

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
February 2017	<ul style="list-style-type: none"> -Committee of the Whole February 7 -Regular Board meeting 21 -ILA Trustee Forum Workshop. -President's Day Legislative Breakfast. 	<ul style="list-style-type: none"> -Committee of the Whole February 7 -Regular Board meeting 21 -President's Day Legislative Breakfast. -Fundraising update 	<ul style="list-style-type: none"> -Friends of the Library meeting February 23.
March 2017	<ul style="list-style-type: none"> -Committee of the Whole March 7 -Regular Board meeting March 21 -Update on Strategic Planning 16-18. Plan was Approved March 2016 	<ul style="list-style-type: none"> --Committee of the Whole March 7 -Regular Board meeting March 21 -Annual Library Certification. Deadline 3/ 31 -Capital planning budget finalized. -Update on Strategic Planning 16-18. Plan was approved March 2016 	<ul style="list-style-type: none"> -Freedom of Information Day. -Friends of the Library meeting March 23.
April 2017	<ul style="list-style-type: none"> -Committee of the Whole April 4 -Regular Board meeting April 18 -Review first draft of working budget. -File Statement of Economic Interest -Receive results for Consolidated Election April 4, 2017 -File board roster certificate at CCO before April 30. Policy 1001 	<ul style="list-style-type: none"> -Committee of the Whole April 4 -Regular Board meeting April 18 -Budget submitted by departments. -Consolidated Election April 4, 2017. -Receive results for Consolidated Election April 4, 2017 -File Statement of Economic Interest -File board roster certificate at CCO before April 30. Policy 1001 	<ul style="list-style-type: none"> -Library Closed Easter Sunday, April 16 -Begin work on Inside Angle. Summer Issue. Due date May 3. -AARP Tax assistance closing. -PLA National Conference. -National Library Week. -Spring programs begin. -Bingo in the Books April 28.
May 2017	<ul style="list-style-type: none"> -Last Committee of the Whole May 2. (As of November 2015) -Regular Board meeting May 16 -Review second draft of working budget. -National Library Legislative Day. -Laconi Trustee Banquet. - Annually Review the Statement of Purpose and work on any advisory group. -Appoint new chairpersons (1001) 	<ul style="list-style-type: none"> -Last Committee of the Whole May 2. (As of November 2015) -Regular Board meeting May 16 -Renewals for medical, general liability and worker's compensation insurance. -National Library Legislative Day. -Laconi Trustee Banquet. 	<ul style="list-style-type: none"> Library Closed Memorial Day, May 29 -28th Annual Conference Reaching Forward. May 5. -School visits.

<p>June 2017</p>	<ul style="list-style-type: none"> -Regular Board meeting June 20 -Adopt Working Budget FY16-17 -Ordinance Regular Meeting Schedule for FY17-18. -Semi-annual review of the minutes of all closed sessions. -Prevailing Wage Ordinance. -Ordinance to Transfer to the Special Reserve Fund. -Update on Strategic Planning 16-18 approved March 2016 -Filing of board roster with the ISL before July 1. Policy 1001 	<ul style="list-style-type: none"> -Regular Board meeting June 20 -Fiscal Year Ends June 30. -End of Fiscal Year Annual Fund Appeal -Volunteer Luncheon. -New Trustee Orientation. -Filing of board roster with the ISL before July 1. Policy 1001 -Update on Strategic Planning 16-18 approved March 2016 	<ul style="list-style-type: none"> -ALA Annual Conference. -Summer Reading Begins. -Bookmobile Roundup.
<p>July 2017</p>	<ul style="list-style-type: none"> -Regular Board meeting July 18 -Begin work on IPLAR. -Audit of Regular meeting minutes FY16-17. -Building, Sites & Maintenance Ordinance. -Tentative Budget & Appropriations Ordinance. -Annual Review of non-resident card participation -Semi-annual review of closed session minutes. -Midyear Financial Report 	<ul style="list-style-type: none"> -New Fiscal year begins July 1. -Regular Board meeting July 18 -Begin work on Audit. -Begin work on IPLAR. -Audit of Regular meeting minutes FY16-17. -Total Compensation Packages for employees earning over \$75,000. -Filing Secretary certificate of board roster with the ISL. Policy 1001 	<ul style="list-style-type: none"> -Library Closed Independence Day, July 4 -Begin work on Inside Angle. Fall Issue. Due date August 1. -Summer Reading Ends. -Lake County Fairgrounds.
<p>August 2017</p>	<ul style="list-style-type: none"> -Regular Board meeting August 15 -Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding year. Deadline August 30. 	<ul style="list-style-type: none"> -Regular Board meeting August 15 -File IPLAR. Deadline on or before September 1. 	<ul style="list-style-type: none"> -Lake County Fairgrounds. -Gurnee Days.
<p>September 2017</p>	<ul style="list-style-type: none"> -Regular Board meeting September 19 -Hearing for Annual Budget and Appropriation -Budget & Appropriations Ordinance. -Update on Strategic Planning 16-18 approved March 2016 	<ul style="list-style-type: none"> -Regular Board meeting September 19 -Finish work on audit. -Hearing for Annual Budget and Appropriation 	<ul style="list-style-type: none"> -Library Closed Labor Day, September 4 -Fall programs begin. -Library Card Sign-Up Month. -Banned Books Week.

