

**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 we are 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 3<sup>rd</sup> 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?
    - Size
    - Capacity
    - Flexibility
    - External Access
    - Safety
    - Tables
    - Storage
    - Power
    - Bandwidth
    - Temperature
    - Larger Monitors
    - Cost
    - 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
    - City uses the most conservative
    - One rule of thumb is 2.61 slots per 1000 square feet
    - 40 stall deficiency now
    - New parking analysis that considers Transportation Demand Management (TDM) and offsite opportunities planned
  - Need to optimize use of local space
    - Possible lease space near Civic Plaza
    - Library field lower priority
    - Liang pointed out that state rules are reducing parking requirement
    - People should assume they need to walk a couple of blocks
    - 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.)