

WEST HURLEY PUBLIC LIBRARY CALENDAR

January

- **Board Members**
 - Sign Warrant List at the library.
- **Library Staff**
 - Secretary sends notification of monthly meetings to Daily Freeman.
 - Director, Treasurer, and Bookkeeper begin draft of NYS Library Annual Report.
 - File employees' W4 forms
 - Purchase new employee posters & hang workers' compensation poster.

February

- **Board Members**
 - Pass resolution to override 2% tax cap.
 - Approve Director's Annual Report.
 - Check for arrival of Town of Hurley Special District money.
 - Plan internal annual financial audit.
- **Library Staff**
 - Post Director's Annual Report.
 - Estimate newsletter schedule for the year.
- **Building Committee**
 - Replace furnace filters.

March

- **Board Members**
 - Sign Warrant List at the library.
- **Library Staff**
 - Director submits NYS Library and Financial Report to MHLS and file copies.
 - Review Mission Statement and Trustee handbooks.
 - Heritage - schedule oil burner cleaning & clean air ducts every five years (2016, 2021).
 - Update GuideStar profile with new financials
- **Building Committee**
 - Change thermostats for DST on 2nd Saturday of the month.
 - Replace batteries, as needed, in front door buttons, people counter, thermostats, & clocks.
 - Replace batteries in parking lot and hot water timers every 3 years (~~2018~~2019, ~~2021~~2022).

April

- **Board Members**
 - Begin work on budget proposal for coming year.
 - Review Long Range Goals.
- **Library Staff**
 - Amnesty program during National Library Week, if needed.
 - First Aid Kit: Replace ointments, refill and check Emergency Supplies.
 - Staff Safety Training.
- **Building Committee**
 - Replace furnace filters.

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- Put out soaker hoses in the flower beds.

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May

- **Board Members**
 - Sign Warrant List at the library.
- **Library Staff**
 - Announce dates for Board of Trustee candidate petitions in Daily Freeman.
 - Prepare petitions for candidates and instructions for filing.
 - Have AC units serviced.
 - Have carpets and windows cleaned.

June

- **Board Members**
 - Vote to adopt next year's proposed budget.
 - Election Committee begins preparations for budget & candidate vote in Sept.
- **Library Staff**
 - Post proposed budget and candidates for election in library.
 - Have Rest Assured in to clean and inspect alarm system and inspect fire extinguishers.
 - Re-stain outside stairs every five years (2018).
- **Building Committee**
 - Replace furnace filters.

July

- **Board Members**
 - Sign Warrant List at the library.
 - Election Committee hires 3 election officials for the budget & candidate vote in Sept.
- **Library Staff**
 - Secretary sends Freeman advertisement of vacancies for trustees in first week of July
 - Begin circulating Trustee petitions.

August

- **Board Members**
 - Election Committee writes to Board of Elections for voter registration list and list of permanently disabled voters.
 - Personnel Committee review Director's job description and begin evaluation process.
- **Library Staff**
 - Send out Absentee Ballots to permanently disabled voters.
 - Send election notice/legal notice to Freeman (see sample in election folder).
 - Post election notice in five locations.
 - Prepare paper ballots for September's vote.
 - Decide if parking lot lines need repainting.
- **Building Committee**
 - Replace furnace filters.

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September

- **Board Members**
 - Sign Warrant List at the library.
 - Library Board Trustee elections/budget vote on first Thursday in Sept. from 4-8PM.
 - File election results with Town of Hurley clerk (331-7474).
 - Elect officers to take over in October
- **Library Staff**
 - Pump out septic system every 4 years (2018, 2022).

October

- **Board Members**
 - New board members sworn in by Town of Hurley Clerk (give date to Director).
 - Set holiday schedule for next year.
 - Defined as the First Meeting
- **Library Staff**
 - Update contact information for board members.
 - NYLA Conference- Library Director.
 - Clean carpets and windows.
 - Offer board officers cloud access to vital records
- **Building Committee**
 - Replace furnace filters.
 - Remove the soaker hoses and timer.

November

- **Board Members**
 - Sign Warrant List at the library.
 - Personnel Committee - Library Director's evaluation due.
- **Library Staff**
 - Call Paul Dunn, across the street, to request snow shoveling.
 - Order delivery of Calcium Chloride.
- **Building Committee**
 - Change thermostats for EST on 1st Sat. of the month.

December

- **Board Members**
 - Interest on Dumond Fund and Krembs Audiobook and Ad. Tech. Funds to Director.
 - Check for arrival of money from the Onteora School District.
 - Elect officers for next year
 - Approve Reorganization Document for next year
- **Library Staff**
 - Director writes reports on funds and files in appropriate notebooks.
 - Secretary sends in board meeting dates to newspaper.
- **Building Committee**
 - Replace furnace filters.