

Appendix C

BOYLE PUBLIC LIBRARY YEARLY REVIEW SCHEDULE

<u>MONTH</u>	<u>PLANS</u>
End of January	T4's GST WCB Report Librarian Annual Report to PLSB Budget – Yearly- PLSB Receipts and Disbursements – Yearly- PLSB Application for Yearly grant from PLSB
February	Bylaws and Trustee Handbook Board Self Evaluation Charities report
March, April	Policy Handbook
April	Annual General Meeting/Election of Officers
May, June	Plan of Service Needs Assessment (community outreach) Complete during final year of current active Plan of Service
June	Staff Evaluations Salary review for July 1st GST
October	Budget Preparation of Budget presentation to council
November	Plan of Service (Goals and Objectives – 1 and 5 year) For the coming year
December	Presentation of Budget to Village of Boyle