506	-14.78%
AUDIO	39	1	3800.00%	37	5.41%	147	55	167.27%
VIDEO	89	49	81.63%	69	28.99%	308	286	7.69%
GAMES	4	1	300.00%	11	-63.64%	27	38	-28.95%
REALIA	11	3	266.67%	18	-38.89%	74	79	-6.33%
PERIODICALS	335	291	15.12%	328	2.13%	1268	1303	-2.69%
CC	313	272	15.07%	307	1.95%	1184	1216	-2.63%
RN	10	10	0.00%	10	0.00%	41	40	2.50%
SP	12	9	33.33%	11	9.09%	43	47	-8.51%
ONLINE RESOURCES	250	114	119.30%	194	28.87%	635	607	4.61%
TOTAL	1784	1020	74.90%	1659	7.53%	6299	6874	-8.36%
COLLECTION HOLDINGS	**CURR. TOTAL**							
ADULT FICTION	39927							
ADULT NONFICTION	37038							
YOUTH FICTION	67970							
YOUTH NONFICTION	20194							
TEEN FICTION	5951							
TEEN NON-FICTION	460							
REFERENCE	1861							
INTL LANGUAGE	1710							
SPANISH LANGUAGE	5565							
AUDIO MATERIALS	4190							
VIDEO MATERIALS	10424							
MICROFILM	3076							
LIBRARY OF THINGS	568							
GAMES	380							

PERIODICAL ITEMS	2852							
EBOOKS	14833							
ONLINE RESOURCES	359							
INTERLIBRARY LOAN	10							
BOOK CLUB KITS	0							
MISC (Call # Not in SCAT Table)	4							
TOTAL HOLDINGS	217372							
PERIODICAL SUBSCRIPTIONS	204							

CIVIC CENTER LIBRARY	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	54197	53213	1.85%	54955	-1.38%	235103	240158	-2.10%
REGISTRATION	675	578	16.78%	708	-4.66%	3481	3177	9.57%
INFORMATION SERVICES								
DIRECTIONAL	2089	2100	-0.52%	2526	-17.30%	9884	9864	0.20%
REFERENCE	1296	1291	0.39%	1603	-19.15%	5551	8482	-34.56%
TECHNOLOGY ASSISTANCE	694	831	-16.49%	710	-2.25%	3272	3326	-1.62%
DOOR COUNT	24322	23423	3.84%	23241	4.65%	100876	98297	2.62%
RESERVE MATERIALS								
REQUESTED	755	609	23.97%	682	10.70%	3026	3324	-8.97%
FILLED	3184	3383	-5.88%	3163	0.66%	13508	13075	3.31%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	3697	3694	0.08%	3509	5.36%	15137	15383	-1.60%
INTERLIBRARY LOAN								
TO OTHER LIB.	687	670	2.54%	718	-4.32%	2832	2768	2.31%
FROM OTHER LIB.	776	705	10.07%	609	27.42%	2919	2621	11.37%
PROGRAMS								
CHILDREN'S	45	44	2.27%	45	0.00%	172	182	-5.49%
ATTENDANCE	2975	2610	13.98%	2252	32.10%	10677	10867	-1.75%
ADULT	50	41	21.95%	32	56.25%	177	134	32.09%
ATTENDANCE	722	537	34.45%	365	97.81%	2390	1956	22.19%
TOTAL PROGRAMS	95	85	11.76%	77	23.38%	349	316	10.44%
TOTAL ATTENDANCE	3697	3147	17.48%	2617	41.27%	13067	12823	1.90%
GROUPS								
# OF GROUPS	2	2	0.00%	2	0.00%	6	10	-40.00%
ATTENDANCE	146	48	204.17%	45	224.44%	258	214	20.56%
MEETING ROOM USE								
MEETINGS	840	772	8.81%	829	1.33%	3196	3147	1.56%
SERVICES								
# OF SERVICES	91	90	1.11%	74	22.97%	365	289	26.30%
TOTAL SERVED	123	117	5.13%	74	66.22%	494	289	70.93%
EVENTS								

