



GENERAL ANNUAL TRUSTEE CALENDAR

Summary of typical annual library board activities. This list provides a general overview rather than a comprehensive account of the board's work, highlighting recurring events alongside timely related initiatives. Activities assigned to specific months may shift as needed.

Action items - (A)

Standard monthly activities:

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

Semiannual activities:

- Statistics
- Safety and Security Report
- Friends grant report narratives

As needed:

- Approval of City Policies
- Collaborative and Cooperative Efforts
- Outagamie Waupaca Library System Update

Monthly activities:

January

- End of year partial bill register (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)
- Annual Report for the Department of Public Instruction (A)
- Wisconsin Library Association Legislative Agenda
- Materials Budget (A)
- End of year final bill register (A)

Note: The February meeting occurs out of sequence to approve Annual Report

March

- Carryover from prior year if necessary (A)

April

- National Library Week
- Council Appointment

Note: Friendship Month

May

- President appoints Nominating Committee

Note: Wisconsin Association of Public Libraries conference

June

Note: Summer Library Program begins

Note: Friends annual event: Summer Celebration

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. Exceptions to this are the AASD and Council appointments which run on a different schedule.

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

Note: City of Appleton 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

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

December

- Trustee adoption of upcoming year budget (A)
- Scholarship Committee selects recipient (A)
- Board Meeting Schedule for upcoming year (A)

Note: Holiday breakfast