

General Annual Trustee Calendar

Highlights of the general activities of a board member and significant library annual initiatives. Items designated to happen in specific months may shift to one of the surrounding months and other items will occur that are not on this list based on current issues. Action items - (A)

General monthly activities:

- Minutes (A)
- Bill Register (A)
- Trustee micro trainings and discussions
- Staff updates on recent and upcoming programs, services and topics relevant to Trustees

Quarterly:

- Friends grant report narratives
- Safety and Security Report - this has been on hold with COVID operations
- Trustee Development Topics

Semiannually

- Statistics

As needed:

- Public Library System Redesign study updates, state and legislative updates
- Approval of City Policies
- Collaborative and Cooperative Efforts
- Outagamie Waupaca Library System Update

Monthly activities:

January

- Materials Budget (A)
- Friends end of year grant report
- End of year partial budget (A)

February

- Finance Committee
 - Overview of library budget and financial reports
- Policy/Personnel Committee
 - Director's goals for current year established(A)
 - Policy Updates (A)
- Friends grant budget adoption (A)
- Annual Report for the Department of Public Instruction (A)
- Fox Cities Reads selection is announced
- Wisconsin Library Association Legislative Agenda

Note: [Friends annual fundraiser / Love My Library](#)

This meeting happens out of sequence to approve Annual Report

March

- End of year financials (A)
- Carryover from prior year (A)

April

12/14/2021

- Volunteer Recognition
- Fox Cities Reads
- National Library Week
- Staff Recognition
- New Council Appointment

Note: Friendship Month

May

- President appoints Nominating Committee

Note: Friends Annual Meeting (election of board members, budgets, volunteer recognition)

Note: WAPL conference

June

Note: Summer Library Program begins

July

- Finance Committee
- Budget adoption for upcoming year to be submitted to Mayor (A)
- Policy/Personnel Committee
 - Directors midyear evaluation (A)
 - Policy revisions (A)

Note: New Board of Trustee terms begin

August

- Nominating Committee meeting – Election of Officers (A)

September

- Summer summary of statistics and programs
- President appoints new committees

October

- Calendar of Open/Closed dates for next year (A)
- Planning Committee establishes annual Trustee training calendar
- Fox Cities Book Festival

Note: Executive Budget published first Wednesday of the month. City of Appleton Finance Committee's Budget Saturday at the end of the month.

Note: WLA Conference

November

- Final Budget Adoption (A)
- Policy/Personnel Committee
 - Directors end of year performance evaluation (A)
 - Policy revisions (A)

December

- Scholarship Committee selects recipient (A)
- Board Meeting Schedule for upcoming year (A)

Note: Holiday breakfast - this has been on hold due to COVID