# OF EVENTS	11	4	175.00%	6	83.33%	20	9	122.22%
TOTAL CONTACTED	4459	331	1247.13%	3666	21.63%	4919	4018	22.42%
VOLUNTEER HOURS								
LIBRARY	65	48	35.42%	14.5	348.28%	210.5	63.5	231.50%
YAV'S	31	12	158.33%	0	0.00%	520.5	220.75	135.79%
FRIENDS	354	334	5.99%	326	8.59%	1444	1402	3.00%
LITERACY	531	536	-0.93%	459	15.69%	2017	1791	12.62%
OTHER	15	0	0.00%	0	0.00%	15	0	0.00%
TOTAL VOLUNTEER HRS.	996	930	7.10%	799.5	24.58%	4207	3477.25	20.99%

SPRINGTOWN	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	301	332	-9.34%	362	-16.85%	1461	1332	9.68%
REGISTRATION	4	9	-55.56%	11	-63.64%	22	53	-58.49%
INFORMATION SERVICES								
DIRECTIONAL	57	83	-31.33%	90	-36.67%	422	426	-0.94%
REFERENCE	49	94	-47.87%	113	-56.64%	304	380	-20.00%
TECHNOLOGY ASSISTANCE	15	22	-31.82%	25	-40.00%	76	96	-20.83%
DOOR COUNT	767	901	-14.87%	695	10.36%	4234	3157	34.11%
RESERVE MATERIALS								
REQUESTED	34	50	-32.00%	68	-50.00%	203	227	-10.57%
FILLED	617	633	-2.53%	534	15.54%	2422	2253	7.50%
INTERLIBRARY LOAN								
TO OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
FROM OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	22	24	-8.33%	25	-12.00%	107	83	28.92%
PROGRAMS								
CHILDREN'S	15	12	25.00%	12	25.00%	61	44	38.64%
ATTENDANCE	395	381	3.67%	369	7.05%	2093	1641	27.54%
ADULT	4	5	-20.00%	4	0.00%	18	16	12.50%
ATTENDANCE	12	21	-42.86%	12	0.00%	76	58	31.03%
TOTAL PROGRAMS	19	17	11.76%	16	18.75%	79	60	31.67%
TOTAL ATTENDANCE	407	402	1.24%	381	6.82%	2169	1699	27.66%
GROUPS								
# OF GROUPS	2	2	0.00%	2	0.00%	4	4	0.00%
ATTENDANCE	57	58	-1.72%	100	-43.00%	115	132	-12.88%
MEETING ROOM USE								
MEETINGS	0	0	0.00%	0	0.00%	0	0	0.00%
SERVICES								
#OF SERVICES	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL SERVED	0	0	0.00%	0	0.00%	0	0	0.00%
EVENTS								
# OF EVENTS	2	0	0.00%	2	0.00%	2	2	0.00%

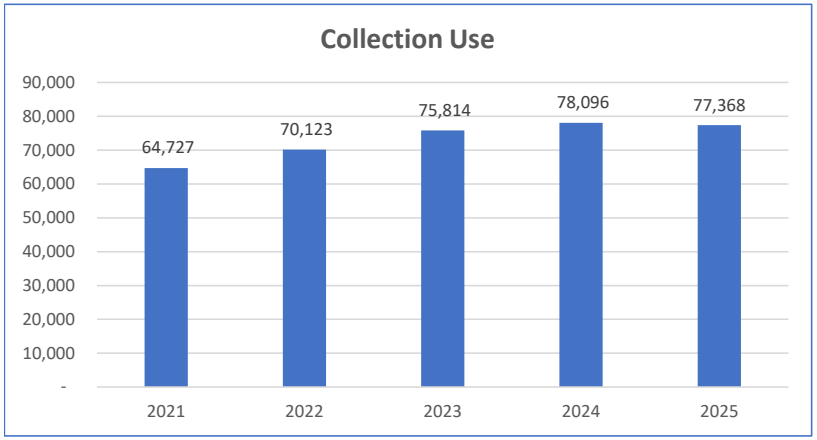
TOTAL CONTACTED	1275	0	0.00%	1786	-28.61%	1275	1786	-28.61%
VOLUNTEER HOURS								
LIBRARY	5	4	25.00%	0	0.00%	10	0	0.00%
YAV'S	0	2	-100.00%	2	-100.00%	37	56.5	-34.51%
FRIENDS	0	0	0.00%	0	0.00%	0	0	0.00%
LITERACY	6	7.5	-20.00%	8.5	-29.41%	27	34.5	-21.74%
OTHER	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL VOLUNTEER HRS.	11	13.5	-18.52%	10.5	4.76%	74	91	-18.68%

