

2025 Kentucky Public Library Calendar

(Dates are accurate as of 11/18/2024)

For quick reference, links to the following three websites are provided:

[Department for Local Government Portal](#) – Portal for Special Purpose Governmental Entities DLG Filings.

[KDLA Continuing Education](#) - KDLA offers a variety of training opportunities for library staff & trustees.

[KDLA E-rate](#) – Information and links to assist those applying for E-rate.

JANUARY	
1	State Holiday—New Year’s Day—KDLA closed
20	State Holiday—Dr. Martin Luther King, Jr. Day—KDLA closed
23	KDLA Public Library Institute Virtual Session
31	Annual Summations for North East Region Due
31	Annual Public Libraries Construction Grant Funds Report Due
FEBRUARY	
TBA	New Trustee Zoom Orientation
13	KDLA Public Library Institute Virtual Session
19-21	Kentucky Public Library Association Spring Conference—Lexington, KY
27	KDLA Public Library Institute Virtual Session
28	E-rate Funding Year 2025 Form 470 Due (projected)
MARCH	
13	KDLA Public Library Institute Virtual Session
27	KDLA Public Library Institute Virtual Session
28	E-rate Funding Year 2025 Form 471 Due (projected)
31	Annual Summations for North Central Region Due
APRIL	
6-12	KY Statewide Job Fair (in conjunction with National Library Week)
18	State Holiday—Good Friday—KDLA closed ½ day
29-May 1	KDLA Public Library Institute In-Person Session--KDLA
MAY	
TBA	New Trustee Zoom Orientation
TBA	New Director Orientation
26	State Holiday—Memorial Day—KDLA closed
31	Annual Summations for South East Region Due
JUNE	
19	State Holiday—Juneteenth—KDLA closed
30	FY 24-25 Budget Amendments and FY 23-24 Audit/Attestation Engagement due in SPGE portal

JULY	
July 1 – Sept 15	SPGEs with taxing authority must set their tax rates and submit a written copy to KDLA within 45 days of certification or September 15 at the latest
1	Annual Report Portal Opens (projected)
4	State Holiday—Independence Day—KDLA closed
15	FY 25-26 Budget Estimates, 2025 Board Reporting, and 2025 Registration Fee due in SPGE portal
31	Semi-Annual Public Libraries Construction Grant Funds Report Due
AUGUST	
TBA	New Trustee Zoom Orientation
27	Annual Report Due
28	KDLA Public Library Institute Virtual Session
SEPTEMBER	
1	FY 24-25 Year End Budget Actuals due to SPGE portal
1	Deadline to publish the location of library financial statements and audit/attestation engagements in local newspaper
1	State Holiday—Labor Day—KDLA closed
11	KDLA Public Library Institute Virtual Session
25	KDLA Public Library Institute Virtual Session
30	Annual Summations for West Region Due
OCTOBER	
14-16	KDLA Public Library Institute In-Person Session--KDLA
28	E-rate Funding Year 2024 invoicing due
NOVEMBER	
TBA	New Trustee Zoom Orientation
2	KY Book Festival--Lexington
11	State Holiday—Veteran’s Day—KDLA closed
27-28	State Holiday—Thanksgiving—KDLA closed
30	Annual Summations for South Central Region Due
DECEMBER	
25-26	State Holiday—Christmas--KDLA closed

In 2025, don’t forget to...

- Renew annual SAM.gov registration for your library’s Unique Entity Identifier
- Properly dispose of documents that have reached the end of their retention schedule and report destruction to KDLA
- Review and update your library’s disaster response plan
- Review and update your director succession notes
- Review and update library policies
- Review the library board by-laws