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