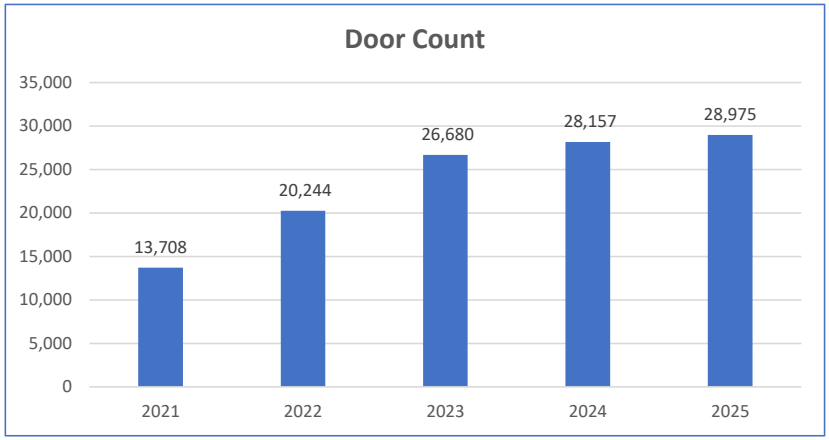
RINCON	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION	644	836	-22.97%	1132	-43.11%	2993	4235	-29.33%
REGISTRATION	20	19	5.26%	20	0.00%	62	76	-18.42%
INFORMATION SERVICES								
DIRECTIONAL	159	113	40.71%	453	-64.90%	766	1281	-40.20%
REFERENCE	137	166	-17.47%	212	-35.38%	430	810	-46.91%
TECHNOLOGY ASSISTANCE	41	32	28.13%	117	-64.96%	123	294	-58.16%
DOOR COUNT	3886	3514	10.59%	4221	-7.94%	15212	17050	-10.78%
RESERVE MATERIALS								
REQUESTED	69	82	-15.85%	58	18.97%	366	301	21.59%
FILLED	619	688	-10.03%	561	10.34%	2683	2491	7.71%
INTERLIBRARY LOAN								
TO OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
FROM OTHER LIB.	0	0	0.00%	0	0.00%	0	0	0.00%
PUBLIC COMPUTER ACCESS								
# OF COMPUTER USERS	914	669	36.62%	896	2.01%	3009	3082	-2.37%
PROGRAMS								
CHILDREN'S	32	22	45.45%	30	6.67%	108	131	-17.56%
ATTENDANCE	1165	958	21.61%	1673	-30.36%	4947	7886	-37.27%
ADULT	10	8	25.00%	5	100.00%	29	19	52.63%
ATTENDANCE	54	49	10.20%	19	184.21%	227	132	71.97%
TOTAL PROGRAMS	42	30	40.00%	35	20.00%	137	150	-8.67%
TOTAL ATTENDANCE	1219	1007	21.05%	1692	-27.96%	5174	8018	-35.47%
GROUPS								
# OF GROUPS	0	0	0.00%	31	-100.00%	1	44	-97.73%
ATTENDANCE	0	0	0.00%	719	-100.00%	18	1064	-98.31%
MEETING ROOM USE								
MEETINGS	0	0	0.00%	0	0.00%	0	0	0.00%
SERVICES								
# OF SERVICES	18	17	5.88%	19	-5.26%	58	58	0.00%
TOTAL SERVED	178	155	14.84%	160	11.25%	456	451	1.11%
EVENTS								

