

# 2023 Final Master Work Plan

## Board of Library Trustees Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 9 virtual Special Meeting	<ul style="list-style-type: none"> <li>Rank Study Issues by January 31</li> </ul>
February 6	<ul style="list-style-type: none"> <li>Silicon Valley Reads</li> <li>Sustainability Initiatives</li> </ul>
March 6	<ul style="list-style-type: none"> <li>Friends of the Sunnyvale Public Library Update</li> </ul>
April 3	<ul style="list-style-type: none"> <li>National Library Week</li> <li>Early Learning Initiatives</li> </ul>
May 11 Special Meeting	<ul style="list-style-type: none"> <li>Review Recommended FY 2023/24 Budget</li> </ul>
June 5	<ul style="list-style-type: none"> <li>Recognition of Service</li> <li>Review Data Maps of Library Use</li> </ul>
July 6 Special Meeting	<ul style="list-style-type: none"> <li>Selection of Chair and Vice Chair</li> <li>Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> <li>Equity, Access, and Inclusion Initiatives</li> </ul>
August 7	<ul style="list-style-type: none"> <li>Patron Satisfaction &amp; Non-User Surveys</li> <li></li> </ul>
September 7 Special Meeting	<ul style="list-style-type: none"> <li>Preliminary Discussion of 2024 Master Work Plan</li> <li>Library Collections Overview</li> </ul>
October 2	<ul style="list-style-type: none"> <li>Final month to Propose Study Issues</li> <li>Approve 2024 Master Work Plan</li> <li>Branch Library Update</li> </ul>
November 6	<ul style="list-style-type: none"> <li>Annual Library Statistics and Trends</li> </ul>
December 4	<ul style="list-style-type: none"> <li>Final month to Approve 2024 Master Work Plan</li> <li>Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> </ul>

**Additional items yet to be scheduled:**

- Department Strategic Plan
- Study Issues may be proposed at any meeting throughout the year
- Study Issues presentation dates will be added following approval by Council