



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
10185 NORTH STELLING ROAD • CUPERTINO, CA 95014-5732
TELEPHONE: (408) 777-3120 • FAX: (408) 777-1305
CUPERTINO.ORG

LIBRARY COMMISSION STAFF REPORT

Meeting: June 17, 2021

Subject

Update on the Library Commission Budget.

Recommended Action

Receive an update on the Library Commission budget.

Discussion

At the May 12 Library Commission special meeting, an overview of the Commission budget was provided and questions were asked regarding funds for conferences. Staff conducted further research and found the following historical information:

- At the June 8, 2016 special meeting (Attachment A), the Commission reviewed and approved the allocation of \$2,000 for the Poet Laureate program in Fiscal Year (FY) 2017.
- In FY 2018, the Poet Laureate program budget was increased from \$2,000 to \$4,700 for the purpose of hiring a contractor to oversee the marketing, data base, and funding for the program. This amount was set as the base for FY 2019 as well.
- However, at the February 2018 meeting (Attachment B), the Commission discussed the budget and the City's role in relation to the Poet Laureate program. The discussion ended in the agreement that the City would take on a greater responsibility in supporting the program and the Commission voted to reallocate the \$4,700 entirely towards the Poet Laureate program expenses, which was broken out into the following:
 - o \$200 for office supplies
 - o \$2,500 for general supplies
 - o \$2,000 for conferences and meetings. This was to cover the Poet Laureate's expenses if they were to attend any outside event in an official capacity as Cupertino's Poet Laureate.
- For FY 2020, the City performed a zero-base budget process, which examined expenses in the previous years and retained the budget for items that were spent. The \$4,700 previously allocated for the Poet Laureate program in FY 2018 and 2019 remained mostly unused. Due to this and that the Poet Laureate's budget was historically set at \$2,000 per year, the budgeted amount was reset to \$2,000. For tracking purposes, it was centralized back into the Contract Services line item as well.

Budget for Conferences

Currently, there is no budget allocated for Commissioners to attend conferences. However, if there is a desire to add that into the budget, the Commission would need to provide the following information:

- Name of the conference.
- When does it occur?
- Where does it occur?
- Total registration costs.
- Total travel costs (hotel, flight, transportation, meals, etc.)
- Purpose of attending the conference and the benefit to the Commission and the City as a whole.
- Is this a one-time conference or an annually recurring conference?

To avoid any Brown Act violations or the perception of Brown Act violations, only two Commissioners would be able to attend the same conference.

Once the information has been provided and voted on by the Commission to recommend adding to the budget, staff would propose the request within a future quarterly budget report to City Council. If approved by City Council, the requested dollar amount would be then added into the Library Commission budget.

Sustainability Impact

No sustainability impact.

Fiscal Impact

The total fiscal impact depends on the total cost of the conference requested by the Commission.

Prepared by: Kevin Khuu, Management Analyst, Whitney Zeller, Administrative Assistant

Reviewed by: Joanne Magrini, Director of Parks and Recreation

Approved for Submission by: Joanne Magrini, Director of Parks and Recreation

Attachments:

A – Special Meeting Minutes 6.8.16

B – Meeting Minutes 2.7.18