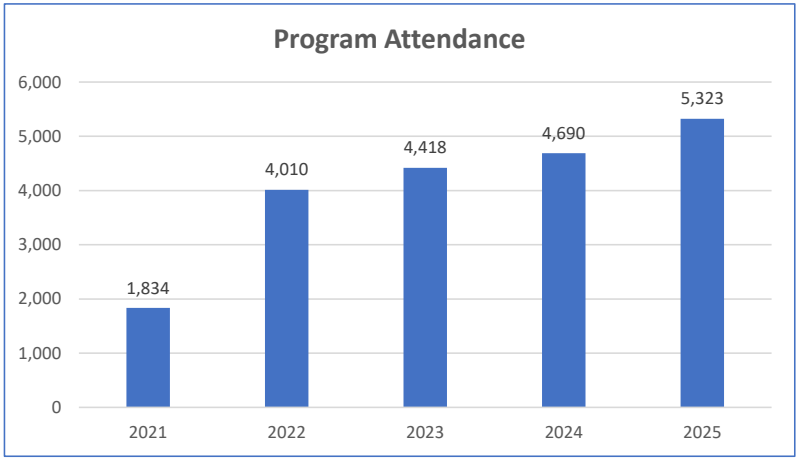
# OF EVENTS	0	0	0.00%	0	0.00%	0	0	0.00%
TOTAL CONTACTED	0	0	0.00%	0	0.00%	0	0	0.00%
VOLUNTEER HOURS								
LIBRARY	111	125.5	-11.55%	82	35.37%	295	190.5	54.86%
YAV'S	0	0	0.00%	0	0.00%	214.58	227.5	-5.68%
FRIENDS	0	0	0.00%	0	0.00%	0	0	0.00%
LITERACY	0	0	0.00%	0	0.00%	0	0	0.00%
OTHER	6	4.5	33.33%	14	-57.14%	10.5	25	-58.00%
TOTAL VOLUNTEER HRS.	117	130	-10.00%	96	21.88%	520.08	443	17.40%

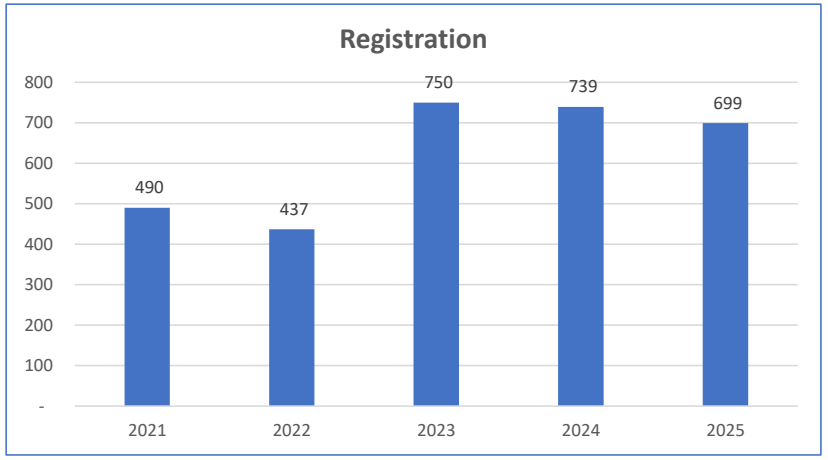
DIGITAL LIBRARY	MONTH CURR	PREV MONTH	% CHANGE	MONTH PREV YR.	% CHANGE	YEAR TO DATE	PREV YR. TO DATE	% CHANGE
CIRCULATION - LIBRARY CATALOG (PHYSICAL ITEMS)	1385	1389	-0.29%	1225	13.06%	6743	5074	32.89%
CIRCULATION - DOWNLOADABLE COLLECTION	9129	9494	-3.84%	9856	-7.38%	39090	39726	-1.60%
OVERDRIVE	9129	9494	-3.84%	9856	-7.38%	39090	39726	-1.60%
ENKI	0		0.00%	0	0.00%	0	0	0.00%
ELECTRONIC INFORMATION	11712	30336	-61.39%	10566	10.85%	65386	48405	35.08%
DISCOVER & GO	32	41	-21.95%	37	-13.51%	184	215	-14.42%
RB DIGITAL	0	0	0.00%	0	0.00%	0	0	0.00%
KANOPY	1273	1223	4.09%	1104	15.31%	5393	4720	14.26%
INFORMATION DATABASES	10407	29072	-64.20%	9425	10.42%	59809	43470	37.59%
CATALOG SEARCHES	181284	191611	-5.39%	234469	-22.68%	763784	1025325	-25.51%
WEBSITE VISITS	28,437	20661	37.64%	17225	65.09%	94113	73317	28.36%
RESERVE MATERIALS								
REQUESTED	4154	4711	-11.82%	3923	5.89%	18053	17170	5.14%

MONTH OF OCTOBER 2025
5-YEAR COMPARISON (2021 - 2025)









LIVERMORE
CALIFORNIA

LIBRARY BOARD OF TRUSTEES STAFF REPORT ITEM NO. 4.8

DATE: December 4, 2025

TO: Chairperson and Members of the Library Board of Trustees

FROM: Anwan Baker, Library Director

SUBJECT: Report related to ongoing Library activities for the months of September and October 2025

RECOMMENDED ACTION

Staff recommends the Library Board of Trustees receive the report and provide any necessary feedback.

