

Annual Administrative Calendar
Friends of the Fern Ridge Library

January	Quarterly meeting – install officers. Approve budget. Notify library staff about approved budget Membership renewals (through end of February) Scholarship – review schedule and set dates Update signers on bank account and online access, if necessary Welcome new board members, distribute packet and do orientation List new officers on website Review library’s welcome booklet and update if necessary
February	Annual financial review
March	Review older records (see Record Retention Policy)
April	Quarterly meeting Scholarship decisions
May	Tax form due to IRS May 15 CT-12 due to Oregon May 15 (submit online) Annual report to Secretary of State (due June 3)
June	Scholarships awarded
July	Quarterly meeting – appoint Nominating & Election Committee
August	
September	
October	Elections Annual meeting (or early November), announce election results
November	Review bylaws Prepare for early membership renewals Orientation of new officers
December	Annual reports due late December

Activities

First of each month – newsletter

April – Book sale
National Library Week

September – Harvest Festival

October – Book sale
National Friends of Libraries Week

7/11/23