

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

Updated by JK 6-11-2024

MEETING DATE 6:30 – 8:00 PM	PROPOSED AGENDA TOPICS (Topics include discussion and information items)
September 18, 2023	<ul style="list-style-type: none"> • Introduction of new and reappointed Commissioners • Brown Act update • Library Commission 2023-24 Agenda Plan • Review Best Practices
October 16, 2023	<ul style="list-style-type: none"> • Election of Officers • Welcome Committee • City’s Strategic Road Map and the Library’s role • Discussion of Commission goals • Time Limits on presentations • How Commissioners can best represent their communities – Brainstorming • Update on Mentoring of students interested in library careers • Update on Wi-Fi at Heritage Plaza
November 20, 2023	<ul style="list-style-type: none"> • DEI basics • Weekes Branch update • AI Information Options • Brown Act Letter Review
December 18, 2023	<ul style="list-style-type: none"> • Commission Recess
January 22, 2024 15 th is MLK Jr. Day	<ul style="list-style-type: none"> • Mid-Year Budget Review • Annual report and statistics for 2023 • Commissioner Volunteer Opportunities • Resignation of Commissioner
February 26, 2024 19 th is Presidents’ Day	<ul style="list-style-type: none"> • Election of Vice Chair • Digital resources for the public • Review of Curbie stops map including review of Curbie services • Budget enhancement requests for FY25
March 18, 2024	<ul style="list-style-type: none"> • Overview of Marketing and Outreach methods • Meeting Room Use report • Budget Priorities for FY25
April 15, 2024	<ul style="list-style-type: none"> • Patron Code of Conduct & Enforcement guidelines • AI Information (Including SJSU Staff Presentation)
May 20, 2024	<ul style="list-style-type: none"> • Homework Support Center Report • Technology Programs/Makerspace update • Presentation on Youth/ Teen Programs (including upcoming Summer Reading) • Letter Writing Committee: Review of Thank You Letter to AI Presenter
June 17, 2024	<ul style="list-style-type: none"> • Friends of Hayward Library Report • Literacy Plus Council report • Adult Literacy & ESL Services report
July 15, 2024	<ul style="list-style-type: none"> • Year-end Commission Dinner
August 19, 2024	<ul style="list-style-type: none"> • Recess

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