

d Calendar

An invaluable tool for good planning is a comprehensive and regularly updated calendar of significant events. The Director should develop one calendar for the board and another for her/himself in support of the trustees' calendar. Each standing committee and subcommittee should develop its own calendar to keep on track with its assigned duties.

Annual calendar of board meetings, committee activities, and required actions

January	Write annual report for town report Submit budget to Finance Committee
February	Prepare warrant articles for Town Meeting Attend Ways and Means Day at State House in Boston
March	Submit warrant articles for Town Meeting Plan staff appreciation event
April	Town Meeting Thank you ceremony for departing trustees Attend Library Legislative Day at State House in Boston Celebrate staff appreciation event
May	Orientation of new trustees Elect officers and standing committees Meet with trust/endowment officers if applicable Review financial performance and forecast expenditures for next fiscal year Check for compliance with State Aid to Public Libraries minimum requirements for materials expenditures
June	Volunteer Recognition Day Review policies, bylaws, and job descriptions Plan trustee appreciation event
July	Review goals for past fiscal year and set new goals Celebrate trustee appreciation event
August	Appoint Director Evaluation subcommittee Review and tabulate data from prior year's monthly reports Submit ARIS report to MBLC Meet with Director to produce draft evaluation
September	Discuss draft evaluation of Director Submit long range plan annual update to MBLC
October	Meet with trust/endowment officers if applicable Review financial performance and forecast expenditures for remainder of fiscal year Finalize evaluation of Director, including contract Submit State Aid to Public Libraries application to MBLC
November	Attend MLTA/MFOL conference Discuss performance evaluation with Director, including goals Celebrate holidays with staff
December	Review budget and prepare budget for next fiscal year.