

2017 TIMELINE OF ACTIVITIES AND EVENTS

LEGEND

DATES IN BLACK – INTERNAL LIBRARY ACTIVITIES

DATES IN GREEN – RELATED TO \$\$\$\$

DATES IN BLUE – report dates for State Library of Kansas

DATES IN RED – NEKLS training events

DATES IN ORANGE – Conferences

DATES IN PURPLE – APPLE Training for New Library Directors
(dates/topics of monthly webinars TBA)

January

Year-end stats

Winter Reading programs

2016 Public Library Survey (Submission timeline Jan. 1 – Feb. 10)

State Grant in Aid

State Statistical

2016 ILL stats

2017 Civil Rights Certificate

Jan. 2 Holiday – NEKLS Office Closed

Jan. 11 **APPLE** webinar

Jan. 16 Holiday – NEKLS Office Closed

Jan. 20 – 24 **ALA Midwinter Conference**

Jan. 26 KLA Legislative Day

Jan. 26 NEKLS Executive Board Meeting

Jan. 20 **First ad valorem tax distribution (on or before the 20th)**

Jan. 31 **Public Library Statistical Survey Drop-In Workshop at NEKLS**

February

APPLE Ethics Month

Feb. 2 **NExpress User Group meeting**

Feb. 10 Public Library Survey – Final Deadline

No submission = NO STATE AID = NO NEKLS GRANT

Feb. 7 **Eastern Kansas Early Literacy Symposium in New Strawn**

Feb. 10 **Readers Advisory and Book Group Workshop at Lawrence Public Library**

Feb. 15 NEKLS Library Development Grant Application DEADLINE

State Aid \$\$\$ - Direct Deposit

Feb. 16 NEKLS Executive Board Meeting

Feb. 23 Digital Learning Day <http://www.digitalllearningday.org>

March

Start internal Budget process

Start Summer Reading Program planning and booking

March 6 **NEKLS Summer Reading Workshop @ TSCPL**

March 8 **APPLE** webinar

March 5 – 11 Teen Tech Week

March 12 – 18 Freedom of Information Week / Sunshine Week

March 16 NEKLS Executive Board Meeting

March 17 **First NEKLS Library Development Grant Payment**

March 20 **Second tax distribution (on or before the 20th)**

April

Innovation Day on hiatus, to return in March 2018

School Library Month <http://www.ala.org/aasl/slm>

DEAR – Drop Everything and Read Month

April TBA William Allen White Children's Book Awards voting deadline

April 8 KS Association of School Librarians (KASL) District 1 Workshop

April 9 – 15 National Library Week

April 11 – 12 APPLE Retreat for New Library Directors 2-day kickoff @ Rock Springs Center, Junction City

April 20 NEKLS Executive Board Meeting

April 21 Spring Directors Institute

April 23 – 29 Preservation Week <http://www.ala.org/preservationweek>

April 30 Children's Day/ Book Day; El Dia de Los Niños <http://dia.ala.org>

May

Complete preparations for Summer Reading program and begin advertising

Make school visits to promote Summer Reading

May 1 – 7 Choose Privacy Week <http://chooseprivacyweek.org>

May 1 – 2 National Library Legislative Day

May 1 – 7 Children's Book Week <http://www.bookweekonline.com/>

May 10 & 24 APPLE webinars (Budget)

May 11 NExpress User Group Meeting

May 18 NEKLS Executive Board Meeting

May 29 Holiday – NEKLS Office closed

June

NEKLS Summer Trustee Workshops – Dates and Locations TBA

SUMMER READING PROGRAM

Approve Budget with estimated valuations (timing on this depends on needs of city or township. Districts can wait until July)

National GLBT Book Month

APPLE webinar

June 5 Third tax distribution (on or before the 5th)

June 15 NEKLS Executive Board Meeting

June 16 Second NEKLS Library Development Grant payment

June 22 – 27 ALA Annual Conference

July

Review Y-T-D Income Received and Budget Spent

SUMMER READING PROGRAM

APPLE webinar

July 4 Holiday – NEKLS Office closed

July 7 NEKLS School Librarians Summer Workshop

July 20 NEKLS Executive Board Meeting

August

Recover from Summer Reading, and take a vacation.....
Get budget publication from newspaper and copy of city or township budget
APPLE webinar
August 10 NEKLS Executive Board Meeting
August 10 Annual System Meeting and Budget Hearing

September

National Library Card Sign-Up Month <http://www.ala.org/librarycardsignup>
APPLE webinar
Sept. 4 Holiday – NEKLS Office closed
Sept. 7 –9 Association of Rural & Small Libraries (ARSL) Conference
Sept. 14 NExpress User Group Meeting
Sept. 15 Summer Reading Performer Mileage Reimbursement Request deadline
Sept. 15 Fall Directors Institute
Sept. 15 Third NEKLS Library Development Grant payment
Sept. 20 Fourth tax distribution (on or before the 20th)
Sept. 21 NEKLS Executive Board Meeting
Sept. 26– 30 Banned Books Week <http://www.ala.org/bbooks>

October

APPLE webinar
Oct. 16 – 22 Teen Read Week <http://teenreadweek.ning.com>
Oct. 15 – 21 National Friends Week http://www.ala.org/united/events_conferences/folweek
Oct. 19 NEKLS Executive Board Meeting
Oct. 16 –18 MPLA Annual Conference
Oct. 24 –27 Kansas Library Association and KASL Joint Conference
Oct. 24 APPLE pre-conference @ KLA Conference
Oct. 31 Fifth tax distribution (on or before the 31st)

November

Kansas Reads to Preschoolers Month
Picture Book Month
APPLE webinar
Nov. 2 NExpress User Group meeting
Nov. 16 NEKLS Executive Board Meeting
Nov. 17 Fourth NEKLS Library Development Grant Payment
Begin year-end estimates for cash flow and carryover
Nov. 23 – 24 Holiday – NEKLS Office closed

December

Year End estimates
Technology Plan – work on and get approved
APPLE webinar
Dec. 20 Sixth tax distribution (not all libraries receive)
Capital Improvement Fund transfer (can be anytime during the year)
Final approval of 2016 Budget (can be sooner)
Dec. 25 Holiday – NEKLS Office closed