



## Libros for Oregon Yearly Timeline May 1, 2023 to May 31, 2024

May 15th: Applications close.

May 24: Notify successful applicant libraries; request confirmation that they will participate.

May 25: Reach out to potential Travelers to schedule interviews.

By May 31: Traveler interviews completed.

By June 1: Select and notify 3 Travelers.

By July 15:

- Travelers must become individual ALA members.
- Travelers must have a valid passport.
- Travelers should apply for the ALA-FIL Free Pass program.
- Note: The Free Pass program takes care of booking travelers' hotel rooms at the business hotel. When applying for the program, travelers indicate roommate preference (either a specific person; a preference to room alone, in which case the program covers only 3 nights; or a willingness to let the program assign a roommate)
- The deadline for application to the ALA-FIL Free Pass program is September 29, 2023. The Guadalajara Book Fair is offering an additional \$100 to the first 100 applicants who submit their airfare confirmation by September 7.
- Travelers should book their flights
  - Travelers should plan to work Sunday-Wednesday at the FIL.
  - Travelers should include at least one "buffer" travel day at the front end of the trip to absorb possible travel delays.

By July 31: Travelers should apply for the FIL \$100 rebate



By July 31: LfO Treasurer coordinates with Shirley/OLA to invoice participating libraries.

By August 1: LfO Outreach Team reminds libraries to submit Outreach Plan forms by September 30, 2023

- Also share Outreach Report Form that is due by November 15, 2024
- By September 1, 2023: Second reminder to libraries to submit Outreach Plan forms by September 30, 2023

September: Begin reimbursements

- Once funds are available (from invoiced libraries), reimburse for flights, etc., with proof of purchase and by sending Shirley completed Expense Reimbursement Request Form (ERRF) for each of the participants.

Mid-September: LfO Treasurer coordinates w/Shirley to invoice Emporia for \$1,000 sponsorship

By September 30: Libraries must submit Outreach Plan and Purchase Request forms

By mid-October: The Travelers should connect (at least by phone) to coordinate travel plans & strategize for the FIL Travel Coordinator will initiate this and make sure everyone has all necessary materials and feel comfortable with the process.

By November 15: 2022/23 cohort must submit all three outreach reports

November 25-Dec 3: Travelers attend the FIL, most likely Sunday-Wednesday

- MCBV (vendor) timeline (subject to change):
  - Done at FIL ideally by Tuesday night
  - Ship out in trucks around mid-December; wait for clearance at the border
  - By about mid-January, shipping out to libraries



- By end of January: Libraries can expect to hear about the status of their ordered books

February: Announce to Oregon library community what was purchased at the FIL

- Photos from FIL
- Communication Team reaches out to 2023/24 cohort to gather articles, photos, press releases, etc to reshare

February 15th: Applications go live

- Promote via ListServs, social media

### OVERLAP OF 2023/24 CYCLE WITH 2024/25 CYCLE

May 15th: Applications close

By May 31: Traveler interviews; selection of Travelers

By mid-June: Notify successful applicant libraries and Travelers; confirm they will participate.