

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>FEBRUARY 2020</b> - COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 4/REGULAR BOARD MEETING TUESDAY, FEBRUARY 18		
<ul style="list-style-type: none"> <li>● Board Self-Evaluation: Working on Survey.</li> <li>● President's Day Legislative Breakfast. Monday, February 17. Arboretum Club (Buffalo Grove) 7:45 – 10 a.m. \$30</li> </ul>	<ul style="list-style-type: none"> <li>-PLA 2020 Conference. Nashville TN. February 25-29. Executive Director is attending.</li> <li>-President's Day Legislative Breakfast. Executive Director is attending.</li> <li>-Fundraising update.</li> </ul>	<ul style="list-style-type: none"> <li>- Friends of the Library Meeting. February 27 @ 1pm</li> </ul>
<b>MARCH 2020</b> - COMMITTEE OF THE WHOLE TUESDAY, MARCH 3/REGULAR BOARD MEETING TUESDAY, MARCH 17		
<ul style="list-style-type: none"> <li>● Update on Strategic Planning 20-22.</li> <li>● ILA 2020 Trustee Forum Workshop. March 14 @ 8 am. Oak Brook</li> <li>● Board Self-Evaluation Results.</li> </ul>	<ul style="list-style-type: none"> <li>-Annual Library Certification by March 31</li> <li>-RAILS Memberships Standards Data Collection by March 31</li> <li>-Capital planning budget finalized</li> <li>-Update on Strategic Planning 20-22</li> </ul>	<ul style="list-style-type: none"> <li>-Freedom of Information Day</li> <li>-Saturday Book Sale. March 7 @ 10 am</li> </ul>
<b>APRIL 2020</b> - COMMITTEE OF THE WHOLE MEETING TUESDAY, APRIL 7/REGULAR BOARD MEETING TUESDAY, APRIL 21		
<ul style="list-style-type: none"> <li>● Review first draft of working budget.</li> <li>● File Statement of Economic Interest</li> <li>● Quarterly Review: Self-Evaluation Board Goals</li> </ul>	<ul style="list-style-type: none"> <li>-Prepare Resolutions for outgoing board members</li> <li>-Budget submitted by departments</li> <li>-File Statement of Economic Interest</li> <li>-Bingo in the Books. April 17, 2020</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Library Closed:</b> Easter Sunday</li> <li>-Begin work on Inside Angle. Summer Issue.</li> <li>-National Library Week</li> <li>-AARP Tax assistance closing</li> <li>-Spring programs begin</li> </ul>
<b>MAY 2020</b> - COMMITTEE OF THE WHOLE MEETING TUESDAY, MAY 5/REGULAR BOARD MEETING TUESDAY, MAY 19		
<ul style="list-style-type: none"> <li>● Review second draft of working budget</li> <li>● Tentative transfer of funds from Expendable Trust to Endowment Fund</li> <li>● Adopt Strategic Plan 20-22</li> </ul>	<ul style="list-style-type: none"> <li>-Volunteer Luncheon TBD</li> <li>-Renewals for medical, general liability and worker's compensation insurance</li> <li>-OCLC Renewal Agreements by June 30</li> </ul>	<ul style="list-style-type: none"> <li><b>Library Closed:</b> Memorial Day</li> <li>-School visits</li> <li>-Friends of the Library meeting. May 28 @ 1pm</li> </ul>

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<b>JUNE 2020 - COMMITTEE OF THE WHOLE MEETING TUESDAY, JUNE 2/REGULAR BOARD MEETING TUESDAY, JUNE 16</b>		
<ul style="list-style-type: none"> <li>● Adopt Working Budget FY20-21</li> <li>● Ordinance Regular Meeting Schedule for FY20-21</li> <li>● Ordinance to Transfer to the Special Reserve Fund</li> <li>● Semi-annual review of closed session's minutes. 6/30 Last day for first half year review</li> </ul>	<p><b>-Fiscal Year 19-20Ends</b></p> <ul style="list-style-type: none"> <li>-End of Fiscal Year Annual Fund Appeal</li> <li>-Ordinance Regular Meeting Schedule for FY20-21</li> <li>-Ordinance to Transfer to the Special Reserve Fund</li> <li>-File Board roster with the ISL before July 1.</li> <li>-ALA Annual Conference. June 25-30. Chicago</li> <li>-Update on Strategic Planning 20-22.</li> </ul>	<ul style="list-style-type: none"> <li>-Summer Reading Begins</li> <li>-Bookmobile Roundup</li> <li>-Saturday Book Sale. June 6 @ 10 am</li> </ul>
<b>JULY 2020 MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>● Ordinance - Building, Sites &amp; Maintenance</li> <li>● Ordinance -Tentative Budget &amp; Appropriations</li> <li>● Ordinance - Annual Review of non-resident card participation</li> <li>● Audit of Regular Meetings minutes FY19-20</li> <li>● Semi-annual review of closed session minutes</li> <li>● Building and Grounds Tour</li> <li>● Quarterly Review: Self-Evaluation Board Goals</li> </ul>	<p><b>- Fiscal Year 20-21begins</b></p> <ul style="list-style-type: none"> <li>- Ordinance - Building, Sites &amp; Maintenance</li> <li>- Ordinance -Tentative Budget &amp; Appropriations</li> <li>- Ordinance - Annual Review of non-resident card participation</li> <li>- Begin work on Annual Audit Report</li> <li>- Begin work on IPLAR</li> <li>- Audit of Regular Meeting minutes FY19-20</li> <li>-Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>- Library Closed: Independence Day, July 4</li> <li>- Begin work on Inside Angle. Fall Issue.</li> <li>- Summer Reading Ends</li> <li>- Lake County Fairgrounds</li> </ul>
<b>AUGUST 2020 MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>● IPLAR Approval</li> <li>● Resolution Selection of Library Materials and Use of Library Materials and Facilities</li> <li>● Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30</li> <li>● Gurnee Days</li> </ul>	<ul style="list-style-type: none"> <li>-File IPLAR. Deadline on or before September 1</li> <li>-Annual Report with detail account of all receipts and expenditures. Deadline August 30</li> <li>-Gurnee Days:</li> </ul>	<ul style="list-style-type: none"> <li>- Gurnee Days.</li> <li>-Friends of the Library meeting. August 27 @ 1 pm</li> </ul>

