

Sumner County Library Trustee Board
Annual Calendar of Events, 2023-2024
Beginning in July of each year, the Board meets the 2nd Wednesday of every other month
3:30 p.m unless otherwise agreed upon

JULY	NOVEMBER
Bi monthly Board Mtg. RM 112 Admin Bldg.	Bi monthly Board Mtg. RM 112 Admin Bldg.
New Officers take office. Assign committees	Federal Allocation released , dependent upon MOE approval
Bylaws/Policy review By annually	Set next years calendar/holiday calendar
All Libraries closed on Independence Day	All Libraries closed 2 days for Thanksgiving Holidays.
2024 Tech Grant due by July 7th	
Standards Survey due by July 15th	DECEMBER
	All Libraries closed Christmas Eve and Christmas Day
AUGUST	
Trustee Work Study or Special Called Board meeting if needed.	JANUARY
Title IV Certification Deadline August 1	All Libraries closed for New Year's Day
Submit Statistical Worksheets to Region (Library Directors)	Bi monthly Board Mtg. RM 112 Admin Bldg.
	All libraries closed for MLK,Jr Day
SEPTEMBER	Update Library Holidays/Closing Dates online on website (Library Directors)
Bi monthly Board Mtg. RM 112 Admin Bldg.	Initial Budget Process Begins (Fiscal Year budget worksheets are sent from Finance
All Libraries closed on Labor Day	
Bi-Annual bylaws Policy Review Completed (if due this year)	FEBRUARY
PLS(Public Library survey) Open Sept 1 and due by Sept. 29	Trustee Work Study or Special Called Board meeting if needed.
Determine MOE report status-fill in amounts for the previous years budget and spending	Preliminary Budget request worksheets due back to Finance (?)
Obtain Mayors' signatures on Moe from each city Mayor.	All libraries closed for Presidents' Day
OCTOBER	MARCH
Trustee Work Study or Special Called Board meeting if needed.	Bi monthly Board Mtg. RM 112 Admin Bldg.
All Libraries closed on Indigenous Peoples Day/Columbus Day	State and Federal allocations spending closes
MOE due to Regional Library By October 31	All libraries closed 2 days for Good Friday/Easter

APRIL	
Trustee Work Study or Special Called Board meeting if needed.	
Schedule Meeting for May with County Budget Committee to Present budget results	
2024 Tech Grant Ends	
MAY	
Bi monthly Board Mtg. RM 112 Admin Bldg.	
Election of all officers	
All libraries closed for Memorial Day	
Complete and submit Budget at scheduled County Budget Committee Meeting	
JUNE	
Review and sign the Public Library Service Agreement with the State	
New Fiscal Year budget approved by County Commissioners	
***Library Director Evaluations will be done within 30 days	Prior or 30 days after Director's hire date.