**2019 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

 2018 Public Library Survey (Submission timeline Jan. 1 – Feb. 10, 2019?)

 State Grant in Aid

 State Statistical

 2018 ILL stats

 2019 Civil Rights Certificate

Jan. 1 Holiday – NEKLS Office Closed

 Jan. 21 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)?

Jan. 25-29 ALA Midwinter Conference in Seattle

Jan. 29, morning - Next Users Group Meeting @ NEKLS

Jan. 29, afternoon - Public Library Statistical Survey Drop-In Help Session @ NEKLS

Jan. 30, morning - Public Library Statistical Survey Drop-In Help Session @ NEKLS

**February**

Feb. 5 Catalog Committee Meeting @ NEKLS

Feb. 10 Public Library Survey – Final Deadline?

 No submission = NO STATE AID = NO NEKLS GRANT

Feb. 21 NEKLS Executive Board

State Aid $$$ - Direct Deposit

Feb. 26 NASA @ Your Library @Baker Wetlands

 Feb. 27 NASA @ Your Library @Baker Wetlands

**March**

Start internal Budget process

 Start Summer Reading Program planning and booking

 Adult and Family Program Idea Swap (date TBD)

 NEKLS Area Libraries Open Houses, Region 1 (date TBD)

 March 8 Summer Library Program Workshop @ Lawrence Public Library

March 16 Freedom of Information Day

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

March 21 NEKLS Executive Board

March 21 First NEKLS Library Development Grant Payment

March 30 Kansas Association of School Librarians, Districts I & IV Workshop, co-sponsored by NEKLS and NCKLS @ Emporia

**March or April** **Spring Directors Institute (date TBD)**

**April**

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

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

 NEKLS Area Libraries Open Houses, Region 2 (date TBD)

William Allen White Children’s Book Awards voting deadline (date TBD)

April 2 Next Users Group Meeting

April 6 Spring Directors Institute, Lawrence

April 9-10 Apple Kickoff Retreat

April 7-13 National Library Week
 April 9 National Library Workers Day

 April 10 National Bookmobile Day

 April 18 NEKLS Executive Board

 April 21 –27 Preservation Week <http://www.ala.org/preservationweek>

 April 29-May 5 Children’s Book Week <http://www.bookweekonline.com/>

**May**

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

 May 16 NEKLS Executive Board

 May 27 Holiday – NEKLS Office closed

**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

 Annual Trustee Training (date/s TBD)

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

 June 20 NEKLS Executive Board

 June 20 Second NEKLS Library Development Grant payment

 June 20-25 ALA Annual Conference, Washington, DC

**July**

Review Y-T-D Income Received and Budget Spent

 SUMMER READING PROGRAM continues

July 4 Holiday – NEKLS Office closed

 July 17-19 Kansas Poverty Conference, Topeka, KS

 July 18 NEKLS Executive Board

**August**

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

August 15 NEKLS Executive Board

 August 15 Annual System Meeting and Budget Hearing

**September**

National Library Card Sign-Up Month <http://www.ala.org/librarycardsignup> Sept. 2 Holiday – NEKLS Office closed

 Sept. 4-7 ARSL Conference

Sept. 12 Next User Group Meeting

 Sept. 15 Summer Reading Performer Mileage Reimbursement Request deadline

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

 Sept. 19 NEKLS Executive Board

 Sept. 19 Third NEKLS Library Development Grant payment

Sept. 22–28 Banned Books Week <http://www.ala.org/bbooks>

**September or October Fall Directors Institute (date TBD)**

**October**

Oct. 20-26 National Friends Week <http://www.ala.org/united/events_conferences/folweek>

Oct. 17 NEKLS Executive Board Meeting

Oct. 23–26 Kansas Library Association Conference

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

**November**

Kansas Reads to Preschoolers Month

 Picture Book Month

Begin year-end estimates for cash flow and carryover

Nov. 7 Next User Group meeting

Nov. 21 NEKLS Executive Board Meeting

 Nov. 21 Fourth NEKLS Library Development Grant Payment

Nov. 28-29 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 12/20/2018**