

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
May 2017	<ul style="list-style-type: none"> -Last Committee of the Whole May 2. (Per motion November 2015) -Regular Board meeting May 16 -Review second draft of working budget. -National Library Legislative Day. May 1&2 -Laconi Trustee Banquet. May 12, 6-9 pm -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. (Per motion November 2015) -Regular Board meeting May 16 -Volunteer Luncheon May 17 -Renewals for medical, general liability and worker's compensation insurance -National Library Legislative Day. May1 &2 -Laconi Trustee Banquet. May 12, 6-9 pm 	<ul style="list-style-type: none"> Library Closed Memorial Day, May 29 -28th Annual Conference Reaching Forward. May 5. -School visits
June 2017	<ul style="list-style-type: none"> -Regular Board meeting June 20 -Adopt Working Budget FY16-17 -Ordinance Regular Meeting Schedule for FY17-18. -Prevailing Wage Ordinance. -Ordinance to Transfer to the Special Reserve Fund. -Update on Strategic Planning 16-18 approved March 2016 -Semi-annual review of the minutes of all closed sessions. -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 -Ordinance Regular Meeting Schedule for FY17-18 -New Trustee Orientation -Filing of board roster with the ISL before July 1. Policy 1001 -Update on Strategic Planning 16-18 approved March 2016 -ALA Annual Conference. June 22-27 	<ul style="list-style-type: none"> -ALA Annual Conference. June 22-27 -Summer Reading Begins -Bookmobile Roundup
July 2017	<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

August 2017	<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.
September 2017	<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 - Staff Development day, September 15 	<ul style="list-style-type: none"> -Library Closed Labor Day, September 4 -Library closed, Staff Development day, September 15 -Fall programs begin. -Library Card Sign-Up Month. -Banned Books Week.
October 2017	<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 -Annual performance evaluations started. 	<ul style="list-style-type: none"> -Begin work on Inside Angle. Winter Issue. Due date November 1. -ILA Annual Conference. October 10-12 -Teen Read Week. -National Friends of Libraries Week.
November 2017	<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.
December 2017	<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

January 2018	<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.
February 2018	<ul style="list-style-type: none"> -Regular Board meeting February 20 -ILA Trustee Forum Workshop. -President's Day Legislative Breakfast. 	<ul style="list-style-type: none"> -Regular Board meeting 20 -President's Day Legislative Breakfast. -Fundraising update 	<ul style="list-style-type: none"> -Friends of the Library meeting February?
March 2018	<ul style="list-style-type: none"> -Regular Board meeting March 20 -Update on Strategic Planning 16-18. Plan approved March 2016 	<ul style="list-style-type: none"> -Regular Board meeting March 20 -Annual Library Certification. Deadline 3/ 31 -Capital planning budget finalized. -Update on Strategic Planning 16-18. Plan approved March 2016 	<ul style="list-style-type: none"> -Freedom of Information Day. -Friends of the Library meeting March?
April 2018	<ul style="list-style-type: none"> -Regular Board meeting April 17 -Review first draft of working budget. -File Statement of Economic Interest -File board roster certificate at CCO before April 30. Policy 1001 	<ul style="list-style-type: none"> -Regular Board meeting April -Budget submitted by departments. -File Statement of Economic Interest -File board roster certificate at CCO before April 30. Policy 1001 -Bingo in the Books April ??. 	<ul style="list-style-type: none"> -Library Closed Easter Sunday, April -Begin work on Inside Angle. Summer Issue. Due date. -AARP Tax assistance closing. -PLA National Conference. -National Library Week. -Spring programs begin.