

## Sauk County Library Board – Annual Calendar

Month	Meeting	Board	Resource Library	Librarians	SCLS
Jan/Feb	Board	-Election of officers -Review Bylaws -Library Service plan -New member orientation	- Agenda, Docs for meeting -County Library Board Website - Updated Library/Board list - Docs for new member orientation	DPI Annual Reports	New member orientation
Mar/Apr			- Performance Output doc for review in May/June	Output measures to Resource Library	
May/June	Board	-Review reimbursements to libraries in coming year -Review Output Measures -Planning for budget request -Form budget Subcommittee	- Agenda, Docs for meeting - Performance Output doc	Cross-Border Invoicing (by July 1)	Cross-Border invoicing
Jul/Aug	Budget Sub.  Board	-Consider finalization of budget request for Finance Committee consideration	- Agenda, Docs for meeting(s) -Request adjacent county reimbursement requests from County Clerk -Update budget spreadsheet -Forward finalized budget request to County Clerk		Calculate amount to exempt from county library tax; Send to municipalities in Sauk County
Sep/Oct		-Present budget request at County Finance Committee hearing -Advocate for libraries in county budget, if necessary	-Present request at County Finance Committee hearing -Send municipal exemptions to County Clerk office by Oct 31	-Send municipal resolutions to Resource Library	
Nov/Dec	Board	-Appointment/reappointment of members with expiring terms -Reallocate lines in budget, if necessary, following budget approval in November	- Agenda, Docs for meeting - Send budget request to SCLS for invoicing in January		

Reviewed 01/12/2016