

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
April 2017	<ul style="list-style-type: none"> <li>-Committee of the Whole <b>Monday April 3</b></li> <li>-Regular Board meeting April 18</li> <li>-Review first draft of working budget.</li> <li>-File Statement of Economic Interest</li> <li>-Receive results for Consolidated Election April 4, 2017</li> <li>-File board roster certificate at CCO before April 30. Policy <i>1001</i></li> </ul>	<ul style="list-style-type: none"> <li>-Committee of the Whole Monday April 3</li> <li>-Regular Board meeting April 18</li> <li>-Budget submitted by departments.</li> <li><b>-Consolidated Election April 4, 2017.</b></li> <li>-Receive results for Consolidated Election April 4, 2017</li> <li>-File Statement of Economic Interest</li> <li>-File board roster certificate at CCO before April 30. Policy 1001</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed Easter Sunday, April 16</li> <li>-Begin work on Inside Angle. Summer Issue. Due date May 3.</li> <li>-AARP Tax assistance closing.</li> <li>-PLA National Conference.</li> <li>-National Library Week. April 9-15</li> <li>-Spring programs begin.</li> <li>-Bingo in the Books April 28.</li> </ul>
May 2017	<ul style="list-style-type: none"> <li>-Last Committee of the Whole May 2. (Per motion November 2015)</li> <li>-Regular Board meeting May 16</li> <li>-Review second draft of working budget.</li> <li>-National Library Legislative Day.</li> <li>-Laconi Trustee Banquet.</li> <li>- Annually Review the Statement of Purpose and work on any advisory group.</li> <li>-Appoint new chairpersons (<i>1001</i>)</li> </ul>	<ul style="list-style-type: none"> <li>-Last Committee of the Whole May 2. (Per motion November 2015)</li> <li>-Regular Board meeting May 16</li> <li>-Renewals for medical, general liability and worker's compensation insurance.</li> <li>-National Library Legislative Day.</li> <li>-Laconi Trustee Banquet.</li> </ul>	<ul style="list-style-type: none"> <li>Library Closed Memorial Day, May 29</li> <li>-28<sup>th</sup> Annual Conference Reaching Forward. May 5.</li> <li>-School visits.</li> </ul>
June 2017	<ul style="list-style-type: none"> <li>-Regular Board meeting June 20</li> <li>-Adopt Working Budget FY16-17</li> <li>-Ordinance Regular Meeting Schedule for FY17-18.</li> <li>-Prevailing Wage Ordinance.</li> <li>-Ordinance to Transfer to the Special Reserve Fund.</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> <li>-Semi-annual review of the minutes of all closed sessions.</li> <li>-Filing of board roster with the ISL before July 1. Policy 1001</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting June 20</li> <li>-Fiscal Year Ends June 30.</li> <li>-End of Fiscal Year Annual Fund Appeal</li> <li>-Ordinance Regular Meeting Schedule for FY17-18.</li> <li>-Volunteer Luncheon.</li> <li>-New Trustee Orientation.</li> <li>-Filing of board roster with the ISL before July 1. Policy 1001</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> </ul>	<ul style="list-style-type: none"> <li>-ALA Annual Conference.</li> <li>-Summer Reading Begins.</li> <li>-Bookmobile Roundup.</li> </ul>

