

## DRAFT 2025 Master Work Plan Board of Library Trustees Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 6	<ul style="list-style-type: none"> <li>• Rank Study Issues by January 31</li> <li>• Senior Services</li> </ul>
February 3	<ul style="list-style-type: none"> <li>• Silicon Valley Reads</li> <li>• Sustainability Initiatives</li> </ul>
March 3	<ul style="list-style-type: none"> <li>• Friends of the Sunnyvale Public Library Update</li> <li>• Branch Library Update</li> </ul>
April 7	<ul style="list-style-type: none"> <li>• National Library Week</li> <li>• Early Learning Initiatives</li> <li>• Digital Information Literacy</li> </ul>
May 20 Special Meeting	<ul style="list-style-type: none"> <li>• Review Recommended FY 2025/26 Budget</li> </ul>
June 2	<ul style="list-style-type: none"> <li>• Recognition of Service</li> <li>• Library of Things</li> </ul>
July 7	<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 (include library services addressing the digital divide and physical accessibility)</li> </ul>
August 4	<ul style="list-style-type: none"> <li>• Patron Satisfaction &amp; Non-User Surveys</li> <li>• Marketing and Outreach – Librarians in Communities</li> </ul>
September 8 Special Meeting	<ul style="list-style-type: none"> <li>• Preliminary Discussion of 2026 Master Work Plan</li> <li>• Library Collections Overview</li> </ul>
October 6	<ul style="list-style-type: none"> <li>• Use of Data/Privacy</li> <li>• Final month to Propose Study Issues</li> <li>• Approve 2026 Master Work Plan</li> <li>• Provide Input for Annual Boards and Commissions Study Session</li> </ul>
November 3	<ul style="list-style-type: none"> <li>• Annual Library Statistics and Trends</li> </ul>
December 1	<ul style="list-style-type: none"> <li>• Final month to Approve 2026 Master Work Plan</li> <li>• Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li> </ul>

**Reminder: Study Issues may be proposed at any meeting throughout the year.**

**Additional items yet to be scheduled:**

- Sunnyvale Sister City Update