

General Annual Trustee Calendar 2026 updates

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

Action items - (A)

General 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

Semiannually

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

As needed:

- Approval of City Policies
- Outagamie Waupaca Library System Update
- Friends of Appleton Library Updates

Monthly activities:

January

- 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)
- Annual Report for the Department of Public Instruction (A)
- Library Legislative Day in Madison
- Materials Budget (A)

The February meeting occurs out of sequence to approve State of Wisconsin DPI Annual Report

March

- Carryover from prior year (A)
- 2026 - Approve strategic planning consultant

April

- Volunteer Recognition
- National Library Week
- New Council Appointment
- 2026 - Kick off strategic planning

Note: Friendship Month

May

- President appoints Nominating Committee

Note: WAPL conference

June

Note: Summer Library Program begins

Note: Friends annual fundraiser

July

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- Policy/Personnel Committee
 - Directors midyear evaluation (A)
 - Policy revisions (A)

Note: New Board of Trustee terms begin

August

- Finance Committee and Full Board Budget Approval (A)
- 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

- 2026 - wrap up strategic planning
- Policy/Personnel Committee
 - Directors end of year performance evaluation (A)
 - Policy revisions (A)
 - Board Meeting Schedule for upcoming year - note exception for February (A)

December

- Trustee adoption of upcoming year budget (A)

Note: Holiday breakfast