

# Important Events

Please see the annual Meeting Calendar for specific dates.

## January:

- First Library Managers meeting of the year.
- Calendar of meetings for the year is distributed by Shortgrass.
- The Manager, Systems and Technical Services shares data and annual statistics for the previous calendar year with member libraries. This data must be entered into the PLSB Survey & Annual Report.
- Complete and submit the survey for the PLSB Survey and Annual Report.
- Invoices for materials allotment are sent out to library boards.
- Invoices for operational levies are sent out to municipalities.
- Summer planning: libraries are asked to indicate whether they are participating in the TD Summer Reading Club.

## February:

- Feb 28th: Survey & Annual Report for provincial grant funding from Public Library Services Branch (the same one sent to you in January) is due. For more information, please see: <https://www.alberta.ca/public-library-board-survey-and-annual-report.aspx>.
- Summer planning: libraries are asked to complete prize orders by a deadline provided by Shortgrass.

## March:

- Library Managers meeting.
- Summer planning: libraries are asked to inform Shortgrass if they would like to arrange for us to participate in their community parade.
- Southern Alberta Library Conference (SALC) in Lethbridge.
- Summer planning: libraries are asked to select their preferred date (in July or August) for the summer reading concert tour, which will be organized and funded by Shortgrass.

## May:

- Library Managers meeting.

## June:

- Middle of June: joint meeting with Shortgrass Library Board, Library Managers and Library Board Chairs.

## July & August:

- Summer Reading Program takes place.
- Summer Reading concert tour of member libraries by a children's performer.

## September:

- Library Managers meeting.
- Submit summer reading statistics to Client Services Librarian.

## November:

- Library Managers meeting.
- Late November - Order cut-off date.

## December:

- Annual Christmas Dinner & Social.
- Shortgrass office closes at noon on December 24th, and reopens after January 1st. See annual calendar of meetings for exact dates.