



Important Dates for Directors

Look for notices on exact dates on the listservs: MELIBS, STATE_LIBRARY_MEINFO, and /or E-rate_ MAINE

Public Annual Survey and Report (federal & state requirement)	
Opens	January 1
Closes	April 1
National Library Week	April
School Library Media Month	April
Spring District Council Meetings	May
Children's Book Week	May
New Public Library Directors Orientation	May or June
Public Library Director's Institute	June
Update Library Information	June
Corporation annual report for the Secretary of State	June
Order Summer Reading Club Manuals (for the following summer)	May/June
Banned Books Week	September
Snapshot Day	Fall (every other year)
Download Library	mid December or February (depending on 'go live' date)
E-rate MSLN Internet yearly paperwork	Fall
Telephone discounts Form 470	September –December
Form 471	January - March
Form 486	After July 1, before October 29
Form 472/BEAR Form	After July 15, before Oct. 28
