

A Sample of Deadlines for Library Directors

VTLIB Deadlines:

- Courier Information: Due 15th of each month
- Courier sign-ups for interested libraries: June/July each year
- Courier grant application: open August 1-31 each year
- Movie License Statistics: late summer
- Summer Programming Grant applications: open in February, deadline to apply is in March
- Summer Programming Grant Reporting & Summer Reading statistics (one report): due in November
- Summer Reading Program Materials Request (for getting free materials): typically opens October/November and closes in December
- State Park and Historic Sites Passes Statistics: Fall
- Public Library Statistics (Annual Report): Typically opens in November, due end of December

Non-VTLIB Deadlines:

- Monthly or quarterly director report to library board
- Town Budget Process deadlines
- Library report to town
- Vendor Deadlines
 - ILS
 - Magazine Subscriptions
 - Any online database/service licenses
- Annual Building Safety Inspections: elevator, fire extinguishers, sprinkler systems
- Taxes (990) & 501c3 Status Renewal – April 15th (if applicable)
- GMLC – membership deadlines, Mango, VOKAL (if applicable)
- Catamount – membership deadlines (if applicable)
- Professional membership dues

Yearly Items to Know About:

- VT Library Association Conference – annual conference, usually spring
- Continuing Education Opportunities – continuous throughout the year
- Local Town/City events: Town Meeting Day; places for library to table: farmers markets, parades, school open houses
- Events unique to YOUR town!

