



Important Dates for Library 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 Oct 29
Form 472/BEAR Form		After July 15, before Oct. 28