

COMMISSION BUDGET ACTIVITIES SUB-COMMITTEE

November 15, 2023

FY2024-2025 SUB-COMMITTEE ROLE & BENEFITS

- **Role of Sub-Committee Members**
 - Draft Commission Annual Budget Position Message to City Council
- **Time Commitment: 3 Hours**
 - Sub-Committee Kickoff Meeting: Thirty-minute Zoom meeting
 - Independent Time: Two hours to review & make edits to the Annual Budget Position Message
 - Sub-Committee Regroup & Prepare for February Commission: Thirty-minute Zoom meeting
- **Benefits**
 - Learn about the City of San José's Annual Budget Process
 - Opportunity to Advocate for Library Services

FY2024-2025 SUB-COMMITTEE TIMELINE

- **November 2023**
 - Two to Three Commission Members JUMP to Volunteer for the Budget Activities Sub-Committee
 - Introduction Email to Sub-Committee Members

- **December 2023**
 - Sub-Committee Kick-Off Meeting to Review Timeline and Discuss Library Priorities
 - Sub-Committee Begins Drafting the Commission's Annual Budget Position Message

- **January 2024**
 - Sub-Committee Meeting to Finalize the Commission's Annual Budget Position Message

- **February 21, 2024: Commission Meeting**
 - Review and Adopt Annual Commission Budget Position Message to Council

WHO WANTS TO VOLUNTEER?