

The K–12 School Library Planning Calendar

A practical month-by-month guide for librarians and library leaders

INTRODUCTION

This calendar is designed for K–12 school librarians and library leaders who are responsible for keeping the library running smoothly throughout the year. It brings together the high-level recurring operational, collection, reporting, planning, and programming work that often has to happen at different points in the year so teams can stay proactive instead of reactive.

Librarians and library leaders can use this as a guide to help plan ahead, pace out large tasks like inventory and weeding, align library work to the school calendar, and communicate expectations more clearly with staff and administrators. It can be used as a high-level planning tool, a starting point for a district or site-specific checklist, or a framework for mapping out monthly priorities.

The months in this calendar are intended as guidelines, not fixed rules. Depending on your district calendar, school start and end dates, reporting deadlines, staffing model, and local priorities, some tasks may need to happen earlier or later in the year.

You don't have to use Follett Destiny® Library Manager to make use of this calendar, but if you do, we've added steps to get to the reports you need and links to helpful articles, plus some suggested prompts to use with the embedded AI Assistant. Enable and use the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Additional articles and guides are available in the Destiny Help within the product and on Follett Community.

A Month-by-Month Library Guide

August Beginning-of-Year Configuration & Launch

September Cataloging, Cleanup & Early-Year Routines

October Loss Prevention & Replacement Planning

November Audit Prep & Reporting

December Reflection, Catch-Up & Quiet Maintenance

January Mid-Year Health Check & Data Review

February Programming & Collection Tuning

March Spring Engagement & Prep for Year-End

April Year-End Cleanup Planning & Inventory Start

May Student Returns & Intensive Inventory

June Reconciliation, Reporting & Closeout

July Strategic Planning & Setup for New Year

HOW EACH MONTH IS STRUCTURED

1

Monthly priorities

The recurring operational, collection, and programming work for the month.

2

In Destiny Library Manager

The paths and reports to use, plus links to helpful articles.

3

Pro Tip

Sample prompts for the embedded AI Assistant.

August

Beginning-of-Year Configuration & Launch

PRIORITIES THIS MONTH



System health check and setup review. Ensure patron imports, authentication, calendars, policies, and permissions are correctly configured for the new year.



Beginning-of-year library tasks. Update records for teacher and class changes, refresh the library's online presence, prepare materials for classrooms, and finalize BOY goals.



Class schedules and orientations. Coordinate with teachers – especially ELA and content areas that rely heavily on the library – and book recurring collaboration times where appropriate.



Light-touch communications plan. Launch a staff newsletter, quick BOY email, or bulletin introducing new tools, collections, and procedures.



Collection development. Add and promote new titles, address obvious collection gaps, and spend the book budget strategically as back-to-school needs become clear.

IN DESTINY LIBRARY MANAGER

For set up review **Admin > Library Policies > Admin > Site Configuration**, and permissions as appropriate. For beginning-of-year collection development, use **Catalog > Import Titles** to load new MARC records and copies, or **Catalog > Add Title** when manual work is needed. Use the **Bibliography report or Resource Lists** to promote new titles once they are in the system

EXPLORE THESE HELP ARTICLES

- > [Set up library policies](#)
- > [Import title records](#)
- > [Library Materials Permissions](#)
- > [Use Resource Lists feature](#)
- > [Importing Title Records from Titlewave \[QRG \(PDF\)\]](#)
- > [Generate a Bibliography Report](#)
- > [Patrons](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“How do I review beginning-of-year patron imports, calendars, library policies, and permissions in Destiny Library Manager?”

“For the last school year, break down my collection by material type and language. Show item counts and percentages of the total collection.”

“Brainstorm five welcoming back-to-school library themes for [grade range]. For each theme, suggest display sections, activities, and titles from my collection.”

September

Cataloging, Cleanup & Early-Year Routines

PRIORITIES THIS MONTH



Cataloging and inventory cleanup. Prioritize materials acquired over the summer; ensure all new resources are discoverable and correctly shelved.



Library routines. Establish and reinforce passes, self-checkout rules, behavior expectations, and procedures for holds, renewals, and tech checkout.



Themes and programming. Review and adjust monthly themes and programming based on early circulation patterns and teacher feedback.



Targeted weeding and shelf reading. Continue in at least one area, and record last-weeded and last-inventoried dates for each range or genre.

IN DESTINY LIBRARY MANAGER

Import Titles, Title & Copy List report, and **Shelf List** are especially helpful in this phase. If you are tightening routines, September is also a good time to confirm **Library Policies**, including patron types, circulation types, loan periods, holds, and ceiling dates.

