

Library Commission Proposals for FY 2020-2021 City Work Program					
Proposal/Task	Project Objective	Driven by Mandate, Law, or Council Priority/Mandate? (If yes, please specify.)	Resources Needed (e.g. funding and # of staff hours) <i>May be updated by Dept as appropriate.</i>	Estimated Completion Date <i>May be updated by Dept as appropriate.</i>	Measurement Criteria (How will we know how we are doing?)
Item 1					
(a) Support the efforts of Council and community-based organizations to address space constraints affecting programming, meeting, and study uses of the library. (b) Work with Library District to designate quiet work spaces inside the library. Monitor implementation and patron response. (c) Work with Library District, Education Districts, and community-based entities to identify locations for additional study, research, and collaborative space for community members.	Solve Programming and Library Space Issues, Access to Study, Research, and Collaborative Space	Council confirmed its commitment to expand the library to include programming and community meeting space in November 2019.	TBD	(a) TBD (b) TBD (c) Summary of Progress, December 2020. Future actions, if any, TBD	(a) TBD (b) "Quiet Study" signs posted in designated adult workspace areas by January 2020. Monitor patron response, ongoing. (c1) Complete audit of possible overflow study/collaborative spaces by July 2020. (c2) Investigate/Propose partnership opportunities with Education Districts and/or other community-based entities by Sept 2020. (c3) Other actions as determined by outcomes from (b1) and (b2) by TBD.

Item 2					
<p>(d) Work in cooperation with the Bike Ped Commission, Library District, and community- and regional-based entities to promote walking, bicycling, and public transit and community shuttle use as preferred methods for traveling to and from Civic Center Plaza.</p> <p>(e) Work in cooperation with the City and CUSD to consider satellite parking opportunities at Eaton Elementary School for overflow parking for Civic Center Plaza venues (weekend and non-school hours/days only).</p> <p>(f) Work in cooperation with the City to promote/encourage improved access to Civic Center Plaza.</p>	<p>Solve Programming and Library Space Issues, Safe and Sustainable Access to Civic Center Plaza</p>		<p>TBD</p> <p>(c4) TBD; seek partnerships with community-based entities and/or allocate Commission budget to purchase U locks for checkout at the Library.</p>	<p>See “Measurement Criteria” column for completion dates.</p>	<p>(d1) Confirm commitment to cooperative effort with Bike Ped Commission by February 2020</p> <p>(d2) Complete casual audit of bicycle locking strategies at Civic Center Plaza by January 2020.</p> <p>(d3) Support/Encourage the City’s effort to bring secure bike lock installations to Civic Center Plaza, ongoing.</p> <p>(d4) Investigate/Propose partnership opportunities with the Library District and/or other community-based entities to add U locks as an item available for library checkout by Sept 2020.</p> <p>(d5) Where possible, work in cooperation with Bike Ped Commission and/or other community-based entities to provide bike locking audits and demonstrations at Civic Center Plaza by December 2020.</p> <p>(e, f1) Promote/Encourage ideas shared in the Library Commission’s letter to Council “Suggestions for Improving Access to Cupertino City Center” dated 12/5/2019, ongoing.</p> <p>(f2) Promote/Encourage ideas shared in the Library Commission’s letter to Council “Suggestions to Address Misuse of Time-limited</p>

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					Parking Stalls in the Civic Center Parking Lot” dated 1/10/2020, ongoing.
Item 3					
(g) Work in cooperation with the City, Library District, community-based entities, and sibling commissions, where possible, to host on-time or ongoing events or services to benefit Middle School Students	Improve Programming and Services for Middle School Students		TBD	TBD	(g1) Identify needs and partnership opportunities by _____. (g2) Establish scope, goals, and timeframe by _____. (g3) Approve plan and commit dates, resources, budget, and resources by _____. (g4) Survey participants and publish results by _____.
Item 4					
(h) Work in cooperation with the Housing Commission, Library District, and City, where possible, to support humanitarian assistance to homeless individuals.	Support the Housing Commission’s Initiative to Offer Humanitarian Assistance to Homeless Individuals, including Safe Day-use Centers, Mobile Showering Facilities, and Designated Laundering Services		TBD	TBD	(h) Identify a Library Commission representative or sub-committee to connect with the Housing Commission to determine an action plan, where the Housing Commission leads and the Library Commission assists.

Item 5					
(i) Partner with Library District, community-based entities, and/or City to host Library Commission (maximum 2 commissioners) Coffee Talk meetings with patrons to discuss results of Tri-annual Patron Survey and gather input regarding facility and services concerns.	Support Data Collection, Analysis of Results, and Policy Recommendations Associated with the Tri-annual Library Patron Survey		TBD	TBD	(i1) Background: Survey was completed in 2019. Cupertino Library patrons completed the largest number of surveys of all SCCLD locations. Survey services provider, Harder+Co, presented Tri-annual survey findings to the Library District JPA Board on 1/23/2020. (i2) Set schedule, participants, and venues at the discretion of the Chair or sub-committee. All dates TBD.
Item 6					
(j) Sub-committee organized in FY 2019-2020 led effort to form the selection committee. City and the 2018-2019 Poet Laureate promoted the recruitment effort. Selection process is underway!	Collaborate with the Parks & Recreation Department and the Current Poet Laureate to Select the 2020-2021 and Promote Poet Laureate Events Throughout the Year		TBD	TBD	(j1) Continued participation and support of the selection of the new Poet Laureate and recognition of the remarkable achievements of the 2018-2019 Poet Laureate by March 2020. (j2) Meet with 2020-2021 Poet Laureate periodically and at the discretion of the Chair or sub-committee to receive updates and help or support, as needed.