

Friends of the Almaden Library

Yearly Schedule

January (or late the previous December)	Mail or email newsletter to Friends members: net amount from Book Sale, how library will spend money, and other news
~ late February:	Pre-sale meeting
March:	Mail or email newsletter to Friends members reminding them of the date of the spring book sale, pre-sale and annual/post-sale meetings.
April:	Book Sale: 3 rd Saturday in April
~ early May:	Annual & post-sale meeting
May 15:	Form 990-N (e-Postcard) due at IRS
June-July:	Mail or email newsletter to Friends members: net amount from Book Sale, newly elected officers, how library will spend money, and other news.
August 31	End of fiscal year (see Bylaws, Article 8, Section 1)
September 1	Start of new fiscal year
~early September	Mail or email newsletter to Friends members reminding them of the date of the fall Book Sale, pre-sale and post-sale meetings, the officers now in office, the URL of our Web site, and that we have no dues but donations are welcome.
~mid-September:	Pre-sale meeting
November:	Book Sale: 1 st Saturday in November
~mid-November:	Post-sale meeting
~early December:	Mail or email newsletter to Friends members: net amount from Book Sale, how library will spend money, and other news
December 31:	End of calendar year. Treasurer makes summary report.