July 2017	<ul style="list-style-type: none"> <li>-Regular Board meeting July 18</li> <li>-Begin work on IPLAR.</li> <li>-Audit of Regular meeting minutes FY16-17.</li> <li>-Building, Sites &amp; Maintenance Ordinance.</li> <li>-Tentative Budget &amp; Appropriations Ordinance.</li> <li>-Annual Review of non-resident card participation</li> <li>-Semi-annual review of closed session minutes.</li> <li>-Midyear Financial Report</li> </ul>	<ul style="list-style-type: none"> <li>-New Fiscal year begins July 1.</li> <li>-Regular Board meeting July 18</li> <li>-Begin work on Audit.</li> <li>-Begin work on IPLAR.</li> <li>-Audit of Regular meeting minutes FY16-17.</li> <li>-Total Compensation Packages for employees earning over \$75,000.</li> <li>-Filing Secretary certificate of board roster with the ISL. Policy 1001</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed Independence Day, July 4</li> <li>-Begin work on Inside Angle. Fall Issue. Due date August 1.</li> <li>-Summer Reading Ends.</li> <li>-Lake County Fairgrounds.</li> </ul>
August 2017	<ul style="list-style-type: none"> <li>-Regular Board meeting August 15</li> <li>-Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding year. Deadline August 30.</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting August 15</li> <li>-File IPLAR. Deadline on or before September 1.</li> </ul>	<ul style="list-style-type: none"> <li>-Lake County Fairgrounds.</li> <li>-Gurnee Days.</li> </ul>
September 2017	<ul style="list-style-type: none"> <li>-Regular Board meeting September 19</li> <li>-Hearing for Annual Budget and Appropriation</li> <li>-Budget &amp; Appropriations Ordinance.</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting September 19</li> <li>-Finish work on audit.</li> <li>-Hearing for Annual Budget and Appropriation</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed Labor Day, September 4</li> <li>-Fall programs begin.</li> <li>-Library Card Sign-Up Month.</li> <li>-Banned Books Week.</li> </ul>
October 2017	<ul style="list-style-type: none"> <li>-Regular Board meeting October 17</li> <li>-Receive Per Capita Grant. Deadline on or before January 15.</li> <li>-Resolution estimating funds needed.</li> <li>-Receive audited annual financial statement.</li> <li>-Executive Director's annual performance evaluation.</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting October 17</li> <li>-File Resolution estimating funds needed</li> <li>-Begin annual appeal letter.</li> <li>-Begin work on holiday cards.</li> <li>-Begin work on Per Capita Grant. Deadline January 15.</li> </ul>	<ul style="list-style-type: none"> <li>-Annual performance evaluations started.</li> <li>-Begin work on Inside Angle. Winter Issue. Due date November 1.</li> <li>-ILA Annual Conference.</li> <li>-Teen Read Week.</li> <li>-National Friends of Libraries Week.</li> </ul>

November 2017	<ul style="list-style-type: none"> <li>-Regular Board meeting November 21</li> <li>-Truth in Taxation Hearing/ Levy Ordinance.</li> <li>-Staff Year End Bonuses.</li> <li>-Treasurer's report of annual receipts and disbursements.</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting November 21</li> <li>-File Levy Ordinance.</li> <li>-Mail holiday cards and e-cards.</li> <li>-Mail annual appeal letter.</li> <li>-Publish treasurer's report of annual receipts and disbursements.</li> <li>-Post Continuing Disclosure Information (Bonds).</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed before Thanksgiving Day at 5 pm, November 22</li> <li>Library Closed Thanksgiving Day, November 23</li> <li>-NaNoWriMo.</li> <li>-Annual performance evaluations ended.</li> </ul>
December 2017	<ul style="list-style-type: none"> <li>-Regular Board meeting December 19</li> <li>-Executive Director evaluation.</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> <li>-Capital needs assessment update</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting December 19</li> <li>-Annual performance evaluations of managers and administrative staff.</li> <li>-Program pay increases for staff.</li> <li>-File Per Capita Grant Application. Deadline on January 15, 2018.</li> </ul>	<ul style="list-style-type: none"> <li>Library Closed Christmas Eve, December 24</li> <li>Library Closed Christmas Day, December 25</li> <li>Library Close New Year's Eve, December 31</li> <li>-Staff Holiday Party organized by Staff Association</li> </ul>
January 2018	<ul style="list-style-type: none"> <li>-Regular Board meeting January 16</li> <li>-Bond Levy Abatement Ordinance.</li> <li>-Semi-annual review of closed session minutes.</li> <li>-Appointment of Board Self-Evaluation Committee.</li> <li>-Midyear financial report.</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting January 16</li> <li>-Receive Annual Library Certification. Deadline March 31.</li> <li>-Pay increases effective.</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>-ALA Midwinter Conference.</li> <li>-Begin work on Inside Angle. Spring Issue.</li> </ul>
February 2018	<ul style="list-style-type: none"> <li>-Regular Board meeting February 20</li> <li>-ILA Trustee Forum Workshop.</li> <li>-President's Day Legislative Breakfast.</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting 20</li> <li>-President's Day Legislative Breakfast.</li> <li>-Fundraising update</li> </ul>	<ul style="list-style-type: none"> <li>-Friends of the Library meeting February?</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>-Regular Board meeting March 20</li> <li>-Update on Strategic Planning 16-18. Plan approved March 2016</li> </ul>	<ul style="list-style-type: none"> <li>-Regular Board meeting March 20</li> <li>-Annual Library Certification. Deadline 3/ 31</li> <li>-Capital planning budget finalized.</li> <li>-Update on Strategic Planning 16-18. Plan approved March 2016</li> </ul>	<ul style="list-style-type: none"> <li>-Freedom of Information Day.</li> <li>-Friends of the Library meeting March?</li> </ul>