*Time frames may differ for each library and municipality; modify this document as needed.*

**January** Adjust date of February board meeting to allow for approval of the annual report (last week of February is ideal) before the **March 1** statutory deadline.

Appoint nominating committee for appointee selection and/or officer election.

**February** Review, approve, and submit annual report to the municipality, system, and DPI.

Notify the appointing authority (mayor, village president, etc.) of expiring board terms and provides a list of recommended appointees.

**March** Review library strategic plan; discuss budgetary implications of any plan changes.

Conduct annual performance review of the director.

**April** Municipality appoints new trustees to 3-year terms.

Discuss budget goals and needs for coming year.

Hold trustee continuing education session during meeting.

**May** New trustee terms begin on **May 1**; director provides trustee orientation sessions.

Hold annual meeting and elect board officers.

Director provides preliminary budget priorities and salary adjustments; board discusses and revises director’s recommendations, as necessary.

**June** Director provides draft budget for coming year; board discusses and revises, as necessary.

Director provides prior year usage and expenditure statistics to the home county and bills adjacent counties, per s. 43.12, **before July 1 deadline**.

**July** Board approves budget and funding request for upcoming year.

 Review the Wisconsin Public Library Standards.

**August** Hold trustee continuing education session during meeting.

 Review theInclusive Services Assessment and Guide.

**September** Remind the municipality to request exemption from the county library tax.

Identify any policies in need of potential revision.

Director and library board representatives attend budget hearings.

**October** Municipality approves library appropriation.

Review and revise library policies, as necessary.

**November** Revise budget, if necessary, based on actual appropriation.

Appoint strategic planning committee, if necessary.

Finalize any revisions of library policies, as necessary.

**December** Director provides achievements from past year and goals for upcoming year.

Hold trustee continuing education session during meeting.