

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
APRIL 2020 - COMMITTEE OF THE WHOLE MEETING TUESDAY, APRIL 7/REGULAR BOARD MEETING TUESDAY, APRIL 21		
<ul style="list-style-type: none"> ● Initial presentation of budget draft at CoW ● Last month to file Statement of Economic Interest ● Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> -Budget submitted by departments -File Statement of Economic Interest -Bingo in the Books. April 17, 2020 	<ul style="list-style-type: none"> -Library Closed: Easter Sunday -Begin work on Inside Angle. Summer Issue. -National Library Week. April 19, 25, 2020 -AARP Tax assistance closing Monday, April 13 -Spring programs begin
MAY 2020 - COMMITTEE OF THE WHOLE MEETING TUESDAY, MAY 5/REGULAR BOARD MEETING TUESDAY, MAY 19		
<ul style="list-style-type: none"> ● Review of latest budget draft at CoW ● Tentative transfer of funds from Expendable Trust to Endowment Fund ● Adopt Strategic Plan 20-22 	<ul style="list-style-type: none"> -Volunteer Luncheon TBD -Renewals for medical, general liability and worker's compensation insurance -OCLC Renewal Agreements by June 30 	<ul style="list-style-type: none"> -Library Closed: Memorial Day -School visits -Friends of the Library meeting. May 28 @ 1pm
JUNE 2020 - COMMITTEE OF THE WHOLE MEETING TUESDAY, JUNE 2/REGULAR BOARD MEETING TUESDAY, JUNE 16		
<ul style="list-style-type: none"> ● Approval of FY20-21 Budget ● Ordinance Regular Meeting Schedule for FY20-21 ● Ordinance to Transfer to the Special Reserve Fund ● Semi-annual review of closed session's minutes. 6/30 Last day for first half year review 	<ul style="list-style-type: none"> -Fiscal Year 19-20 Ends -End of Fiscal Year Annual Fund Appeal -Ordinance Regular Meeting Schedule for FY20-21 -Ordinance to Transfer to the Special Reserve Fund -File Board roster with the ISL before July 1. -ALA Annual Conference. June 25-30. Chicago -Update on Strategic Planning 20-22. 	<ul style="list-style-type: none"> -Summer Reading Begins -Bookmobile Roundup -Saturday Book Sale. June 6 @ 10 am

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JULY 2020 MEETINGS TBD		
<ul style="list-style-type: none"> ●Ordinance - Building, Sites & Maintenance ●Ordinance -Tentative Budget & Appropriations ●Ordinance - Annual Review of non-resident card participation ●Audit of Regular Meetings minutes FY19-20 ●Semi-annual review of closed session minutes ●Building and Grounds Tour ●Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> - Fiscal Year 20-21begins - Ordinance - Building, Sites & Maintenance - Ordinance -Tentative Budget & Appropriations - Ordinance - Annual Review of non-resident card participation - Begin work on Annual Audit Report - Begin work on IPLAR - Audit of Regular Meeting minutes FY19-20 -Total Compensation Packages for employees earning over \$75,000 	<ul style="list-style-type: none"> - Library Closed: Independence Day, July 4 - Begin work on Inside Angle. Fall Issue. - Summer Reading Ends - Lake County Fairgrounds
AUGUST 2020 MEETINGS TBD		
<ul style="list-style-type: none"> ●IPLAR Approval ●Resolution Selection of Library Materials and Use of Library Materials and Facilities ●Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30 ●Gurnee Days 	<ul style="list-style-type: none"> -File IPLAR. Deadline on or before September 1 -Annual Report with detail account of all receipts and expenditures. Deadline August 30 -Gurnee Days -Begins Work for <i>Trustee Election April 2021</i> 	<ul style="list-style-type: none"> - Gurnee Days. -Friends of the Library meeting. August 27 @ 1 pm
SEPTEMBER 2020 MEETINGS TBD		
<ul style="list-style-type: none"> ●Public Hearing - Annual Budget and Appropriation ●Ordinance – Annual Budget & Appropriation ●Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> -Public Hearing - Annual Budget and Appropriation -Finish work on audit -Ordinance – Annual Budget & Appropriation -Resolution – Proclamation FOL Week -Update on Strategic Planning 20-22 -TBD Last Day for audit of the records to be filed. -September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund. 	<ul style="list-style-type: none"> -Library Closed: Labor Day -Fall programs begins -Library Card Sign-Up Month -Banned Books Week -Saturday Book Sale. September 11 @10 am