EXPLORE THESE HELP ARTICLES

- > [Set up library policies](#)
- > [Import title records](#)
- > [Generate a Shelf List](#)
- > [Generate a Title & Copy List report \(Library Manager\)](#)
- > [Set up a self-circulation station](#)
- > [Circulation \(Library Manager\)](#)
- > [Patrons](#)
- > [Manage holds, reserves, and interlibrary loans](#)
- > [Inventory \(Library Manager\)](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“ Show titles acquired since [date] with zero circulation during the last school year. Include title, material type, acquisition date, and copy count.

“ For the last school year, show circulations during the first [number] weeks. Break out fiction, nonfiction, ebooks, and audiobooks.

“ How do I run and print a Shelf List and Title & Copy List report?

October

Loss Prevention & Replacement Planning

PRIORITIES THIS MONTH



Lost and replacement workflows. Clarify how and when items are declared lost, how families are notified, and how replacements are selected or waived.



Chronic loss areas. Use weeding and inventory data to spot patterns – specific series, popular topics, high-traffic shelving zones – then adjust shelving, signage, or supervision.



Aging and low-use reports. Run these reports to inform fall and winter ordering and replacement planning, focusing on worn, lost, high-demand, curriculum-aligned, and student-interest gaps.



October reading promotions. Align with school-wide events such as fall festivals and spooky reads, while modeling inclusive, age-appropriate selections.

IN DESTINY LIBRARY MANAGER

Title & Copy List report is useful for lost-copy and low-circulation analysis, **Weeding Log report** helps when ordering replacements and reviewing removed materials, **Collection Statistics - Summary report** helps assess age, circulation, and value, and **Top/Bottom Titles** can surface extremes in demand. If you are replacing labels during cleanup, **Barcode Labels**, **Spine/Pocket Labels**, and **Copy Status** are also useful.

EXPLORE THESE HELP ARTICLES

- > [Generate a Title & Copy List report \(Library Manager\)](#)
- > [Generate a Weeding Log](#)
- > [Generate a Collection Statistics - Summary report](#)
- > [Generate a Top/Bottom Titles report](#)
- > [Print Barcode Labels \(Library Manager\)](#)
- > [Print spine and pocket labels](#)
- > [View copy status](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“ Show lost and damaged library items in my collection. Break them down by material type, subject, grade level, and shelving area.

“ What were the 20 most-circulated books during the last 6 months? Show circulation count, format, copy status, and publication year.

“ What are best practices for weeding my library collection? Include the Destiny reports that support a weeding review.

November

Audit Prep & Reporting

PRIORITIES THIS MONTH



Prepare for district or state reporting and audits. Finalize up-to-date inventory lists, asset lists, and key program metrics: circulation, visits, instruction sessions, and events.



Regular reports and records. Run and file what district leadership requires – often every six weeks or quarter – including usage stats and program summaries.



Collection age and relevance. Review ahead of winter ordering windows so any remaining funds can be used strategically where impact will be highest.



Fall programming review. Capture quick notes to iterate for next year: what worked, what to drop, and what to scale.

IN DESTINY LIBRARY MANAGER

This is a strong time for **Library Statistics**, **Patron Statistics - Summary**, **Collection Statistics - Summary Report**, **Collection Statistics - Historical**, and **Report Manager**. If you regularly run the same set of reports, saving them as **Favorites** can streamline audit and reporting prep.

EXPLORE THESE HELP ARTICLES

- > [Reports \(premade, for districts and sites\)](#)
- > [Generate a Collection Statistics - Summary report](#)
- > [End of School Year](#)
- > [End-of-Year Checklists \(District and Site Librarian versions\)](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“ Show a collection health summary for the last school year, including size, age, circulation, material type, language, and total value.

“ For the last school year, break down my collection by Dewey classification. Show item counts, percentages of the total collection, and circulation counts.

“ How do I run and save frequently used reports for district or state reporting?

December

Reflection, Catch-Up & Quiet Maintenance

PRIORITIES THIS MONTH



Catch-up work in quieter weeks. Catch up on cataloging, repairs, shelf reading, and small scale weeding, especially in sections that were missed earlier in the year.



Mid-year review of goals and improvement plans.

Revisit improvement plans for the library program and adjust priorities for the spring term as needed.



Documentation refresh. Update the binder, procedures, checklists, and weeding and inventory logs so January's mid-year health check starts from a clean baseline.



Winter-break communications. Plan family reading lists and digital resource reminders to keep students connected to reading while off campus.

IN DESTINY LIBRARY MANAGER

Shelf List is useful for shelf order and section-by-section cleanup, and it can also be limited by circulations, sublocation, and date acquired when you want a tighter maintenance pass.

