**FY 2019-2020 Work Program, Library Commission**

**Community Livability**

**Library Commission Work Program Items**

**Solve Programming and Library Space Issues.** Support the efforts of Council and community-based organizations to address space constraints affecting programming, meeting, and study uses of the library. Duration: ongoing, as needed. See also: Public and Private Partnerships.

**Address Library Parking Space Shortage and Safety Issues Affecting Library Patron Drop-off and Pick-up.** This item is related to the Library Community Room Addition, but some aspects can be addressed independent of new construction. For example, explore opportunities for off-site parking during peak evening and weekend hours. Duration: ongoing, as needed.

**Related Council Work Program Item**

<table>
<thead>
<tr>
<th>Project Title</th>
<th>Project Objective</th>
<th>Progress to Date</th>
<th>Merged Columns 4-5 Next Steps, Timeline</th>
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<td>Library Community Room Addition</td>
<td>Create additional programming space</td>
<td>-Preferred alternative was adopted by City Council in 2015.</td>
<td>Initiate architectural design.</td>
<td>In Progress</td>
<td>Meet programming needs of the library</td>
<td>June 2021</td>
<td>Budget: TDB Expenses to Date: N/A Est Staff Hours: 2000 Staff Lead: Roger Lee Dept: Public Works</td>
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<td></td>
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<td>-Funding was pledged by Irvine Company in development agreement for Hamptons development pending issuance of building permits.</td>
<td>Authority to begin design will be presented in FY 2019-2020 CIP budget. Authority to begin construction will occur in future, pending Council Direction.</td>
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<td>-Irvine Company (Hamptons Appts) has stated project is currently on hold.</td>
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<td>-In February 2019, Council authorized $311k of annual funding offset for FY 2019-20 &amp; FY 2020-21 from County for building addition design services.</td>
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<td>-Proceeding with FY 2019-20 design funding request in Capital Improvement Program (CIP).</td>
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A. Consult with the City Council, the City staff and the Santa Clara County Library Joint Powers Authority and staff regarding the functioning of the physical facilities of the Cupertino Library and shall make recommendations from time to time for improvement or modification thereof;

C. Consult with and act as liaison with private community groups supportive of the library program;

D. Consult with the architect and the City Council in the planning of any main or branch library building facilities, including locations, building layout, architecture, landscaping and furnishings;
Public Engagement and Transparency

Library Commission Work Program Item

**Promote Partnership Opportunities with Community-based Organizations to Bring Programs to Cupertino Library Patrons.** Partner organizations can include but are not limited to: sibling city commissions, local school districts, the Cupertino Library Foundation, and Friends of the Cupertino Library. Commissioners will connect with potential partner organizations to strengthen connections, identify common goals, and support shared initiatives. Possible initiatives could include organizing workshops about parenting styles or stress management, supporting efforts to bring library services to Cupertino schools, or other items of interest to the community. Duration: ongoing.

### Related Council Work Program Item

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| Review Current Commissions     | ...Consider having a meeting where like commissions from other jurisdictions can come together to share ideas and experiences. | - Research on best practices conducted.  
- Restructured commission work program process and introduced process to all commissions.  
- Survey conducted for commissioner feedback. |
|                               |                                                                                 | 1) Report back to Council regarding commission feedback. Spring 2019  
2) Plan and execute implementation of commission process changes according to Council direction and decision, Summer/Fall 2019 |
|                               |                                                                                 | In Progress                                                                                         |                                        | 1) Provide an opportunity for every commissioner to provide feedback.  
2) Provide options for Council to consider regarding commission process changes. |
|                               |                                                                                 |                                                                                                       |                                        | Spring 2020      | Budget: $3,000  
Expenses to Date: N/A  
Est Staff Hours: 500  
Staff Lead: Katy Nomura  
Grace Schmidt  
Dept: City Manager’s Office/City Clerk |

### Related Municipal Code Item (Library Commission, 2.68.070 Duties–Powers–Responsibilities)

C. Consult with and act as liaison with private community groups supportive of the library program;
Public Engagement and Transparency

Library Commission Work Program Item

Support Data Collection, Analysis of Results, and Policy Recommendations Associated with the Tri-annual Library Patron Survey. Support the efforts of the Santa Clara County Library District to engage with the community to gather data regarding library patrons’ needs and interests. Analyze the survey data to identify opportunities to improve library services and programming for patrons. Duration: data collection, Spring 2019. Analysis of results and policy recommendations, ongoing thereafter.

Related Council Work Program Item (Complementary Project)

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<td>Neighborhood Engagement<em>Priority Setting Item</em></td>
<td>Increase membership in, and engagement with, neighborhood groups and members. Provide support for Councilmembers who want to conduct town hall/office hour meetings with residents.</td>
<td>Currently we have more than 300 members in the Block Leader Program</td>
<td>1) Work with Block Leaders and Neighborhood Watch volunteers, as well as neighborhood groups to be neighborhood representatives and stakeholders related to City relations. 2) Continue outreach to areas in Cupertino that do not currently have Block Leader and Neighborhood Watch membership.</td>
<td>In Progress</td>
<td>Increase Block Leader and Neighborhood Watch membership.</td>
<td>June 2020</td>
<td>Budget: $2,000 Estimate hour: 500 Staff Lead: Brian Babcock Dept: City Manager’s Office/Block Leader/Neighborhood Watch</td>
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Related Municipal Code Item (Library Commission, 2.68.070 Duties–Powers–Responsibilities)

B. Consult with the City Council, the City staff and the Santa Clara County Library Joint Powers Authority and staff regarding the Cupertino Library programs and services to the community and shall make recommendations from time to time for improvements or modifications thereof;
Operational Efficiency

Library Commission Work Program Item

Collaborate with the Recreation and Community Services Department and the Current Poet Laureate to Select the 2020-2021 Poet Laureate. Promote Poet Laureate Events Throughout the Year. Support the effort to select the next Poet Laureate in whatever capacity is needed or required. Promote and attend Poet Laureate Events whenever possible.

Related Council Work Program Item

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<td>Recreation and Community Services Marketing Plan and Program Review</td>
<td>Create additional programming space</td>
<td>Contract was awarded in 2018</td>
<td>Provide background information and data to LERN, the contractor who will be completing the process in November 2019, Fall 2019</td>
<td>In Progress</td>
<td>To create a marketing plan that includes an analysis of programs to offer, fees to charge and evaluation of the department program brochure.</td>
<td>Winter 2019</td>
<td>Budget: $20,000 Expenses to Date: $4,000 Est Staff Hours: 150 Staff Lead: Christine Hanel Dept: Recreation and Community Services</td>
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Related Municipal Code Item (Library Commission, 2.68.070 Duties–Powers–Responsibilities)

B. Consult with the City Council, the City staff and the Santa Clara County Library Joint Powers Authority and staff regarding the Cupertino Library programs and services to the community and shall make recommendations from time to time for improvements or modifications thereof;

C. Consult with and act as liaison with private community groups supportive of the library program;
Public and Private Partnerships

Library Commission Work Program Item

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**Related Municipal Code Item (Library Commission, 2.68.070 Duties–Powers–Responsibilities)**

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