



**Procedure 101p2**

**ADMINISTRATIVE PROCEDURE**

**ANNUAL BOARD CALENDAR**

The following calendar is intended as a guideline for board meetings during the year. It is referred to in the [Bylaws of the Board of Trustees, Article IV: meetings.](#)

<b>January -</b>	
	Election of Board Officers at regular board meeting
	Compile the annual “wish list” for FOL purchase or donation & present to FOL
	Winter Reading Program for Adults Jan-March
	Library Legislative Day, Olympia
<b>February -</b>	
	Plan Retreat topics, agenda & set date
	Web Page Review
	FOL appreciation set
	Review Strategic Plan before retreat
<b>March -</b>	
	Discuss annual newsletter
	Annual Planning Retreat (open public meeting)
	Director compiles annual goals based on work plan and retreat recommendations
<b>April -</b>	
	WLA Conference
	Discuss retreat
	Volunteer Appreciation Month
	National Library Week
	The Board submits its articles for the annual newsletter
<b>May -</b>	
	Production and mailing of the annual newsletter to the community
<b>June</b>	
	Summer Reading Program

<b>July -</b>	
	Building Maintenance Review (exterior)
	Summer Reading Program
<b>August –</b>	
	Personnel Committee prepares director’s performance review
	Staff BBQ
<b>September –</b>	
	Review of Strategic Plan
	Director performance review, using “Work Plan”
	Board prepares preliminary ideas for budget committee.
<b>October –</b>	
	Building Maintenance Review (Interior)
	Budget Committee & Director meet to discuss priorities for budget due in November
<b>November –</b>	
	Budget committee & director present proposed budget to all board members for input, prior to finalizing budget.
	Budget Resolution submitted to County
<b>December -</b>	
	Discussion of board officers for the coming year
	Annual Budget is presented at a regular public board meeting for discussion and approval.

**Monthly, Weekly Schedules:**

- Board Meetings: Second Tuesday of the month; 5 p.m. – 7 p.m.
- Channel Town Press column deadline: Friday noon for Wednesday newspaper.

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