**2018 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

**January**

Year-end stats

 Adult Winter Reading programs

 2017 Public Library Survey (Submission timeline Jan. 1 – Feb. 10, 2018)

 State Grant in Aid

 State Statistical

 2017 ILL stats

 2018 Civil Rights Certificate

Jan. 1 Holiday – NEKLS Office Closed

 Jan. 15 Holiday – NEKLS Office Closed

 Jan. 23 KLA Legislative Day

Jan. 23 NEKLS Executive Board
 Jan. 20 First ad valorem tax distribution (on or before the 20th)

**February**

 Feb. 1, morning - NExpress User Group meeting @ NEKLS

Feb. 1, afternoon - Public Library Statistical Survey Drop-In Help Session @ NEKLS

Feb. 2, morning - Public Library Statistical Survey Drop-In Help Session @ NEKLS

Feb. 9-13 ALA Midwinter Conference in Denver, CO

Feb. 10 Public Library Survey – Final Deadline

 No submission = NO STATE AID = NO NEKLS GRANT

Feb. 15 NEKLS Library Development Grant Application DEADLINE

Feb. 15 NEKLS Executive Board

State Aid $$$ - Direct Deposit

Feb. 22 Digital Learning Day [http://www.digitallearningday.org](http://www.digitallearningday.org/)

**March**

Start internal Budget process

 Start Summer Reading Program planning and booking

 March 2 NEKLS Summer Reading Workshop @ TSCPL
 March 4-10 Teen Tech Week

March 10 School Library Workshop in Topeka, co-hosted with NCKLS, KASL Districts I & IV

March 15 NEKLS Executive Board

March 16 First NEKLS Library Development Grant Payment

March 16 Freedom of Information Day

 March 20 Second tax distribution (on or before the 20th)
 March 20-24 PLA Conference – Philadelphia, PA

**April**

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

 D.E.A.R – Drop Everything and Read Month

April 6 Spring Directors Institute, Lawrence

April 8-14 National Library Week
 April 10 National Library Workers Day

 April 11 National Bookmobile Day

April 10 – 11 APPLE Retreat for New Library Directors kickoff @ Rock Springs Center

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

 April 21 NEKLS Executive Board

 April 22 –28 Preservation Week <http://www.ala.org/preservationweek>

 April 26 NExpress User Group Meeting in Seneca

 April 30-May 6 Children’s Book Week <http://www.bookweekonline.com/>

**May**

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

 May 7-8 National Library Legislative Day

 May 17 NEKLS Executive Board

 May 28 Holiday – NEKLS Office closed

May 31 NEKLS Summer Trustee Workshop session #1

**June**

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

June 1 NEKLS Summer Trustee Workshop session #2

June 2 NEKLS Summer Trustee Workshop session #3

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

 June 21 NEKLS Executive Board

 June 22 Second NEKLS Library Development Grant payment

 June 21-26 ALA Annual Conference, New Orleans, LA

**July**

Review Y-T-D Income Received and Budget Spent

 SUMMER READING PROGRAM continues

July 4 Holiday – NEKLS Office closed

 July 19 NEKLS Executive Board

NEKLS School Library Summer Workshop replaced with March 10 event

**August**

 Get budget publication from paper and copy of city or township budget

August 9 NEKLS Executive Board

 August 9 Annual System Meeting and Budget Hearing

**September**

National Library Card Sign-Up Month <http://www.ala.org/librarycardsignup> Sept. 3 Holiday – NEKLS Office closed

 Sept. 6 NExpress User Group Meeting in Atchison

 Sept. 13-15 ARSL Conference in Springfield, IL

 Sept. 15 Summer Reading Performer Mileage Reimbursement Request deadline

 Sept. 20 Fourth tax distribution (on or before the 20th)

 Sept. 20 NEKLS Executive Board

 Sept. 21 Third NEKLS Library Development Grant payment

Sept. 24–30 Banned Books Week <http://www.ala.org/bbooks>

**September or October Fall Directors Institute**

**October**

Oct. 7-13 Teen Read Week <http://teenreadweek.ning.com>

Oct. 14-20 National Friends Week <http://www.ala.org/united/events_conferences/folweek>

Oct. 18 NEKLS Executive Board Meeting

Oct. 23–26 Kansas Library Association and KASL Joint Conference with MPLA

Oct. 31 Fifth tax distribution (on or before the 31st)

**November**

Kansas Reads to Preschoolers Month

 Picture Book Month

 Nov. 7 Sensory Storytime Workshop in Lawrence

Nov. 8 NExpress User Group meeting in Baldwin

Nov. 15 NEKLS Executive Board Meeting

 Nov. 16 Fourth NEKLS Library Development Grant Payment

Begin year-end estimates for cash flow and carryover

Nov. 22-23 Holiday – NEKLS Office closed

**December**

Year End estimates

 Technology Plan – work on and get approved

Dec. 20 Sixth tax distribution (not all libraries receive)

 Capital Improvement Fund transfer (can be anytime during the year)

 Final approval of 2019 Budget (can be sooner)

 Dec. 24-25 Holiday – NEKLS Office closed

**Last revised 2/26/2018**