**2020 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, 2020)

 State Grant in Aid

 State Statistical

 2019ILL stats

 2020 Civil Rights Certificate

Jan. 1 Holiday – NEKLS Office Closed

 Jan. 20Holiday – NEKLS Office Closed

Jan. 16 NEKLS Executive Board
 Jan. 20 First ad valorem tax distribution (on or before the 20th)?

Jan. 24-28 ALA Midwinter Conference in Philadelphia

Jan. 30, morning - Next Users Group Meeting @ NEKLS

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

Jan. 31, morning - Public Library Statistical Survey Drop-In Help Session @ NEKLS

**February**

Feb 7 ShareIt ILL Training @ NEKLS

Feb. 10 Public Library Survey – Final Deadline

 No submission = NO STATE AID = NO NEKLS GRANT

Feb. 20 NEKLS Executive Board

Feb. 25-29 PLA Conference in Nashville

State Aid $$$ - Direct Deposit

Feb, March, or April Adult and Family Program Idea Swap @ NEKLS

**March**

Start internal Budget process

 Start Summer Library Program planning and booking

 March 2-6 Kansas Talking Books Week

March 10 Summer Library Program Workshop @ Lawrence Public Library

March 16 Freedom of Information Day

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

March 19 NEKLS Executive Board

March 21 First NEKLS Library Development Grant Payment

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

**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 @ Overbrook

April 6-8 RIPL in Manhattan

April 14-17 Apple Kickoff Retreat

April 14 National Library Workers Day

April 16 NEKLS Executive Board

April 19-25 National Library Week

 April 22National Bookmobile Day

 April 23 Library Giving Day

 April 26-May 2 Preservation Week <http://www.ala.org/preservationweek>

**May**

May 1 Spring Directors Institute @ Lawrence Public Library

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

 May 4-10 Children’s Book Week <http://www.bookweekonline.com/>

May 21 NEKLS Executive Board

 May 25 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 5 Third tax distribution (on or before the 5th)

June ? Annual Trustee Training @ ?

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 June 18 NEKLS Executive Board

 June 20 Second NEKLS Library Development Grant payment

 June 25-30 ALA Annual Conference, Chicago

**July**

Review Y-T-D Income Received and Budget Spent

 SUMMER LIBRARY PROGRAM continues

July 4 Holiday – NEKLS Office closed

 July 15-17 Kansas Poverty Conference, Topeka, KS

 July 16 NEKLS Executive Board

**August**

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

August 13 NEKLS Executive Board

 August 13 Annual System Meeting and Budget Hearing

**September**

National Library Card Sign-Up Month <http://www.ala.org/librarycardsignup> Sept. 7 Holiday – NEKLS Office closed

Sept. 8 Next User Group Meeting @ Corning

 Sept. 15Summer Library Performer Mileage Reimbursement Request deadline

 Sept. 17 NEKLS Executive Board

 Sept. 19 Third NEKLS Library Development Grant payment

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

Sept. 20-26 Banned Books Week <http://www.ala.org/bbooks>

Sept. 30-Oct. 3 ARSL Conference @ Wichita

**October**

Oct. ? Fall Directors Institute

Oct. 15 NEKLS Executive Board Meeting

Oct. 18-24 National Friends Week <http://www.ala.org/united/events_conferences/folweek>

Oct. 28-30 Kansas Library Association Conference @ Wichita

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. 5 Next User Group meeting @ Leavenworth

Nov. 13 Depict Data Studio Event

Nov. 19 NEKLS Executive Board Meeting

 Nov. 21 Fourth NEKLS Library Development Grant Payment

Nov. 26-27 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 1/24/2020**