



THINGS TO DO CHECKLIST

X	TASK	DETAILS
	Verify Contact Information	<input type="checkbox"/> Review unit roster. <input type="checkbox"/> Update contact information in Member Info Hub.
	Discuss Annual Report	<input type="checkbox"/> Deadline: December 31, 2025 <input type="checkbox"/> Completed by Committee Chair or Division Coordinator <input type="checkbox"/> Detail Committee or Division's accomplishments in 2025 <input type="checkbox"/> Submit to OLC Office using online form
	Set Goals & Objectives for 2026	<input type="checkbox"/> Deadline: December 31, 2025 <input type="checkbox"/> Align with OLC's strategic focus <input type="checkbox"/> Reflect current issues impacting public libraries <input type="checkbox"/> Submit to OLC Office using online form
	Consider 2026 Program/Project Planning	<input type="checkbox"/> Consider proposals for education sessions – virtual and in-person <input type="checkbox"/> Identify subject/content that lends itself to online delivery
	Consider 2026 Meeting Dates	<input type="checkbox"/> Schedule as necessary <input type="checkbox"/> Zoom meetings or OLC Office <input type="checkbox"/> Schedule through OLC Staff Liaison <input type="checkbox"/> Submit minutes to OLC Office using online form
	Nominations: 2026 Elections [<i>Divisions Only</i>]	<input type="checkbox"/> Divisions will receive a list of individuals who have expressed an interest in serving in March. <input type="checkbox"/> Submit candidates to Jeanine D'Andrea at jdandrea@olc.org <input type="checkbox"/> Deadline: April 1, 2026