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<b>SEPTEMBER 2020 MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Public Hearing - Annual Budget and Appropriation</li> <li>●Ordinance – Annual Budget &amp; Appropriation</li> <li>●Quarterly Review: Self-Evaluation Board Goals</li> </ul>	<ul style="list-style-type: none"> <li>-Public Hearing - Annual Budget and Appropriation</li> <li>-Finish work on audit</li> <li>-Ordinance – Annual Budget &amp; Appropriation</li> <li>-Resolution – Proclamation FOL Week</li> <li>-Update on Strategic Planning 20-22</li> <li>-TBD Last Day for audit of the records to be filed.</li> <li>-September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund.</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Library Closed:</b> Labor Day</li> <li>-Fall programs begins</li> <li>-Library Card Sign-Up Month</li> <li>-Banned Books Week</li> <li>-Saturday Book Sale. September 11 @10 am</li> </ul>
<b>OCTOBER 2020 MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Resolution - Estimating of Funds Needed</li> <li>●Receive audited annual financial statement</li> <li>●Quarterly Review: Self-Evaluation Board Goals</li> <li>●Review Per Capita Grant requirements. Deadline on or before January 15</li> <li>●ILA Annual Conference. Trustee Day.</li> </ul>	<ul style="list-style-type: none"> <li>- Resolution – Estimating of Funds Needed</li> <li>- Annual Appeal Letters</li> <li>-Begin work on holiday cards</li> <li>-Begin work on Per Capita Grant. Deadline on or before January 15</li> <li>-Receive audited annual financial statement</li> <li>-Annual performance evaluations started</li> <li>-ILA Annual Conference.</li> </ul>	<ul style="list-style-type: none"> <li>-Begin work on Inside Angle. Winter Issue.</li> <li>-Teen Read Week</li> <li>-National Friends of Libraries Week.</li> <li>-Friends of the Library meeting Thursday, October 22 @ 1 pm</li> </ul>
<b>NOVEMBER 2020 MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Levy Ordinance</li> <li>●Staff Year End Bonuses</li> <li>●Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>●Executive Director annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-Levy Ordinance: to file a certified copy with County Clerk, which incorporates budget and appropriation ordinance.</li> <li>12/25 Last day to file certificate of compliance with TITA</li> <li>-12/27 Last day to file Audit Report and annual Financial Report with Comptroller and County Clerk</li> <li>-Publish treasurer's report of annual receipts and disbursements</li> <li>-Working on holiday e-cards</li> <li>-Mail annual appeal letter.</li> <li>-Post Continuing Disclosure Information (Bonds)</li> <li>-Annual performance evaluations of managers and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>-NaNoWriMo</li> <li>-Annual performance evaluations ended</li> <li>-Library Closed: Before Thanksgiving at 5 pm, and Thanksgiving Day</li> </ul>

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<b>DECEMBER 2020 MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>● Approval of Per Capita Grant for submission</li> <li>● Semi-annual review of closed session minutes. 12/31 Last day for the second half year review</li> <li>● Executive Director's annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-Friends of the Library Holiday Party</li> <li>-Email Holiday Cards</li> <li>-Program pay increases for staff</li> <li>-Approval and Filing of Per Capita Grant Application. Deadline on January 15, 2020</li> <li>- Treasurers' Report of Receipts and Disbursements to file with County Clerk before 12/31</li> </ul>	<ul style="list-style-type: none"> <li>-Staff Holiday Party</li> <li>-Saturday Book Sale. December 5 @ 10 am</li> <li>-Library Closed: Christmas Eve, December 24 Christmas Day, December 25 New Year's Eve, December 31</li> </ul>
<b>JANUARY 2021 MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>● Special Meeting: Strategic Planning 20-22. January 7, 2020 @ 7 pm</li> <li>● Ordinance- Abatement of Tax for Debt Service</li> <li>● Begin work on Board Self-Evaluation: Appointment of Committee.</li> <li>● Quarterly Review: Self-Evaluation Board Goals.</li> <li>● Fundraising update.</li> </ul>	<ul style="list-style-type: none"> <li>-Ordinance – Bond Levy Abatement</li> <li>-Annual Online Library Certification begins January 2. Deadline March 31,2019</li> <li>-RAILS Memberships Standards Data Collection begins. Deadline March 31, 2019</li> <li>-Update on Strategic Planning 20-22</li> <li>-Pay increases effective January 1.</li> <li>-Fundraising update.</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed: New Year's Day, January 1</li> <li>-Winter programs begin</li> <li>-Begin work on Inside Angle. Spring Issue</li> <li>-Friends of the Library meeting January 23 @ 1pm</li> </ul>