DECISION TYPE

Not Applicable

SUMMARY

Prior to each Library Board of Trustees meeting, Board Members and the public will receive a list of key activities and programs that occurred within the last month(s) within the agenda packet. Board Members are asked to review this information prior to the meeting and are welcome to provide feedback on this information during the meeting. This month's agenda packet contains data for the months of September and October 2025.

DISCUSSION

Library staff provides the key activity data to the Library Board and public each month to highlight and give a brief overview of the ongoing operations and efforts being undertaken by staff. The Livermore Public Library seeks to provide a diverse suite of services, programs, and resources to enhance the lives of our community, and welcomes any feedback or discussion related to our existing offerings, or potential new offerings.

ATTACHMENTS

1. September 2025 Programs
2. October 2025 Programs

Prepared by: Leng Kutil
Management Analyst I

Livermore Public Library Programs
SEPTEMBER 2025

PROGRAMS (LIVE - IN PERSON)	Intended Audience	# of Programs	Attendance
Sing and Learn Babies	Children	5	404
Music and Movement	Children	16	1081
Música y Movimiento en Español	Children	4	133
Storytime Stay & Play	Children	26	834
Storytime in the Park	Children	3	260
Yoga Storytime	Children	3	83
Bedtime Storytime	Children	1	20
Tween Maker Madness	Children	4	32
Homeschool Gathering	Children	1	61
Creepy or Cool with EBRPD	Children	1	29
Summer Learning Program City Council Awards Night	Children	1	440
Kid Librarian Book Display	Children	1	33
Spanish Bilingual Storytime Celebrating Latinx Heritage Month	Children	1	35
The Story Time Band	Children	1	141
Tarantula Time	Children	4	64
How to Build a Computer	Teens	1	15
Budgeting 2.0 for Teens	Teens	1	18
The Manhattan Project Presented by Jeff Colvin	Adults	1	93
Armchair Travelers - Bali: Where the Heart, Art, & Sea Dance Together	Adults	1	51
Fiber Friends	Adults	1	15
Veterans Affairs Medical Outreach Team Visit	Adults	1	4
Book Clubs: Thursday Classic Mystery Book Club; The *Red Box* and *The Silent Speaker* by Rex Stout	Adults	1	12
Author Talk with Reyna Grande	Adults	1	35
How Chocolate is Made with Casa de Chocolates	Adults	1	24
Los Panaderos Performance	Adults	1	56
English Conversation Group	Adults	41	195
Literacy Bingo & Dessert Night	Adults	1	87
Concha Magnet & Pan Dulce Tasting	All Ages	2	57

Total Live Programs		**126**	**4312**

PROGRAMS (HYBRID)	**Intended Audience**	**# of Programs**	**Attendance**
Book Clubs: We're Talkin' Books! Club; *The Henna Artist* by Alka Joshi	Adults	1	11
Book Clubs: History Book Club; *Mornings on Horseback: The Story of an Extraordinary Family, a Vanished Way of Life, and the Unique Child Who Became Theodore Roosevelt* by David G. McCullough	Adults	1	8
Writers Meetup	Adults	1	12
Spanish Language Conversation Group	Adults	1	4
Total Hybrid Programs		**4**	**35**

PROGRAMS (ASYNCHRONOUS)	**Intended Audience**	**# of New Programs**	**Unique Views/Uses During Month**
Guess How Many LEGOS in the Jar	Children	1	149
Take & Make Craft Kits: Andean Weaving	Children	1	60
Total Asynchronous Programs		**2**	**209**

OUTREACH EVENTS (LIVE VIA ZOOM/IN PERSON)	**Intended Audience**	**# of Programs**	**Attendance**
Arbor Vista	Seniors	1	5
Farmer's Market (9/11 & 9/18)	All Ages	2	201
Granada High School Pop-Up Library	Teens	1	125
Total Outreach Events		**4**	**331**