Resource Lists feature and **Bibliography report** are also helpful if you want to prep themed lists or promotional reading before students return.

EXPLORE THESE HELP ARTICLES

- > [Generate a Shelf List](#)
- > [Use Resource Lists](#)
- > [Reports \(premade, for districts and sites\)](#)
- > [Cataloging \(Library Manager\)](#)
- > [Generate a Bibliography Report](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“For the last school year, identify collection sections with low circulation or older acquisition dates. Break them down by Dewey range or genre.”

“Recommend a winter-themed reading display for [grade range]. Provide titles in my collection with author, format, genre, and circulation count.”

“How do I create a Resource List and generate a Bibliography report for a themed reading display?”

January

Mid-Year Health Check & Data Review

PRIORITIES THIS MONTH



Mid-year product and usage health check. Verify core systems (Destiny Library Manager / Resource Manager or equivalent) are configured correctly and being used as intended. Capture quick usage stats and feature adoption highlights for admin.



Circulation, overdue, and fines. Identify classes or grades with low engagement or high overdue, and plan gentle interventions such as family notices and teacher partnerships.



Conduct a mid-year collection maintenance pass. Work one or two Dewey ranges or genres – weeding obvious damage and outdated items replacing high demand titles – as part of an ongoing weeding plan. Conduct a mid-year collection maintenance pass.



Get staff and student input. Survey how the library is working for them and feed the results into spring programming and purchasing decisions.

IN DESTINY LIBRARY MANAGER

Start with **Reports > Library Reports** for **Patron Statistics - Summary**, **Library Statistics**, and **Top/Bottom Titles**. If enabled at your site, the **Site Dashboard** and reporting widgets are also useful for a quick snapshot before you go deeper into reports.

EXPLORE THESE HELP ARTICLES

- > [Reports \(premade, for districts and sites\)](#)
- > [Create custom reports with Report Builder 2.0](#)
- > [Generate a Top/Bottom Titles report](#)
- > [Assess and collect fines and fees](#)
- > [District and Site Dashboards: Access and Configure](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“For the last school year, compare fiction and nonfiction circulation. Show totals, percentages, and the top five titles in each category.”

“For the last school year, show circulation by material type and language. Include circulation counts and percentages of total circulation.”

“Show a collection health summary for the last school year and recommend one Dewey range or genre for mid-year review.”

February

Programming & Collection Tuning

PRIORITIES THIS MONTH



Programming adjustments. Use mid-year insights to tune book clubs, reading challenges, and makerspace sessions, targeting classes or grades that need more support.



Focused weeding and inventory check. Take on one part of the collection – 000s–200s or a popular fiction genre, for example – so weeding stays ongoing instead of a once-a-year crisis.



Spring celebration planning. Begin planning March and April reading celebrations (School Library Month, National Library Week, Read Across America) with teachers and administrators.



Budget tracking. Update year-to-date remaining funds, open orders, and priority gaps for spring purchasing.

IN DESTINY LIBRARY MANAGER

Bibliography report can help you build reading lists for promotion or instruction, while **Title & Copy List report** can help identify low-circulating or category-specific materials as you fine-tune the collection and program plan. **Resource Lists feature** can also be used to group titles for reports, promotion, and list-building.

EXPLORE THESE HELP ARTICLES

- > [Reports \(premade, for districts and sites\)](#)
- > [Generate a Bibliography Report](#)
- > [Generate a Title & Copy List report \(Library Manager\)](#)
- > [Use Resource Lists feature](#)
- > [Inventory \(Library Manager\)](#)
- > [Generate a Weeding Log](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“For the last school year, compare circulations by interest grade level for the full year and the final 3 weeks. Recommend one library activity for each grade level needing support.”

“For [Dewey range or genre], break down my collection by material type, language, publication year, and circulation count.”

“Brainstorm five spring programming ideas for [grade range], such as book clubs, reading challenges, or makerspace sessions. Match each idea with titles or topics in my collection.”

March

Spring Engagement & Prep for Year-End

PRIORITIES THIS MONTH



School Library Month / National Library Week programming (often celebrated in April). Finalize April celebrations and marketing: bulletin boards, announcements, reading challenges, and family events.



End-of-year timelines with teachers. Communicate deadlines for projects that require library resources so due dates align with inventory and final checkout windows.



Section-by-section weeding. Continue light inventory checks, prioritizing high-use or obviously outdated areas.



Promotional displays. Refresh displays to highlight underused parts of the collection – e.g., non-fiction topics, ebooks, audiobooks – and support upcoming classroom units.

