



Board of Trustees Calendar of Events

January

- Financial advisor reports on the status of the trust
- If the Board will not meet next before February 15, the Board may take action to allow the Board president to sign the Wisconsin annual report before the full Board reviews and approves it.

February

- Director reports on prior year's expenditures and the state of the budget
- Board reviews and approves the annual report and authorizes the president to sign the report

March

- Discuss Board membership (including term renewals, resignations, changes, etc.). Municipal appointments start at June meeting. County appointments begin May 1.
- Board begins recruitment tasks:
 - By March Board meeting
 1. Review Fort Atkinson Boards and Commissions website for any necessary revisions and send revision suggestions to City Manager.
 2. Create flyers and social media posts to be distributed appropriately within the library (lobby and near ESL materials), community (e.g. grocery stores, etc.), online, and in public notices ensuring that materials are translated into Spanish. Include relevant links, physical address, and/or email address for application submission with an April 30 deadline.
 3. Make copies of the flyer for Board members to distribute; hand them out to the Board at the March meeting.
 - By April 1
 1. Distribute notice/flyer to community organizations and employers (e.g. Fort HealthCare, Spacesaver, Chamber of Commerce, Hoard, Ball Corporation).
 2. Display notification/flyer on the library website and relevant social media accounts.
 3. Submit notice/press release to local media.
 - May meeting
 1. The personnel committee will report to the Board on the efficacy of Trustee recruitment efforts. If necessary, revisions will be proposed, voted on, and in place for the following year.

April

- Finance committee reports on the status of the trust

May

- Note that Board officer elections will take place in June
- Final meeting for outgoing municipal appointments and officers
- First meeting for new county appointments
- Library director conducts orientations for new Board members

June

- Officer elections
- First meeting for new municipal appointments
- Update on the strategic plan (prior year, current year) to the Board

July

- Typically no meeting

August

- Financial advisor reports to the Board on the status of the trust
- Finance committee reviews the budget request for operating and capital expenditures prior to the September Board meeting

September

- Board reviews and approves the library's budget for the following year

October

- Finance committee reports on the status of the trust

November

- Board reviews and approves the library's closures for the following year
- Board reviews and approves the Board meeting schedule for the following year

December

- Board reviews and approves signing the county budget contract
- Update on the strategic plan (prior year, current year) to the Board
- Board's annual review of the library director due to the city manager

Updated: May 2025