

**Pamunkey Regional Library Board Year**  
**Fiscal Year runs from July 1 through June 30**

**July**

- Election of Officers
- Appointment of Committees
- Establish Board and Library Calendar for the fiscal year
- Establish board-Friends liaisons

**August**

- Usually no meeting

**September**

- Audit Report
- Salary scale survey review
- Next year's operating budget guidelines and timetable
- Review Friends policies

**October**

- Adoption of Next year's operating budget Request
- Capital Improvements Budget Request

**November**

- Usually no meeting

**December**

**January**

- Review of first 6 month of fiscal year
- Board orientation/review

**February**

- Discussion of Library Board vacancies

**March**

- State Aid application approval

**April**

- Operating budget review

**May**

- Adoption of operating budget
- Appointment of Nominating Committee

**June**

- Report of Nominating Committee
- Evaluation of Director
- Adopt holidays for next fiscal year
- Designate balance of investment fund

annual Review of policies:

year 1 financial

year 2 personnel

year 3 library

year 4 safety and vehicle