

# FY 2019-2020 Work Plan, Library Commission

## Community Livability

### Library Commission Work Plan 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

Project Title	Project Objective	Progress to Date	Merged Columns 4-5 Next Steps, Timeline	Current Status	Goal	End Date	Merged Columns 9-13, Refer to Council's Proposed FY 2019-2020 Work Program
Library Community Room Addition	Create additional programming space	<ul style="list-style-type: none"> <li>-Preferred alternative was adopted by City Council in 2015.</li> <li>-Funding was pledged by Irvine Company in development agreement for Hamptons development pending issuance of building permits.</li> <li>-Irvine Company (Hamptons Appts) has stated project is currently on hold.</li> <li>- 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.</li> <li>-Proceeding with FY 2019-20 design funding request in Capital Improvement Program (CIP).</li> </ul>	<p>Initiate architectural design.</p> <p>Authority to begin design will be presented in FY 2019-2020 CIP budget. Authority to begin construction will occur in future, pending Council Direction.</p>	In Progress	Meet programming needs of the library	June 2021	<p>Budget: TDB</p> <p>Expenses to Date: N/A</p> <p>Est Staff Hours: 2000</p> <p>Staff Lead: Roger Lee</p> <p>Dept: Public Works</p>

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

- 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 Plan 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

Project Title	Project Objective	Progress to Date	Merged Columns 4-5 Next Steps, Timeline	Current Status	Goal	End Date	Merged Columns 9-13, Refer to Council's Proposed FY 2019-2020 Work Program
Review Current Commissions	...Consider having a meeting where like commissions from other jurisdictions can come together to share ideas and experiences.	<ul style="list-style-type: none"> <li>- Research on best practices conducted.</li> <li>- Restructured commission work program process and introduced process to all commissions.</li> <li>- Survey conducted for commissioner feedback.</li> </ul>	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 Plan 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)

Project Title	Project Objective	Progress to Date	Merged Columns 4-5 Next Steps, Timeline	Current Status	Goal	End Date	Merged Columns 9-13, Refer to Council's Proposed FY 2019-2020 Work Program
Neighborhood Engagement*Priority Setting Item*	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.	Currently we have more than 300 members in the Block Leader Program	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. June 2020	In Progress	Increase Block Leader and Neighborhood Watch membership.	June 2020	Budget: \$2,000 Estimate hour: 500 Staff Lead: Brian Babcock Dept: City Manager's Office/Block Leader/Neighborhood Watch

### 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 Plan 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

Project Title	Project Objective	Progress to Date	Merged Columns 4-5 Next Steps, Timeline	Current Status	Goal	End Date	Merged Columns 9-13, Refer to Council's Proposed FY 2019-2020 Work Program
Recreation and Community Services Marketing Plan and Program Review	Create additional programming space	Contract was awarded in 2018	Provide background information and data to LERN, the contractor who will be completing the process in November 2019, Fall 2019	In Progress	To create a marketing plan that includes an analysis of programs to offer, fees to charge and evaluation of the department program brochure.	Winter 2019	Budget: \$20,000 Expenses to Date: \$4,000 Est Staff Hours: 150 Staff Lead: Christine Hanel Dept: Recreation and Community Services

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

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## Public and Private Partnerships

### Library Commission Work Plan Item

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### Related Council Work Program Item

Project Title	Project Objective	Progress to Date	Merged Columns 4-5 Next Steps, Timeline	Current Status	Goal	End Date	Merged Columns 9-13, Refer to Council's Proposed FY 2019-2020 Work Program
Library Lease	Sign a new lease with the Library JPA for use of the City's Library facility.	Staff has begun meeting with Library staff to discuss terms of the new lease.	1) Begin negotiation of new lease/MOU, ongoing 2) Coordinate lease terms with Council, May 2019 3) Final lease agreement, August 2019 4) Develop license agreement with Library addressing program opportunities and Community Hall	In Progress	Complete updated lease agreement	Sept 2019	Budget: N/A Expenses to Date: N/A Est Staff Hours: 280 Staff Lead: Chad Mosley Heather Minner Jeff Milkes Roger Lee Dept: Public Works City Attorney's Office Recreation & Community Services

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

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