

## January

Library Board reviews annual calendar with the Library Director and sets annual goals and objectives in regards to policy and procedure reviews. Possible revision of the following list of policies shall be discussed:

Library Meeting Room Policy

Circulation Policy

Fine Policy

Collection Development Policy

Internet Acceptable Use Policy

Annual Holiday Closing calendar reviewed and discussed.

## February

Annual Report reviewed, approved and forwarded to City of Crandon, WVLS and the Wisconsin Department of Public Instruction.

Director notifies the Library Board members and the City of Crandon officials about upcoming expiring board terms and provides the Board and City officials with a list of board-recommended appointees.

Library policies reviewed and revised if necessary.

## March

Library long-range plan reviewed and revised, if necessary. Discussion of budgetary implications of plan activities that are scheduled for the next year.

Library policies reviewed and revised if necessary.

## April

Appointments of new board members made by the municipality.

Library policies reviewed and revised if necessary.

## May

May 1. New board member terms begin.

Orientation sessions held for new board members.

The President of the Board shall appoint a Nominating Committee for the offices of President, Vice-president, and Secretary for presentation to the Board at the annual meeting in September.

## June

Library Board Trustee By-laws reviewed.

Director provides Board with prior year usage, expenditure statistics and reimbursement request letters for approval.

## July

July 1. Due date for providing prior year usage and expenditure statistics to Wisconsin counties.

## August

Board conducts annual performance review of Director.

Director provides board with preliminary recommendations for budget priorities for coming year, and recommended adjustments to staff salary schedule. Board discusses, revises (if necessary), and approves preliminary recommendations for budget priorities for coming year.

## September

Annual Board meeting held. Board officers elected.

Director verifies that the City of Crandon has applied for an exemption from next year's Forest County library levy.

Budget and funding request approved for upcoming year.

## October

Board representatives attend municipal and/or county budget hearings to explain and advocate for budget.

Library policies reviewed and revised if necessary.

## November

Budget revised, if necessary, based on actual funding approved.

Library policies reviewed and revised if necessary.

## December

Director provided board with his/her annual goals and objectives and progress report on his/her prior year annual goals and objectives.