

ADMINISTRATIVE REMINDER CALENDAR–PORT ORFORD PUBLIC LIBRARY (12/17)

JULY

- Bank signature card for all to sign (when necessary)
- Video of library for insurance-into safe deposit box. (Odd years)
- Review procedures & policies.
- Review and update goals.
- Budget to County Assessor by 15th.
- Set up financial files for the new year.
- Update Board, staff raises, Budget Committee history & contact list

AUGUST

- Adopt the final version of Goals.
- Review and update this and the Board calendar.
- Adopt new procedures and/or policies.
- Ready to Read grant application due Aug. 31
- Equipment inventory.

SEPTEMBER

- Review insurance coverage.
- Approve updated calendars.
- Material to CPA.
- Budget to County Clerk + \$5.00 by 30th.
- OSL statistical report due October 1st.

OCTOBER

- Patron brochure up to date?
- Special Districts Best Practices Survey due in November.

NOVEMBER

- Staff evaluation next month.

DECEMBER

- Insurance coming up – bond, general, and workers' comp.
- Staff evaluations.
- Suggestions for members on the Budget Committee to Budget Officer.
- Update Technology Plan (even years)

ADMINISTRATIVE REMINDER CALENDAR – PORT ORFORD PUBLIC LIBRARY, cont. (12/17)

JANUARY

- Staff evaluations to the Board.
- Director's evaluation.
- Elections coming in May--be sure to budget if necessary.
- Advertise openings on the Library Board, if applicable.
- Consider emergency preparedness.

FEBRUARY

- Review budget (year-to-date).
- Contract renewals coming up - check with Board re: status and possible raises.
- Review progress toward Goals.

MARCH

- Review budget considerations.
- Prepare a draft budget with the Budget Officer.
- Plan Volunteer recognition celebration for April.

APRIL

- Present draft budget to Library Board - working session.
- National Library Week – Volunteer recognition celebration.
- Touch base with Youth Services Librarian about focus of Summer Youth Program
- Meeting with the Budget Committee.

MAY

- Budget Hearing and Resolution – make sure to have LB50 and Resolutions.

JUNE

- Special Budget Committee meeting if needed.
- Make sure budget documents are ready to go to the County assessor.
- Prepare contracts for the next fiscal year.
- Holdings inventory.

PORT ORFORD LIBRARY BOARD YEARLY CALENDAR OF TASKS & EVENTS

(12/17)

JULY

Election of officers.

Review yearly tasks:

- Bank signature card signed by Board members and Library Director.
- For insurance purposes, direct that a video of the Library's new equipment or furnishings be made, and put it in the Safe Deposit Box. (odd years)

Review and update Goals.

AUGUST

Adopt the final version of current goals.

Review and update the Yearly Calendar.

SEPTEMBER

Approve Yearly Calendar.

OCTOBER

Consider the need for changes to the patron brochure.

Special Districts Best Practices Survey due in November.

Review OSL Statistical Report.

NOVEMBER

Approve patron brochure, if revised.

Identify possible Budget Committee members; ask the Budget Officer to contact them to see if they will serve.

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)

JANUARY

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

Hold Executive Session to complete annual performance evaluation of the Library Director, if required. Review the Library Director's evaluation of Staff, when 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.

Plan a Volunteer recognition celebration for April.

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.