IN DESTINY LIBRARY MANAGER

Use **Bibliography report** and **Resource Lists feature** to pull together reading lists, themed lists, and promotional collections. If you want to highlight specific titles or groups for classroom use or displays, **Resource Lists feature** can also feed labels and certain reports.

EXPLORE THESE HELP ARTICLES

- > [Reports \(premade, for districts and sites\)](#)
- > [Generate a Bibliography Report](#)
- > [Use Resource Lists](#)
- > [Inventory \(Library Manager\)](#)
- > [Destiny Discover](#)
- > [Introducing Collections by Destiny \[VIDEO\]](#)
- > [Getting Started with Destiny Discover and Collections \[QRG \(PDF\)\]](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“Recommend a School Library Month or National Library Week display for [grade range]. Provide titles in my collection and circulation counts.

“Show underused nonfiction topics, ebooks, and audiobooks for the last school year. Include collection size and circulation count.

“How can I customize the Destiny Discover homepage to promote reading?

April

Year-End Cleanup Planning & Inventory Start

PRIORITIES THIS MONTH



Year-end cleanup planning. Define key dates for final student checkout, all-materials-due deadlines, and the full inventory window; share them with staff early.



Formal inventory, rolling start. Begin the first week of April if possible, so the heaviest work happens before the final two weeks of school.



Materials collection communications. Prepare overdue notices, family reminders, fee guidance, and make-good options where appropriate.



Year-end cleanup checklist. Draft or update coverage of inventory, reconciliation, reports, shelving, and space reset for summer and next year.

IN DESTINY LIBRARY MANAGER

Use **Admin > Inventory** to start and manage inventory, and **Reports > Library Reports > In-Progress Inventories** to monitor what is accounted for versus unaccounted for. The public **End of School Year** help page is also a strong anchor because it points directly to the most relevant inventory and reporting resources.

EXPLORE THESE HELP ARTICLES

- > [End of School Year](#)
- > [End-of-Year Checklists \(District and Site Librarian versions\)](#)
- > [Starting an Inventory in Library Manager](#)
- > [Generate an inventory report \(Library Manager\)](#)
- > [Library Manager Inventory FAQs](#)
- > [Assess and collect fines and fees](#)
- > [Generate the Current Checkouts/Fines report](#)
- > [Generate a Lost Resources and Fines report](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

"How do I start and monitor an inventory in Destiny Library Manager?"

"Using my collection inventory and last school year's circulation records, identify the highest-use collections for year-end inventory. Rank the top five areas by material type, Dewey range, and circulation count."

"Create an April-June checklist for final checkout, inventory, reconciliation, reporting, shelving, and summer reset. Include a general process for overdue follow-up."

May

Student Returns & Intensive Inventory

PRIORITIES THIS MONTH



Student and teacher returns. Set student due dates about two weeks before the last day of school, and send escalating reminders as needed.



Conduct the bulk of library inventory. Scan shelves, carts, equipment, and heavily used collections; reconcile missing items and adjust records.



Loss, damage and circulation reports. Run and review to understand which items to replace, which subject areas are under- or over-used, and where policies might need adjustment.



Celebrate reading milestones and library use. Recognize reading challenges, top classes, and student helpers to end the year on a positive, student-centered note.

IN DESTINY LIBRARY MANAGER

Current Checkouts/Fines report is useful for notices and returns follow-up, while **Admin > Inventory** and the **In-Progress/Completed Inventory** reports help track scanning progress and exceptions. During active inventory work, **Conducting an Inventory in Library Manager** is a helpful guide.

EXPLORE THESE HELP ARTICLES

- > [End of School Year](#)
- > [Inventory \(Library Manager\)](#)
- > [Generate an inventory report \(Library Manager\)](#)
- > [Assess and collect fines and fees](#)
- > [Generate the Current Checkouts/Fines report](#)
- > [Generate a Lost Resources and Fines report](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“For the last school year, show titles with high circulation and only one or two copies. Include title, material type, copy count, and circulation count.”

“Show the number of library materials in my collection that are lost, damaged, unbarcoded, or missing a replacement price.”

“How do I email overdue notices and run the Current Checkouts/Fines report in Destiny?”

June

Reconciliation, Reporting & Closeout

PRIORITIES THIS MONTH



Inventory reconciliation. Resolve exceptions, mark long lost items as lost or withdrawn, clear patron files and/or run a report to present to building admin for inclusion in summer invoicing, and clean up lingering checkouts and equipment loans.



End-of-year reports for administration. Compile circulation statistics, program highlights, collection age and condition, weeding and inventory progress, and budget usage.



