

**Calendar of Tasks
Pamunkey Regional Library
FY2025
UPDATED 09/19/2024**

Month/Year	General	Finance Committee	Personnel Committee	Audit Committee
July 2024	<ul style="list-style-type: none"> Proposed fund balance designation presented at BoT meeting 	<ul style="list-style-type: none"> Staff proposes designation of fund balance 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
August 2024	<ul style="list-style-type: none"> Proposed fund balance designation presented for approval at BoT meeting 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
September 2024	<ul style="list-style-type: none"> Proposed next year budget presented at BoT meeting 	<ul style="list-style-type: none"> Staff propose next year's budget Current audit check-in and follow-up 	<ul style="list-style-type: none"> Complete Director evaluation tool Discuss options for whistleblower policy Note: Staff exploring consultant options to work on staffing structure 	<ul style="list-style-type: none">
October 2024	<ul style="list-style-type: none"> Proposed next year budget presented for approval at BoT meeting Current audit presented at BoT meeting 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
November 2024	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Scheduled Committee Meeting Update on budget requests to localities 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">
December 2024	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

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January 2025	•	•	• Mid-year Director evaluation	•
February 2025	•	<ul style="list-style-type: none"> • Scheduled committee meeting • Conflict of Interest Forms • Staff proposed current year budget amendments 	•	•
March 2025	•	•	•	•
April 2025	<ul style="list-style-type: none"> • Proposed current year budget amendments presented for approval at BoT meeting 	<ul style="list-style-type: none"> • Scheduled Committee Meeting • Review designation of reserve fund 	<ul style="list-style-type: none"> • Distribute Director evaluation tool to Board Members @ full Board meeting • Create nominating committee at Personnel Committee meeting 	<ul style="list-style-type: none"> • Next year audit prep begins
May 2025	<ul style="list-style-type: none"> • BoT approves next year budget 	•	<ul style="list-style-type: none"> • Committee meeting – closed session to discuss Director’s performance 	•
June 2025	•	<ul style="list-style-type: none"> • Review current year budget for end of year • Update on next year audit Preparation 	•	•

NOTE: Comprehensive Personnel Policy Review in FY26

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CHANGE LOG FOR TASK CALENDAR		
Item Number	Date of Change(s)	Brief Description of Changes
1	08/28/2024	<ul style="list-style-type: none"> • Creation of Calendar of Tasks • Distributed to Board and Board Committees with request that their first pass be submitted for review at the Sept. 2024 Board Meeting • Audit Committee – currently working on FY2024 Audit, will add more details after completion of the audit
2	09/10/2024	<ul style="list-style-type: none"> • Personnel Committee – worked on calendar at their meeting
3	09/10/2024	<ul style="list-style-type: none"> • Finance Committee – worked on calendar at their meeting
4	09/13/2024	<ul style="list-style-type: none"> • All calendars (committees and staff) calendars combined by staff – FIRST DRAFT
5	09/19/2024	<ul style="list-style-type: none"> • SECOND DRAFT
		<ul style="list-style-type: none"> •