

PORT ORFORD LIBRARY BOARD YEARLY CALENDAR OF TASKS & EVENTS

(12/17)(8/26)

JULY

Election of officers.

Review yearly tasks:

Bank signature card update if needed

Review and update Goals.

AUGUST

Adopt the final version of current goals.

Review and update the Yearly Calendar.

SEPTEMBER

Review Building Maintenance needs

Special Districts Best Practices Survey due in November.

OCTOBER

Consider the need for changes to the patron brochure.

Review OSL Statistical Report.

NOVEMBER

Approve patron brochure, if revised.

Identify possible Budget Committee members;

Review insurance coverage: Bonds and building contents.

DECEMBER

At the Boards discretion hold an Executive Session to prepare an Evaluation of the Library Director

PORT ORFORD LIBRARY BOARD YEARLY CALENDAR OF TASKS & EVENTS, cont.
(12/20)(8/26)

JANUARY

Remind prospective Board members (if needed) of the filing date for Election Applications (to be filed at the County Courthouse).

Hold Executive Session to complete annual evaluation of the Library Director, if required.

Approve Technology Plan.

FEBRUARY

Review Budget (year-to-date).

Review progress toward yearly Goals.

Check status of Emergency Preparedness.

Determine employee raises

Set budget meeting dates

MARCH

Review budget considerations.

APRIL

Prepare contracts for the next fiscal year.

The Library Director presents a Draft Budget for review by the Board.

Recognize National Library Week.

Budget committee meeting

MAY

Budget meetings.

JUNE

Special Budget Committee meeting, as needed.

Budget Hearing and Resolution.

Give Library Introduction for newly-elected Board members.