Livermore Public Library Programs
OCTOBER 2025

PROGRAMS (LIVE - IN PERSON)	Intended Audience	# of Programs	Attendance
Sing and Learn Babies	Children	4	291
Music and Movement	Children	17	1053
Música y Movimiento en Español	Children	4	143
Storytime Stay & Play	Children	25	710
Storytime in the Park	Children	3	165
Sign Language: Stories and Songs	Children	1	22
Yoga Storytime	Children	4	102
Bedtime Storytime	Children	1	6
Tween Maker Madness	Children	5	115
Homeschool Gathering - Science Fair for Kids	Children	1	58
Tarantula Time	Children	2	52
Creepy or Cool with EBRPD	Children	1	40
Kid Librarian Book Display	Children	1	21
Unity Day: Kindness Rock Painting	Children	3	90
Pinecone Tarantula Craft	Children	1	57
All Ages PokéSWAP	Children	1	45
TeenTober Takeover	Teens	4	27
Pumpkin Decorating for Teens	Teens	2	7
Latinx Heritage Month: La Raiz Poetry and Art Fest	Adults	1	18
Fiber Friends	Adults	1	9
Veterans Affairs Medical Outreach Team Visit	Adults	1	3
Book Clubs: Thursday Classic Mystery Book Club; *Gaudy Night* by Dorothy L. Sayers	Adults	1	12
Book Clubs: Good Reads Book Club; *The Listeners* by Maggie Stiefvater	Adults	1	11
Book Clubs: Twilight Chapters Book Club; *Spinning Silver* by Naomi Novik	Adults	1	4
Author Visit with Caro De Robertis	Adults	1	8
Historian and Author Michael Campbell on Walt Disney's Trains	Adults	1	31
Then & Now: Morgan Territory Regional Preserve with EBRPD	Adults	1	41

Portuguese Fado Music Concert with Ramana Vieira & Ensemble	Adults	1	81
PRIDE Book Swap & Quiet Read-In	Adults	1	10
Pride Game Day	Adults	1	28
Halloween Tricks & Treats Presented by Encore Players	Adults	1	109
Pumpkin Decorating for Adults	Adults	1	11
English Conversation Group	Adults	42	193
Literacy Volunteer Training	Adults	3	40
Latinx Heritage Month: Lotería	All Ages	2	77
Astronomy Night with Tri-Valley Stargazers	All Ages	1	173
Latinx Heritage Month: Cunamacué Performance	All Ages	1	43
Spirit of Diwali	All Ages	1	356
Total Live Programs		**144**	**4,262**

PROGRAMS (HYBRID)	**Intended Audience**	**# of Programs**	**Attendance**
Book Clubs: We're Talkin' Books! Club; Special Storytelling Night	Adults	1	7
Book Clubs: History Book Club; *The Lost City of Z: A Tale of Deadly Obsession in the Amazon* by David Grann	Adults	1	6
Writers Meetup	Adults	1	10
Spanish Language Conversation Group	Adults	1	2
Total Hybrid Programs		**4**	**25**

PROGRAMS (ASYNCHRONOUS)	**Intended Audience**	**# of New Programs**	**Unique Views/Uses During Month**
Latinx Heritage Month: Take & Make Craft Kits: Andean Weaving	Children	3	465
Bookmark Art Contest	All Ages	1	99
All Are Welcome Kindness Chain	All Ages	3	318
Livermore Reads Together 2026 Featured Book Community Voting	All Ages	1	154
Total Asynchronous Programs		**8**	**1,036**

OUTREACH EVENTS (LIVE VIA ZOOM/IN PERSON)	**Intended Audience**	**# of Programs**	**Attendance**
Arbor Vista	Seniors	1	6
Tri-Valley Career Fair	Adults	1	240

Quest Science at Stockman's Park	Families	1	320
Filipino Barrio Festival	Adults	1	500
Livermore High School Job Fair	Teens	1	300
Las Positas Library Card Drive	Adults	1	140
Pride Fest	All Ages	1	167
Vineyard Resource Center 2.0	Adults	1	6
Hillcrest Gardens Town Hall	Adults	1	30
Civic Center Trunk or Treat	Families	1	2700
Altamont Creek Elementary Trunk or Treat	Children	1	700
Croce Elementary Trunk or Treat	Children	1	575
Scavenger Hunt Library Pop-up at Granada High School	Teens	1	50
Total Outreach Events		**13**	**5,734**