

**City of Hayward Library Commission
FY2023-2024 Draft Agenda Plan**

Updated 2023-09-11

MEETING DATE 6:30 – 8:00 PM	PROPOSED AGENDA TOPICS (Topics include discussion and information items)
September 18, 2023	• Introduction of new and reappointed Commissioners • Brown Act update • Library Commission 2023-24 Agenda Plan • Review Best Practices
October 16, 2023	• Election of Officers • Discussion of Commission goals • Digital resources for the public
November 20, 2023	• DEI basics • How Commissioners can best represent their communities - Brainstorming • Adult Literacy & ESL Services report • Code of Conduct
December 18, 2023	• Commission Recess
January 22, 2024 15 th is MLK Jr. Day	• Mid-Year Budget Review • Commissioner Volunteer Opportunities • Annual report and statistics for 2023
February 26, 2024 19 th is Presidents' Day	• Literacy Plus Council report • Adult programming and outreach update • Presentation on event marketing/outreach methods
March 18, 2024	• Technology Programs/Makerspace update • Budget Priorities for FY24 •
April 15, 2024	• Weekes Branch update • Patron Code of Conduct & Enforcement guidelines
May 20, 2024	• Homework Support Center Report • Presentation on Youth/ Teen Programs (including upcoming Summer Reading) •
June 17, 2024	• Friends of Hayward Library Report
July 15, 2024	• Year-end Commission Dinner
August 19, 2024	• Recess

UNSCHEDULED ITEMS
• Branchlets update
• Presentation on Heritage Plaza/Russell City Art Installation
• Project possibilities for commissioners
• Update on Weekes building project