



B-004

Richmond Heights Memorial Library TWELVE-MONTH BOARD AGENDA

August

- Public Hearing for the purpose of fixing the ad valorem property tax rates for Richmond Heights Memorial Municipal Public Library
- Introduction of New Board Members

September

- Second Hearing to levy and establish the rate of annual taxes for Library purposes to be collected in the next calendar year
- Discussion of Board Objectives for the Year
- Plan the year's activities
- Appoint Standing Committees

October

- Report on Library Cooperation, Reciprocal Borrowing

November

- Review the Library's Financial Situation - Plan

December - No Meeting

January (Revolving Reviews)

- Conduct User survey and library needs assessment (each three years)
- Conduct community needs assessment (each five years)
- Conduct library space needs assessment (each five years)

February

- Review Board By-Laws, Mission Statement
- Perform Annual review of Policies and Regulations.

March

- Perform Public Services Plan Review (To be performed by both Board and Staff)

April

- Personnel Policies and Regulations Review

May

- Preliminary Budget Presentation
- Evaluation of Director

June

- Final Budget Presentation
- Election of New Officers

*Adopted by the RHML Board of
Trustees, April, 2012
Revised and Adopted, March 2015
Revised and Adopted, Sept. 2021*