

Library Commission 2026 Work Plan

#	Project/Task	Project Objective	Justification Is this item related to the City Work Program, mandated by law, or Council priority/direction? (If not, please specify rationale)	Council Goal	Estimated timeline
1	Chair and Vice Chair Election	Select a new Library Commission Chair and Vice Chair to serve a one year term.	As stated in the Muni Code Chapter 2.68.040 Meetings-Quorums-Officers-Staff of the Library Commission.	Public Engagement and Transparency	Annual - February
2	Calendar Development	2026 Commission Work Plan Development and Approval; Liaison to provide updates at Commission meetings.	City Manager's Office Direction for consistency across Commissions.	Public Engagement and Transparency	Annual - February
3	Poet Laureate Recruitment	Recruit and select a Poet Laureate Candidate to recommend to City Council for a two-year appointment.	City Council Resolution No. 10-230 designated a Cupertino Poet Laureate program. Per the Cupertino Poet Laureate Playbook (2024), <i>form a Poet Laureate Subcommittee for recruitment, selection, and support of Poet Laureate</i> .	Quality of Life	Biennial
4	Poet Laureate Program Updates	Receive updates from Poet Laureate on programs and events.	As stated in the Cupertino Poet Laureate Playbook (2024), <i>the Poet Laureate must attend at least six Library Commission meetings to provide updates on programs and events</i> .	Public Engagement and Transparency	Three Times per Year
5	Review Library Programs and Services	Review library programs and services to the community and make recommendations from time to time for improvement.	As stated in the Muni Code Chapter 2.68.070 Duties-Powers-Responsibilities of the Library Commission.	Public Engagement and Transparency	Throughout the Year
6	Attend Poet Laureate Events	Engage in Poet Laureate programming and attend the Poet Laureate Reception.	As stated in the Cupertino Poet Laureate Playbook (2024), <i>promote Poet Laureate events, programs, and readings</i> .	Quality of Life	Throughout the Year - Poet Laureate Programs Biennial in January - Poet Laureate Reception

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7	Attend Santa Clara County Library District Annual Events	Engage in annual SCCLD events as Library Commissioners.	As stated in the Muni Code Chapter 2.68.070 Duties-Powers-Responsibilities of the Library Commission.	Quality of Life	<u>Annual</u> First Saturday in February - Annual Forum April - Volunteer Appreciation Party at Library May - Staff Appreciation Party at Library
8	Community Partner Presentations	Receive updates from the Cupertino Library Foundation and Friends of the Cupertino Library.	As stated in the Muni Code Chapter 2.68.070 Duties-Powers-Responsibilities of the Library Commission.	Public Engagement and Transparency	Annual
9	Collaboration with City Commissions and Boards	Receive feedback from the Teen Commission and Senior Advisory Board on library programs and services.	Requested by the Library Commission at the December 3, 2025 meeting.	Public Engagement and Transparency	Biennial
10	Attend City Council Meetings	Requirement of Commission Chair for items previously considered by Commission.	As stated in the Commissioner Handbook (2024), the <i>Chair shall select a member to represent the commission at any City Council meeting where a commission recommendation is agendized for discussion</i> .	Public Engagement and Transparency	As Needed
11	Mayor and Commission Chairs Meeting	Requirement of Commission Chair.	As requested by the Mayor.	Public Engagement and Transparency	Bimonthly

* All items on this list must fall within the Commission/Committee scope in the Cupertino Municipal Code

The timeline is an estimate, and months and presentations may be adjusted as needed.