



CUPERTINO

CITY OF CUPERTINO

AGENDA

LIBRARY COMMISSION

**10800 Torre Avenue, Cupertino Library, Room 201A; and Teleconference Location Pursuant
to Government Code section 54953(b)(2); 7/352 Sathy Road Perumugai, PO Erode Tamil
Nadu, India 638505**

Wednesday, December 3, 2025

7:00 PM

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES

1. Subject: October 1, 2025 Library Commission Meeting Minutes
Recommended Action: Review and approve the October 1, 2025 Library Commission meeting minutes.
[A - Draft Minutes](#)

POSTPONEMENTS

ORAL COMMUNICATIONS

This portion of the meeting is reserved for persons wishing to address the Commission on any matter within the jurisdiction of the Commission and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.

OLD BUSINESS

NEW BUSINESS

2. Subject: Library Commission 2026 Calendar
Recommended Action: Discuss and brainstorm topics for the Library Commission 2026 Calendar.

REPORTS/UPDATES

3. Subject: Monthly Update Reports
Recommended Action: Receive Monthly Update Reports from:
 - Cupertino Community Librarian
 - County Librarian

STAFF AND COMMISSION REPORTS**FUTURE AGENDA SETTING****ADJOURNMENT**

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request in advance by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.

IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the City Council, Commissioners or staff concerning a matter on the agenda are included as supplemental material to the agenda item. These written communications are accessible to the public through the City website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.



CITY OF CUPERTINO

Agenda Item

25-14550

Agenda Date: 12/3/2025
Agenda #: 1.

Subject: October 1, 2025 Library Commission Meeting Minutes

Review and approve the October 1, 2025 Library Commission meeting minutes.



DRAFT MINUTES CUPERTINO LIBRARY COMMISSION

Wednesday, October 1, 2025

CALL TO ORDER

At 7:00p.m., Chair Zhao called the meeting to order at the Cupertino Library, 10800 Torre Avenue, Room 201A.

ROLL CALL

Commissioners present: Liyan Zhao, Janki Chokshi, Qin Pan (7:16 p.m.), Chandra Sakthivel
Commissioners absent: Minna Xu
City/County Staff present: Molly James, Bryant Bao, Marlene Iwamoto
Guest Speakers: Bruce Parsons

APPROVAL OF MINUTES

1. Subject: August 6, 2025 Library Commission Meeting Minutes

Recommended Action: Review and approve the August 6, 2025 Library Commission meeting minutes.

Chair Zhao motioned to approve the August 6, 2025 Library Commission meeting minutes as submitted. Vice Chair Chokshi seconded. Motion carried with 3 yes (Zhao, Chokshi, Sakthivel) and 2 absent (Xu, Pan).

POSTPONEMENTS

None

ORAL COMMUNICATIONS

None

OLD BUSINESS

2. Subject: Mayor's Storytelling Initiative Subcommittee Update

Recommended Action: Receive an update from the Mayor's Storytelling Initiative subcommittee.

Commissioner Sakthivel reported that the official launch of the Cupertino Puzzle Hunt began [October 1], and community members can visit the Cupertino website to get started. Recommended that Commissioners reach out to residents and share the information.

Bryant Bao, Cupertino Community Librarian, shared that on October 4 from 2 to 4 p.m. and October 18 from 10 a.m. to 3 p.m., organizers will be tabling in the library lobby to engage with the community and share information on the Puzzle Hunt.

NEW BUSINESS

3. Subject: Friends of the Cupertino Library

Recommended Action: Receive a presentation on the Friends of the Cupertino Library.

Molly James, Recreation Manager, introduced Bruce Parsons, President of the Friends of the Cupertino Library (FOCL) to present on the item. Presented on FOCL volunteer support, fundraising activities, library programs, library events, and book donations.

Chair Zhao requested clarification on the book donation bin locations. Community Librarian Bao clarified that there are two locations – in the lobby and by self-returns.

Chair Zhao commended FOCL on their book sales. FOCL President Parsons shared that although the organization has 45 members, some of them are solely donors and do not actually participate. FOCL partners with the Octogan Club at Monta Vista High School for student volunteers to help with the book sales.

