



## **Board of Trustees Calendar of Important Events**

### January

- Financial advisor reports on status of the trust
- If the Board will not meet before February 15 the Board may agree, by vote, to allow the Board president to approve the state of Wisconsin annual report

### February

- Director reports on prior year's expenditures and state of the budget
- Director is required to present the annual report to Bridges Library System by February 15. The Board reviews and approves the report, authorizing the president to sign. (See January contingency)

### March

- Discuss Board membership (including term renewals, resignations, changes, other), which will be in effective June 1

### April

- Note that Board officer position will be voted in May
- Finance Committee reports on the status of the Trust

### May

- Final meeting for outgoing Board members and officers
- President and library director conduct orientation for new Board membership

### June

- First meeting of new board member(s) and officers
- Update on Strategic Plan (prior year, current year) to Board

### July

- Financial advisor reports to the Board on status of the Trust

### August (not overlooked, nothing on schedule)

### September

- Finance committee reviews budget request for operating and capital expenditures prior to September Board meeting. Budget on September Board agenda for review and approval.

### October

- Finance Committee reports on status of the Trust

November (not overlooked, nothing on schedule)

December

- Board reviews and signs county budget contract
- Update on Strategic Plan (prior year, current year) to Board
- Board annual review of the library director due to city manager