



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
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CITY COUNCIL STAFF REPORT

Meeting: September 3, 2019

Subject

Library Commission Fiscal Year (FY) 2019-20 Work Program

Recommended Action

Approve the Library Commission FY 2019-20 Work Program

Discussion

The Library Commission serves as a liaison for the City to the Cupertino Library, Poet Laureate, Cupertino Library Foundation, Santa Clara County Library District, and Friends of the Library, and advises the City Council on matters related to the Cupertino Library. The monthly meetings also provide an opportunity for library patrons and Cupertino residents to voice concerns or suggestions to both City and Library staff. At the regular meeting of the Library Commission on August 7, 2019 the Commission proposed the following FY 2019-20 Work Program:

Community Livability

1. Solve Programming and Library Space Issues
2. Address Library Parking Space Shortage and Safety Issues Affecting Library Patron Drop-off and Pick-up

Public Engagement and Transparency

3. Promote Partnership Opportunities with Community-based Organizations to Bring Programs to Cupertino Library Patrons
4. Support Data Collection, Analysis of Results, and Policy Recommendations Associated with the Tri-annual Library Patron Survey

Operational Efficiency

5. Collaborate with the Parks and Department and the Current Poet Laureate to Select the 2020-2021 Poet Laureate. Promote Poet Laureate Events Throughout the Year.

Public and Private Partnerships

6. Solve Programming and Library Space Issues (also under Community Livability)

The Commission is supported in its work by the staff liaison, Recreation Supervisor of Parks and Recreation. Approximately 5% of the staff liaison's time or 90 hours per year are spent providing this support.

Commission meetings are held at the Cupertino Library, 2nd Floor ThinkTank, approximately 11 months each year (no July meeting in 2019) at 7:00 p.m.

The Commission will begin working on their FY 2020/2021 work program in November 2019, in order to provide input into the City Work Program discussion in early 2020. Many of the items on the current work program are expected to carry over to next year, due to this year's transition to align the Commissions' Work Programs with the City's Work Program, budget process, and to maintain consistency across commissions.

Staff and the Library Commission recommend that City Council approve the Library Commission FY 2019-20 Work Plan.

Sustainability Impact

No sustainability impact.

Fiscal Impact

No fiscal impact.

Prepared by: Kim Calame, Recreation Supervisor

Reviewed by: Jeff Milkes, Director of Parks and Recreation

Approved for Submission by: Deborah Feng, City Manager

Attachments:

A – Draft Library FY 2019-20 Work Program