

COMMISSION ANNUAL SCHEDULE

2021

ANNUAL ITEMS/EVENTS

LIBRARY COMMISSION

This is a comprised list of items and events that the Library Commission address within an approximate schedule every year.

ITEM/EVENT	START	DUE	NOTES
SCHEDULE MAYOR'S MEETING ATTENDANCE	December	February	Mayor's meetings are held the second Wednesday of each month at 5 p.m. via Zoom
CITY WORK PROGRAM SUGGESTIONS	October/ November	January	City Manager's Office will coordinate. Commissions will decide on proposals by their January meeting.
COMMISSIONER TERMS END/CHAIR SELECTION	January	February	Eligible Commissioners can reapply, new Commissioners may be appointed and begin at the February meeting. Commissioners will select a new Chair and Vice Chair.
POET LAUREATE RECRUITMENT AND SELECTION PROCESS	September (bi-annually)	February (bi-annually)	Every two years, the Library Commission will establish a committee to recruit candidates to be the next Cupertino Poet Laureate. The committee will provide a recommendation to the Library Commission. The Library Commission's candidate recommendation will be brought to City Council for approval and recognition.
POET LAUREATE CELEBRATION	February (bi-annually)	February (bi-annually)	City staff will coordinate a recognition event to welcome the new Cupertino Poet Laureate and celebrate the outgoing Cupertino Poet Laureate. Library Commissioners to participate in the event.
COMMISSION WORK PROGRAM	March	Ongoing	Commission will establish their work program off of the City's Work program, which should be available by March. Quarterly updates will be provided to the Commission on the work program status.
RECEIVE QUARTERLY UPDATES	Ongoing	Ongoing	Quarterly updates from each division should be presented to the Commission every 4 months or as needed.