**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 Library 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. 21Holiday – NEKLS Office Closed

 Jan. 23KLA 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. 21NEKLS 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 Library Program planning and booking

 March 4-8 Kansas Talking Books Week

March 8 Summer Library Program Workshop @ Lawrence Public Library

March 16 Freedom of Information Day

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

March 21 NEKLS Executive Board

March 21 Adult and Family Program Idea Swap @ NEKLS

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

**April**

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

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

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

April 2 Next Users Group Meeting (POSTPONED)

April 4 NEKLS Spring 2019 Library Crawl

April 9-10 Apple Kickoff Retreat

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

 April 10National Bookmobile Day

 April 18 NEKLS Executive Board

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

 April 25 Spring Directors Institute @ Lawrence Public Library

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

**May**

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

May 15 Beyond Book Sales and Budgets @ Overbrook Public Library

 May 16 NEKLS Executive Board

 May 27 Holiday – NEKLS Office closed

**June**

SUMMER LIBRARY 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 4 Koha Upgrade Training @ Ottawa Library

 June 5 Hoopla Training @ NEKLS

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

June 6 Annual Trustee Training @ Overbrook Public Library

June 7 Annual Trustee Training @ Seneca Free Library

June 8 Annual Trustee Training @ Baker Wetlands

June 11 Koha Upgrade Training @ NEKLS

 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 LIBRARY 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. 15Summer Library Performer Mileage Reimbursement Request deadline

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

 Sept. 19 NEKLS Fall 2019 Library Crawl

 Sept. 19 NEKLS Executive Board

 Sept. 19 Third NEKLS Library Development Grant payment

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

**October**

Oct. 4 Fall Directors Institute

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

 Check to see if your Board needs to review the Kansas Children’s Internet Protection Act

(required by law every 3 years)

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 5/28/2019**