

## 2025 ANNUAL CALENDAR

### February – At Administration

- Program: Owner’s Representative Update
- Review: Fund Balance Policies
- Establish Budget Calendar
- Establish Annual Calendar
- Monitoring: Management Practices (Library Director Performance)
- Report: 2<sup>nd</sup> Quarter Financials
- Education: Communications Team

### March – At Redmond Library

- Monitoring: Compensation & Benefits
- Program: Owner’s Representative Update
- Education: Events Team
- Education: County Assessor

### April – At Administration

- Program: Owner’s Representative Update
- Education: Community Librarian Team
- Education: Future Library Funding

### May – At Administration

- Report: 3<sup>rd</sup> Quarter Financials
- Program: Owner’s Representative Update
- Budget Hearing

### June – At Sisters Library

- Monitoring: Emergency Library Director Succession
- Approval of Budget
- Program: Owner’s Representative Update
- Program: Summer with the Library
- Education: Foundation and Development Team

### July – At Sunriver Library

- Election of Officers
- Resolution Authorizing Signatures
- Monitoring: Community Involvement
- Program: ALA Conference Reports
- Program: Owner’s Representative Update

- Education: eServices Team
- *Board Work Session: Review of Board Governance Policies*

### August – At La Pine Library

- Monitoring: Management Practices
- Monitoring: Treatment of Library Users
- Program: Owner’s Representative Update
- Education:

### September – At Administration

- Program: Owner’s Representative Update
- Education:

### October – At Administration

- Monitoring: Financial Planning & Budgeting
- Monitoring: Results Policies (Annual Report)
- Program: Owner’s Representative Update
- Education:

### November – At Administration

- Report: 1<sup>st</sup> Quarter Financials
- Program: Owner’s Representative Update
- Education:
- *Board Work Session: Results Priorities*

### December – At Administration

- Monitoring: Communications & Support to the Board
- Monitoring: External Audit
- Monitoring: Financial Conditions & Activities
- Program: Owner’s Representative Update
- Education:

### January 2026 – At Administration

- Education: Library Collection
- Monitoring: Collection Development
- Monitoring: Asset Protection
- Program: Owner’s Representative Update
- *Board Travel Estimates Due*