Financial close-out. Confirm all materials and equipment orders are received, invoices paid, and remaining funds committed or returned per district rules.



Shelves, displays, and work areas. Straighten and deep-clean, then document **summer maintenance needs**: furniture, technology, painting, and repairs.

IN DESTINY LIBRARY MANAGER

Use **Completed Inventories**, **Collection Statistics - Summary report**, **Collection Statistics - Historical**, **Weeding Log report**, **Current Checkouts/Fines report**, and **Fine History** for year-end reporting and reconciliation. If you need to clean up lost copies created during inventory, the **Library Manager Inventory FAQs** explain the Lost Copies list and how deleted lost copies roll into the Weeding Log report.

EXPLORE THESE HELP ARTICLES

- > [End of School Year](#)
- > [End-of-Year Checklists \(District and Site Librarian versions\)](#)
- > [Library Manager Inventory FAQs](#)
- > [Inventory \(Library Manager\)](#)
- > [Generate a Weeding Log](#)
- > [Generate the Current Checkouts/Fines report](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“ Summarize completed inventory for [school/site] as of [date]. Show accounted-for, unaccounted-for, lost, damaged, withdrawn, and unresolved items.

“ Create an administrator-ready year-end collection report for the last school year with circulation, collection size, age, value, and inventory status.

“ How do I remove a copy from my collection, and how is it reflected in inventory or Weeding Log reporting?

July

Strategic Planning & Setup for New Year

PRIORITIES THIS MONTH



Plan the coming year. Use paid or contracted days to build a tentative yearly calendar with book fairs, reading programs, district meetings, PD days, and major library events.



Policies and procedures. Review and update circulation limits, overdue practices, fee and forgiveness policies, use of space, tech checkout, calendar open and closed days, and end-of-year due dates in line with district guidance.



Orientation materials and signage. Prepare for students, staff, and substitutes; refresh bulletin boards and wayfinding for a clear, welcoming library.



New staff onboarding. Support teachers, aides, and admin with quick-start guides to library services, systems, and collaboration opportunities.

IN DESTINY LIBRARY MANAGER

Use summer planning time to review **Collection Statistics - Summary report** and **Historical** data, identify gaps for purchasing and promotion, and revisit **Library Policies** such as Patron Types and Circulation Types before the school year starts. If your collection work includes TitleWise® or Titlewave®, July is also a logical time to update analysis and prep for purchasing.

EXPLORE THESE HELP ARTICLES

- > [Generate a Collection Statistics - Summary report](#)
- > [Set up library policies](#)
- > [Set up library policies – Patron Types](#)
- > [Set up library policies – Circulation Types](#)
- > [Importing Title Records from Titlewave \[QRG \(PDF\)\]](#)
- > [Back-to-school checklists \(District and Site Librarian versions\)](#)



TRY THE AI ASSISTANT

Enable the embedded AI Assistant to access data and insights even more quickly via plain-English queries. Here are some sample prompts to consider:

“ Create a tentative annual library calendar for [school year] using these dates and events: [insert dates].

“ Using my collection inventory and last school year’s circulation records, rank five next-year purchasing priorities by collection gap, circulation demand, age, and student interest.

“ What do I need to review or update in Destiny Library Manager to prepare for circulation next school year? Include patron types, circulation types, loan periods, holds, renewals, due dates, calendars, and related library policies.



About Follett Destiny® Library Manager

The G2 Leader Across All K-12 Library Management Categories

Future's Best of Show Awards at ISTE 2026 Winner

Destiny Library Manager is a K-12 library management system that centralizes print and digital collections so librarians, curriculum teams, and administrators can streamline circulation, inventory, and reporting in one intuitive hub. By connecting library resources with classroom learning, personalized student discovery, and built-in AI, it helps districts elevate literacy initiatives, improve student discovery, and make data-informed decisions that strengthen the library's impact across every site. This award-winning library management system helps district librarians, school librarians, curriculum and instruction teams, and teacher-librarians do their most important work and ensures that every learner has the tools they need to succeed.



[Learn more about Follett Destiny® Library Manager.](#)

About Follett Software

Follett Software delivers intuitive, unified technology that helps K-12 educators and administrators streamline operations and improve student outcomes. A trusted partner to more than 70,000 schools, Follett provides comprehensive solutions for library, curriculum, IT, and facilities management, all in one platform.

Named to the GSV 150 and recognized by EdTech Digest and T&L ISTE Best of Show, Follett Software's award-winning platform provides real-time insights and productivity tools that save time, reduce costs, and support smarter decisions.

With a deep commitment to K-12 success and a legacy of trusted service, Follett Software continues to deliver the clarity, innovation, and support that schools need most.



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