Commissioner Sakthivel recommended a proposal for the Commission to explore a CREST (Cupertino Recognizes Extra Steps Taken) Award [nomination] for appreciation of the FOCL organization.

Commissioner Sakthivel requested clarification on the County verses FOCL funding. Community Librarian Bao clarified that FOCL support goes towards book club books, bestseller books, and specific programs that are of special interest to the Cupertino library. Added that County funded programs are usually held at three or more library locations.

Commissioner Sakthivel requested clarification on whether the 45-person membership is a fixed number or do they expect more community members to join the organization. FOCL President Parsons clarified that membership is stable with limited turnover and \$10 annual dues, however, they have a lot of volunteers who are not paid members.

Commissioner Sakthivel requested clarification on how [Commissioners] could help as community representatives. FOCL President Parsons commented more space, a telephone, and publicity.

FOCL President Parsons commented that they have begun to build up their email distribution lists for community members who want to be notified of FOCL book sales. Commission Sakthivel recommended keeping a flyer at the library promoting sign ups for email notifications. Vice Chair Chokshi recommended promoting FOCL through Nextdoor. Commissioners requested to receive flyers to share with their respective networks.

Chair Zhao requested clarification on whether or not there were any requirements for the book [donations]. FOCL President Parsons clarified they accept any book, and volunteers will sort through them. Added that all books in the book sale sell for \$1 or \$2 and are in good condition.

Commissioners expressed appreciation and thanked FOCL President Parsons.

REPORTS/UPDATES

4. Subject: Monthly Update Reports

Recommended Action: Receive Monthly Update Reports from:

- Cupertino Community Librarian
Reported as submitted.
 - o Commissioner Pan expressed concern regarding Banned Books promotion, specifically for children.
- County Librarian
Reported as submitted.

STAFF AND COMMISSION REPORTS

Recreation Manager James provided a Staff Liaison Update on the following:

- At the September 16, 2025 City Council meeting, Council unanimously approved the Library Commission's recommendation and appointed Thomas Celerier as the new 2026-2028 Cupertino Poet Laureate (Resolution No. 25-079).
- Cupertino Community Service Awards (Commissioners' Dinner and the Annual CREST Awards) – Wednesday, October 29 from 5:30 to 7 p.m. at the Quinlan Community Center. RSVP for yourself and one guest through the Eventbrite link.
- Na Leo Mokupuni ma Cupertino – Saturday, October 4 from 10 a.m. to 3 p.m. at Community Hall
- Golfing FORE Generations Tournament – Sunday, October 12 – Check in at 3 p.m. and tee off at 3:30 p.m. at Blackberry Farm Golf Course
- Hidden Treasures Sale Day – Thursday, October 23 from 9 a.m. to 2 p.m. at the Cupertino Senter
- Monster Mash – Saturday, October 25 from 5 to 8 p.m. at the Quinlan Community Center
- Senior Center Halloween Masquerade Dance – Wednesday, October 29 from 2:30 to 4:30 p.m. at the Cupertino Senior Center
- Register online for Parks and Recreation Activities at reg4rec.org

Vice Chair Chokshi reported on the Poet Laureate appointment.

Chair Zhao reported on the [September 16] City Council meeting for the Poet Laureate appointment and the Mayor's Commission Chairs meeting.

FUTURE AGENDA SETTING

Commissioner Pan requested an update and discussion on the survey results of the [Santa Clara County Library District 2024 Community Survey]. Vice Chair Chokshi seconded.

ADJOURNMENT

Chair Zhao adjourned the meeting at 8:13 p.m.

Respectfully Submitted by,

Jessica Suntay, Administrative Assistant
Parks and Recreation Department

Minutes approved at the _____ regular meeting

DRAFT



CITY OF CUPERTINO

Agenda Item

25-14552

Agenda Date: 12/3/2025
Agenda #: 2.

Subject: Library Commission 2026 Calendar

Discuss and brainstorm topics for the Library Commission 2026 Calendar.



CITY OF CUPERTINO

Agenda Item

25-14554

Agenda Date: 12/3/2025
Agenda #: 3.

Subject: Monthly Update Reports

Receive Monthly Update Reports from:

- Cupertino Community Librarian
- County Librarian