LIBRARY PROGRAM ROOM EXPANSION
Coordination Meeting
Cupertino Library, Think Tank Room
June 6, 2019, 5:00 PM

MINUTES

Roll Call
Present: Qin Pan, Amanda Wo, Benaifer Dastoor, Clare Varesio, Chuck Griffin, Liang Chao, Kitty Moore, Darcy Paul, Kiran Varshneya, Roger Lee

1. Scope and objective of the Working Group
Staff goal: deliver quality projects on time and on budget, per direction of City Council. Roger will synthesize goals and needs to take to the City Council

2. Library Needs (Clare Varesio)
   a. Where are we now?
      • FY 17/18 circulation 2.433M items in and out per year
      • Visits 873,862 per year
      • Program Attendance 34,792 people
      • FY 16/17 circulation (items checked out yearly on average) per capita 40.42 (state average 6.87)
      • FY 16/17 267 visits per open hour (state 72.62)
   b. Need to think holistically about facility and what we are providing to people. People visit for many reasons.
   c. Program
      • FY17/18 totals – low number of programs relative to other Santa Clara County Libraries, probably because Cupertino has the least amount of space
      • Room size is important because people will make use of whatever space is available
      • What is most important?
        ○ What we are providing to the community to learn and grow together
      • Want more space to do more things (meetings, programs, community space). If we only have a small amount of space, people need to register and may not be able to participate
   d. Where do we want to go?
      • Community space
        ○ Library seen as a 3rd space after people go to work and go home
        ○ As people are more online and are at home and work, they need more of a community space to learn, grow, meet, talk, share
      • Flexible space
        ○ Needs to be a computer class, play space, movie theater, study hall, lecture hall
        ○ Turn on a dime to meet all of the different needs
      • Growth space
        ○ Room for growth to do new things in the future
   e. How do we get there?
      • Design
      • Funding (make sure project is done on time under budget; fiscally responsible)
      • Community
f. What does it look like?
   • Willing to consider everything from Perch option to a remodel of existing space

g. There is space in the existing 54K square feet and not all of it is used fully
   • Library usage has changed
   • Can move collections and reconfigure walls and storage
   • Now they would redo the use of space differently than 15 years ago

h. Requirements
   • What are the real requirements for the space?
     o Size
     o Capacity
     o Flexibility
     o External Access
     o Safety
     o Tables
     o Storage
     o Power
     o Bandwidth
     o Temperature
     o Larger Monitors
     o Cost
     o New Usage specs
       • Liang indicated need for general meeting space, different sized meeting rooms, outside area

3. Role of CLF and status update
   Item not heard

4. Role of Library Commission
   Item not heard

5. Program Room Expansion
   a. Solicitation of architectural services
      • Roger suggests an architect/facilitator to help the process
   b. Calling it a Community Room or Multi-Purpose Room instead of a Program Room
   c. Scope of work
      Can we move some things off site?
      • On-Hold pickup elsewhere in the city or book drop-off machine elsewhere
      • Simulcast elsewhere
   d. Current Expectation
      • Perched design with potential cost of $8.5m for expansion; $1.5m for parking.
      • Changes will need to be communicated to Council and will effect time
      • Roger needs to go back to Council - June 18 is where they can approve the $5M for CIP
      • Liang said that is the time to consider increasing to $6M
   e. Assistance available from County
      • Library district can help with design but not construction
      • Can hire on a case by case basis for design
      • Can do concept design
      • AV and furniture
• Can fund roof, electrical and HVAC for existing or can leverage for expansion
• Can bring in an estimator too
• Need board approval. Earliest date is October 2019
f. Roger will work with Chuck on how they can share costs with County
   • What does the Library need?
   • What opportunities are available to come with recommendations to decision makers?
   • What are probable costs?
   • Need to get to a 35% design to get real cost estimates
   • JPA meeting on June 27 for Chuck
   • Library has $311,000 for community room

6. Parking
   a. Solicitation of parking analysis / civil improvements
      • Parking is governed by certain rules
         o City uses the most conservative
         o One rule of thumb is 2.61 slots per 1000 square feet
         o 40 stall deficiency now
         o New parking analysis that considers Transportation Demand Management (TDM) and offsite opportunities planned
      • Need to optimize use of local space
         o Possible lease space near Civic Plaza
         o Library field lower priority
         o Liang pointed out that state rules are reducing parking requirement
         o People should assume they need to walk a couple of blocks
         o Parking and Library can be separated

7. Value engineering
   Item not heard

8. Fundraising
   a. Fundraising will be required to make up shortfall for funding

9. Review of process utilized when library constructed in 2004
   Item not heard

Next steps:
Roger work with County to determine potential to retain Architect
Roger to consider staff report for June 18 Council meeting to update Council

Next meeting: Roger not available June 20. Will probably have Michael run the meeting. (Meeting rescheduled to June 13.)