



# City of Sunnyvale

## Notice and Agenda

### Board of Library Trustees

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Monday, April 13, 2015

7:00 PM

Library Program Room, Sunnyvale Public  
Library, 665 W. Olive Ave., Sunnyvale, CA  
94086

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#### Special Meeting - Study Session - Focus Group Meeting with Friends of the Sunnyvale Public Library

#### CALL TO ORDER

#### ROLL CALL

#### PUBLIC COMMENTS

#### STUDY SESSION

- 1      [15-0404](#)      Civic Center Modernization Project Focus Group

**Attachments:** [Focus Group Agenda](#)

#### ADJOURN SPECIAL MEETING

##### *Notice to the Public:*

*Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the Sunnyvale Public Library located at 665 W. Olive Avenue, Sunnyvale, California during normal business hours and in the Library Program Room on the evening of the Board of Library Trustees meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting Library Administration at sbarajas@sunnyvale.ca.gov or (408) 730-7314. Agendas and associated reports are also available on the City's web site at <http://sunnyvale.ca.gov> or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Library Administration at (408) 730-7314. Notification of 48 hours prior to the meeting will enable the City to make reasonable*

*arrangements to ensure accessibility to this meeting. (29 CFR 35.106 ADA Title II)*



# City of Sunnyvale

## Agenda Item

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**15-0404**

**Agenda Date: 4/13/2015**

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Civic Center Modernization Project Focus Group



A N D E R S O N   B R U L E   A R C H I T E C T S

**SUNNYVALE CIVIC CENTER MODERNIZATION**  
**Library Focus Group**

**REGARDING:**  
ABA PROJECT #: 14-1201-1

**MEETING DATE:** April 13, 2015  
**MEETING TIME:** 7:00 - 8:30 pm  
**LOCATION:** Library Program Room

**ATTENDEES:** Pamela Anderson-Brule, *ABA*  
Kate Rivard, *ABA*

Kent Steffens, *Assistant City Manager*

**CONTEXT:** The City of Sunnyvale has initiated a study for modernization of the Civic Center to improve service delivery to the public; maximize efficient, achieve functional and sustainable design; and create additional needed space. The results of this effort will provide information necessary for Council to choose an approach to land use planning as well as financing option for a future Civic Center Master Plan.

As part of the process for the Sunnyvale Civic Center, we are reaching out to a cross section of the community to help us better understand the City's service needs and priorities. This Focus Group Meeting is meant to be an open and collaborative discussion with stakeholders, who are interested in the future of the City.

**PURPOSE:** The purpose of this meeting is to:

- Gather information in order to draft vision and success criteria
- Gather information in order to draft a Needs Assessment
- To engage in an open and collaborative discussion about library needs, service priorities, and the best use of the Civic Center site.

**Intended Results:**

- Develop a shared understanding of the overall process and project scope
- Develop an understanding on perspectives of service needs and priorities for the library
- Gather information towards the development of a Needs Assessment for modernization of the Civic Center, specifically land use and financing

**AGENDA ITEMS**

**I. Introduction / Agenda Review**

**II. Project Plan Overview**

**III. Current Library Trends**

**IV. Vision, and Needs Assessment Discussion**

- A. Background Information & Introductions
  1. Who Do You Feel You Represent in the Community?
  2. What Library Services do you use and how often?
- B. Vision
  1. What do you appreciate about the services offered? What is working well?
  2. What positive impacts would you like the Library to have on the community?
- C. Needs Assessment
  1. What would you like to be able to do or have access to at the Library, but currently cannot?
  2. Do you have any concerns associated with the planning of a new Library? Do you feel other community needs are not being met?
  3. What is the most important improvement needed for the Library?

- D. Once concept under consideration is to move the library to the Sunnyvale Community Center.  
What do you think of this concept?

**V. Friends of the Library Discussion**

- A. What are the most critical issues for Friends of the Library?
- B. Discuss Friends bookstore operations
  - 1. Is it on an honor payment system?
  - 2. Is it staffed?
  - 3. What are the hours of operation?
- C. Discuss effective use of storage/needs

**VI. Conclusion**

- A. Next Steps
  - 1. Community Workshop
    - a) April 25<sup>th</sup>, 9:00 am-12:00 pm, Library Program Room
- B. Feedback