

# 2015 PLANNING CALENDAR

## DANE COUNTY LIBRARY SERVICE

### **JANUARY, 2015**

⇒ **Board Meeting: January 15, 2015 (note later date)**

Action/Discussion Items:

- Annual Meeting: Elect officers (President, Vice President, Secretary)
- Approve Payments to libraries outside Dane County
- Policy Review:

Term expiring on 1/31/2015:

Position 3B (Ferron – eligible for reappointment)

Position 7B (Hochkammer- eligible for reappointment)

*~American Library Association Midwinter Conference, Chicago, January 30-February 3~*

### **FEBRUARY, 2015**

⇒ **Board Meeting: February 5, 2015**

Action/Discussion Items:

- Approve 2014 Annual Report; place on file
- Policy Review:

*~Library Exhibit at **GARDEN EXPO**, February 13-15, 2015~  
Library Legislative Day, February 17, 2015*

⇒ New Member Terms begin February 1

⇒ Payments due SCLS for Delivery Service, ILS Services

### **MARCH, 2015**

⇒ **Board Meeting: March 5, 2015**

Action/Discussion Items:

- Policy Review:

### **APRIL, 2015**

⇒ **Board Meeting: April 2, 2015**

Action/Discussion Items:

- Approve amended Annual Report (contingent on final closing of 2014 books)
- Review of annual reports/supplemental documentation to determine compliance with County Standards. Notice to all libraries regarding findings.
- Policy Review:

⇒ Deadline for submission by libraries of data demonstrating standards compliance: April 1.

*~National Library Week: April 12-18~*

*~National Bookmobile Day: April 15~*

## **MAY, 2015**

⇒ **Board Meeting: May 7, 2015**

Action/Discussion Items:

- Preliminary discussion of 2016 Budget
- Policy Review

⇒ Deadline to notify libraries standards not met: May 15

*~Wis. Association of Public Librarians Conference: May 6-8, Wisconsin Rapids ~*

*~National Children's Book Week, May 4-10~*

## **JUNE, 2015**

⇒ **Board Meeting: June 4, 2015**

Action/Discussion Items:

- Continued discussion of 2016 Budget Proposal
- Approve payments to libraries inside Dane County
- President appoints Director's Evaluation Committee.
- Policy Review:

⇒ Director's Evaluation Committee meets in closed session

⇒ Deadline for libraries to submit plans to bring them into compliance: June 15

*~American Library Association Annual Conference, June 25-30, San Francisco ~*

## **JULY, 2015**

⇒ **Board Meeting: July 2, 2015**

Action/Discussion Items:

- Adopt 2016 Budget Proposal
- Determine compliance with county standards, evaluate sufficiency of plans to meet standards submitted by libraries not in compliance (deadline: June 15)
- Library Board reviews/approves report of the Library Director's Evaluation Committee
- Approve 2016 Contracts for Extension of Services with those libraries that will be making payments to DCLS, and authorizing the Board President and Director to sign contracts contingent on the municipal library board signing.
- Policy Review

- ⇒ Deadline for municipal libraries outside Dane County to submit circulation/financial data and request county payment for same: July 1
- ⇒ Deadline for written appeals of any Library Board decisions relative to standards compliance: July 17 (15 days from date of decision).

*~WILSWorld Conference, 2015, Madison (date not set)~*

## **AUGUST, 2015**

### ⇒ **Board Meeting: August 6, 2015**

Action/Discussion Items:

- 2016 Budget Discussions continue
- Policy Review

- ⇒ Budget Proposal due to County DOA: August, 2015 (date TBD)
- ⇒ Library Director meets with County budget team re: library budget proposal (date TBD)
- ⇒ Equalized Valuation published August 15
- ⇒ Libraries notified of the minimum municipal appropriation needed to exempt from the County Library tax and provided with appropriate sample resolution and deadline of October 20:
  1. Regular/meeting standards
  2. Contingent/meeting standards
  3. Provisional/not meeting standards
  4. Regular/standards do not apply [Edgerton]

## **SEPTEMBER, 2015**

### ⇒ **Board Meeting: September 3, 2015**

Action/Discussion Items:

- Policy Review

*~Library Exhibit at **QUILT EXPO**, September 10-12, 2015~*

*~Library Card Sign Up Month~*

## **OCTOBER, 2015**

### ⇒ **Board Meeting: October 1, 2015**

Action/Discussion Items:

- 2016 Budget Update
- Policy Review

- ⇒ County Executive Budget Released: October 1, 2015

## **NOVEMBER, 2015**

### **⇒ Board Meeting: November 5, 2015**

Action/Discussion Items:

- Nominating Committee appointed (at the discretion of the President)
- 2016 Budget Update
- Policy Review:

⇒ Verify that all municipal resolutions requesting exemption from the County Library Tax are on file: October 20, 2015

*~Wisconsin Library Association Conference: November 3-6 Middleton~*

## **DECEMBER, 2015**

### **⇒ Board Meeting: December 3, 2015**

Action/Discussion Items:

- Adopt 2016 Budget Allocations (if budget modifications are needed)
- Adopt 2016 calendar.
- Approve contracts for extension of services with all other municipal libraries in Dane County (contingent on the signing of contracts by libraries with payments due DCLS and full funding of the payments to libraries).
- Policy Review

⇒ Notify County Executive of board terms expiring 1/31/16:

- Liz Dannenbaum