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OCTOBER 2020 MEETINGS TBD		
<ul style="list-style-type: none"> ●Resolution - Estimating of Funds Needed ●Receive audited annual financial statement ●Quarterly Review: Self-Evaluation Board Goals ●Review Per Capita Grant requirements. Deadline on or before January 15 ●ILA Annual Conference. Trustee Day. 	<ul style="list-style-type: none"> - Resolution – Estimating of Funds Needed - Annual Appeal Letters -Begin work on holiday cards -Begin work on Per Capita Grant. Deadline on or before January 15 -Receive audited annual financial statement -Annual performance evaluations started -ILA Annual Conference. 	<ul style="list-style-type: none"> -Begin work on Inside Angle. Winter Issue. -Teen Read Week -National Friends of Libraries Week. -Friends of the Library meeting Thursday, October 22 @ 1 pm
NOVEMBER 2020 MEETINGS TBD		
<ul style="list-style-type: none"> ●Levy Ordinance ●Staff Year End Bonuses ●Treasurer to prepare sworn report of Receipts and Disbursements ●Executive Director annual performance evaluation 	<ul style="list-style-type: none"> -Levy Ordinance: to file a certified copy with County Clerk, which incorporates budget and appropriation ordinance. 12/25 Last day to file certificate of compliance with TITA -12/27 Last day to file Audit Report and annual Financial Report with Comptroller and County Clerk -Publish treasurer's report of annual receipts and disbursements -Working on holiday e-cards -Mail annual appeal letter. -Post Continuing Disclosure Information (Bonds) -Annual performance evaluations of managers and administrative staff 	<ul style="list-style-type: none"> -NaNoWriMo -Annual performance evaluations ended -Library Closed: Before Thanksgiving at 5 pm, and Thanksgiving Day
DECEMBER 2020 MEETINGS TBD		
<ul style="list-style-type: none"> ●Approval of Per Capita Grant for submission ●Semi-annual review of closed session minutes. 12/31 Last day for the second half year review ●Executive Director's annual performance evaluation 	<ul style="list-style-type: none"> -Friends of the Library Holiday Party -Email Holiday Cards -Program pay increases for staff -Approval and Filing of Per Capita Grant Application. Deadline on January 15, 2020 -Treasurers' Report of Receipts and Disbursements to file with County Clerk before 12/31 	<ul style="list-style-type: none"> -Staff Holiday Party -Saturday Book Sale. December 5 @ 10 am -Library Closed: Christmas Eve, December 24 Christmas Day, December 25 New Year's Eve, December 31

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JANUARY 2021 MEETINGS TBD		
<ul style="list-style-type: none"> ●Ordinance- Abatement of Tax for Debt Service ●Begin work on Board Self-Evaluation: Appointment of Committee. ●Quarterly Review: Self-Evaluation Board Goals. ●Fundraising update. 	<ul style="list-style-type: none"> -Ordinance – Bond Levy Abatement -Annual Online Library Certification begins January 2. Deadline March 31,2019 -RAILS Memberships Standards Data Collection begins. Deadline March 31, 2019 -Update on Strategic Planning 20-22 -Pay increases effective January 1. -Fundraising update. 	<ul style="list-style-type: none"> -Library Closed: New Year’s Day, January 1 -Winter programs begin -Begin work on Inside Angle. Spring Issue -Friends of the Library meeting TBD
FEBRUARY 2021 – MEETINGS TBD		
<ul style="list-style-type: none"> ●Board Self-Evaluation: Working on Survey. ●President’s Day Legislative Breakfast. 	<ul style="list-style-type: none"> -PLA Conference. -President's Day Legislative Breakfast. -Fundraising update. 	<ul style="list-style-type: none"> - Friends of the Library Meeting. TBD
MARCH 2021 - MEETINGS TBD		
<ul style="list-style-type: none"> ●Update on Strategic Planning 20-22. ●More Capital planning review and discussion at CoW. ●ILA 2020 Trustee Forum Workshop ●Board Self-Evaluation Results. 	<ul style="list-style-type: none"> -Annual Library Certification by March 31 -RAILS Memberships Standards Data Collection by March 31 -Capital planning budget finalized -Update on Strategic Planning 20-22 	<ul style="list-style-type: none"> -Freedom of Information Day -Saturday Book Sale.