<p>October 2017</p>	<ul style="list-style-type: none"> -Regular Board meeting October 17 -Receive Per Capita Grant. Deadline on or before January 15. -Resolution estimating funds needed. -Receive audited annual financial statement. -Executive Director's annual performance evaluation. 	<ul style="list-style-type: none"> -Regular Board meeting October 17 -File Resolution estimating funds needed -Begin annual appeal letter. -Begin work on holiday cards. -Begin work on Per Capita Grant. Deadline January 15. 	<ul style="list-style-type: none"> -Annual performance evaluations started. -Begin work on Inside Angle. Winter Issue. Due date November 1. -ILA Annual Conference. -Teen Read Week. -National Friends of Libraries Week.
<p>November 2017</p>	<ul style="list-style-type: none"> -Regular Board meeting November 21 -Truth in Taxation Hearing/ Levy Ordinance. -Staff Year End Bonuses. -Treasurer's report of annual receipts and disbursements. 	<ul style="list-style-type: none"> -Regular Board meeting November 21 -File Levy Ordinance. -Mail holiday cards and e-cards. -Mail annual appeal letter. -Publish treasurer's report of annual receipts and disbursements. -Post Continuing Disclosure Information (Bonds). 	<ul style="list-style-type: none"> -Library Closed before Thanksgiving Day at 5 pm, November 22 Library Closed Thanksgiving Day, November 23 -NaNoWriMo. -Annual performance evaluations ended.
<p>December 2017</p>	<ul style="list-style-type: none"> -Regular Board meeting December 19 -Executive Director evaluation. -Update on Strategic Planning 16-18 approved March 2016 -Capital needs assessment update 	<ul style="list-style-type: none"> -Regular Board meeting December 19 -Annual performance evaluations of managers and administrative staff. -Program pay increases for staff. -File Per Capita Grant Application. Deadline on January 15, 2018. 	<ul style="list-style-type: none"> Library Closed Christmas Eve, December 24 Library Closed Christmas Day, December 25 Library Close New Year's Eve, December 31 -Staff Holiday Party organized by Staff Association
<p>January 2018</p>	<ul style="list-style-type: none"> -Regular Board meeting January 16 -Bond Levy Abatement Ordinance. -Semi-annual review of closed session minutes. -Appointment of Board Self-Evaluation Committee. -Midyear financial report. 	<ul style="list-style-type: none"> -Regular Board meeting January 16 -Receive Annual Library Certification. Deadline March 31. -Pay increases effective. -Fundraising update 	<ul style="list-style-type: none"> Library Closed New Year's Day, January 1 -Winter programs begin. -ALA Midwinter Conference. -Begin work on Inside Angle. Spring Issue.