

Any Library Twelve Month Board Agenda – Example 1

Some important board business should occur on a scheduled basis. By making a written plan for the board year, you can anticipate those important items of business and be prepared for them. Consider the following items and any other business that you know will come before your board in the next twelve months. Then place the items of business under the appropriate month.

Receive Proposed Budget
Vote on a Budget
Evaluate Director
Elect New Officers

Review Board Policies
Review Personnel Policies
Review Operational Policies
Review Long-Range Plan

Review Insurance
Tour Library/Visit Branches
Discuss Library Standards
Trustee Nominations to KDLA

July 201__:

Elect new officers
Review Long-Range plan progress

August 201__:

September 201__:

October 201__:

November 201__:

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December 201__:

January 201__:

Review Long-Range Plan Progress

February 201__:

March 201__:

Receive preliminary budget proposal

Determine nominees for board vacancy(ies)

April 201__:

Evaluate Director

May 201__:

Approve budget

June 201__:

Public Library Management – Twelve Month Agenda – Example 2

These are examples of entries on your 12-month calendar/agenda. Add, move, or remove items to fit your annual scheduling.

January

Certification Annual Summations due to KDLA
Review of Standards

February

Plan National Library Week Activities
Appoint Budget Committee
Approve Attendance at KPLA Conference
Collection Development Committee – Weeds and Selects
Automation and Vendor Contracts Reviewed

March

Budget Committee Meets
Board Evaluates director
Appoint Long Range Planning Review Committee
Appointment of Facilities Committee to review and report to board
Have AC Units Serviced before summer

April

Director Evaluates Staff
Completion and approval of the Uniform Financial Report Due on May 1
Long Range Planning Review Committee Meets
Draft of Proposed Budget Presented to Board
Amendment of Current Budget Review
Celebrate National Library Week
Review Service Needs of Library including staffing, facilities and funding

May

Long Range Planning Review Committee Report to Board
Appoint Nominating Committee for New Officers
Proposed Budget approved and Submitted to County Clerk
Special District Budget Forms Submitted to County
Plan Children's Book Week Activities

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June

Review Job Descriptions
Review Certification Requirements
Elect New Officers for Board
Summer Reading Begins

July

Begin Annual Report
Capital Projects Review or Plans
Review of Library Policies
Review of Board Policies
Plan New Trustee Orientation Time

August

Financial Advertisement in Paper
Annual Notification to Public of Board Members Names and Addresses
Annual Report due to KDLA by August 27 (actual date may vary)
Approve Tax Rates
Submit Financial Records to auditor with deadline for completion

September

Approve Attendance for KLA Conferences
Motor Vehicle Tax Form Filed
Have Heating Units Serviced before Winter

October

Review Holiday Schedule
Plan Staff/Board Function
Annual Program for Local Officials

November

Begin planning Summer Reading Program
Review upcoming Trustee Term Expirations
Submit Names to KDLA for Trustee Appointments

December

Annual Staff Function
Annual Board Function