

Deadlines for Library Directors Public Library Directors 101 Training

VTLIB Deadlines:

- Courier Information: Due 15th of each month
- RB Digital New Member Application: Due in March
- Movie License Application and Statistics: Due in May
- Summer Reading Program Statistics: Due September 30th
- Summer Reading Program Materials Request (for getting free materials): November/December
- State Park and Historic Sites Passes Statistics: Due November 1st
- Public Library Stats: Due generally at the end of the calendar year

Non-VTLIB Deadlines:

- Town Budget Process deadlines
- Vendor Deadlines
 - ILS
 - Magazine Subscriptions
 - Any online database/service licenses
- Taxes (990) & 501c3 Status Renewal – April 15th
- GMLC – membership deadlines, Mango, ListenUpVermont, VOKAL (if applicable)
- Catamount – membership deadlines (if applicable)

Yearly Items to Know About:

- VT Library Association Conference – in May each year
- Annual Trustees and Friends Conference – in May each year
- Continuing Education Opportunities – See VTLIB site
- Any Local Town Festivals, Celebrations, Dinners, Parades, etc.

Others:



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