

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 of interest to the Trustees

Bimonthly:

- Statistics

Quarterly:

- Friends grant report narratives

As needed:

- Public Library System Redesign study updates, state and legislative updates

Monthly activities:

January

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

February

- Policy/Personnel Committee
 - Director's goals for current year established(A)
 - Policy Updates (A)
- Friends grant budget adoption
- Fox Cities Reads selection is announced
- Wisconsin Library Association Legislative Agenda

Note: Friends annual fundraiser *I Love My Library*

March

- Annual Report for the Department of Public Instruction (A)
- End of year final budget (A)
- Carryover from prior year (A)

April

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

- Friends grant quarterly report
Note: Mayor will request library board members whose terms expire in June if they would like to be re-appointed.

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
Note: Select library board member terms expire 6/30. New members appointed.

July

- Finance Committee
- Budget adoption for upcoming year to be submitted to Mayor (A)
- Policy/Personnel Committee
 - Directors midyear evaluation (A)
 - Policy revisions (A)
- Friends grant quarterly report (A)
Note: New Board of Trustee terms begin

August

- Organizational Meeting - Nominating Committee must meet between July and August meetings – 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)
- Fox Cities Book Festival
- Friends grant quarterly report (A)

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

Note: WLA Conference

November

- Final Budget Adoption (A)

December

- Policy/Personnel Committee
 - Directors end of year performance evaluation (A)
 - Policy revisions (A)
- Scholarship Committee selects recipient (A)
- Board Meeting Schedule for upcoming year (A)

Note: Holiday brunch

