

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
May 2019	<ul style="list-style-type: none"> ●CW Mtg. Tuesday May 7 ●Regular Mtg. May 21: Organizational meeting of Library Board, election of officers and taking oaths. ●Review second draft of working budget ●Tentative transfer of funds from Expendable Trust to Endowment Fund 	<ul style="list-style-type: none"> -CW Mtg. May 7/ Regular Mtg. May 21 -Volunteer Luncheon -Renewals for medical, general liability and worker's compensation insurance -OCLC Renewal Agreements by June 30 	<p><i>Library Closed:</i> Memorial Day, May 27</p> <ul style="list-style-type: none"> -School visits -Friends of the Library meeting. May 23
June 2019	<ul style="list-style-type: none"> ●CW Mtg. June 4/Regular Mtg. June 18 ●Adopt Working Budget FY17-18 ●Ordinance Regular Meeting Schedule for FY18-19 ●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 	<p>-Fiscal Year 2018/2019 Ends</p> <ul style="list-style-type: none"> -CW Mtg. June 4/ Regular Mtg. June 18 -End of Fiscal Year Annual Fund Appeal -Ordinance Regular Meeting Schedule for FY19-20 -Ordinance to Transfer to the Special Reserve Fund -File Board roster with the ISL before July 1. -PLA Annual Conference. June 20-25 Washington DC -Update on Strategic Planning 2016-2018. 	<ul style="list-style-type: none"> -Summer Reading Begins -Bookmobile Roundup -Saturday Book Sale. June 1 -PLA 2019 Annual Conference. Washington D.C. June 20-25
July 2019	<ul style="list-style-type: none"> ●CW Mtg. TBD/Regular Mtg. TBD ●Ordinance - Building, Sites & Maintenance ●Ordinance -Tentative Budget & Appropriations ●Ordinance - Annual Review of non-resident card participation ●Audit of Regular Meetings minutes FY17-18 ●Semi-annual review of closed session minutes ●Building and Grounds Tour ●Quarterly Review: Self-Evaluation Board Goals 	<p>- Fiscal Year 2019/2020 begins</p> <p>CW Mtg. TBD/ Regular Mtg. TBD</p> <ul style="list-style-type: none"> - 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 FY17-18 -Total Compensation Packages for employees earning over \$75,000 	<p><i>- Library Closed:</i> Independence Day, July 4</p> <ul style="list-style-type: none"> - Begin work on Inside Angle. Fall Issue. - Summer Reading Ends - Lake County Fairgrounds

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August 2019	<ul style="list-style-type: none"> ●CW Mtg. TBD/Regular Mtg. TBD ●IPLAR Approval ●Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30 	<ul style="list-style-type: none"> -CW Mtg. TBD/Regular Mtg. TBD -File IPLAR. Deadline on or before September 1 -Annual Report with detail account of all receipts and expenditures. Deadline August 30 	<ul style="list-style-type: none"> - Gurnee Days Parade. -Friends of the Library meeting. August 22
September 2019	<ul style="list-style-type: none"> ●CW Mtg. TBD/Regular Mtg. TBD ●Public Hearing - Annual Budget and Appropriation ●Quarterly Review: Self-Evaluation Board Goals ●Ordinance – Annual Budget & Appropriation 	<ul style="list-style-type: none"> -CW Mtg. TBD/Regular Mtg. TBD -Public Hearing - Annual Budget and Appropriation -Finish work on audit -Ordinance – Annual Budget & Appropriation -Resolution – Proclamation FOL Week -Update on Strategic Planning 2016-2018. -September TBD, 2019. 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"> -<i>Library Closed:</i> Labor Day. September 2 -Fall programs begins -Library Card Sign-Up Month -Banned Books Week, September TBD -Saturday Book Sale. September 14
October 2019	<ul style="list-style-type: none"> ●CW Mtg. TBD/Regular Mtg. TBD ●Resolution - Estimating of Funds Needed ●Receive audited annual financial statement ●Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> - CW Mtg. TBD/Regular Mtg. TBD -Resolution - Estimating of Funds Needed -Begin 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. October TBD -Friends of the Library meeting October 24

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November 2019	<ul style="list-style-type: none"> ●CW Mtg. TBD/Regular Mtg. TBD ●Public Hearing – Truth in Taxation Act ●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"> -CW Mtg. TBD/Regular Mtg. TBD -Public Hearing – Truth in Taxation Act -Levy Ordinance: 12/21/19 Last day 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. Deadline -Post Continuing Disclosure Information (Bonds) -Annual performance evaluations of managers and administrative staff 	<ul style="list-style-type: none"> -NaNoWriMo -Annual performance evaluations ended <i>-Library Closed:</i> Before Thanksgiving at 5 pm, November Thanksgiving Day, November TBD
December 2019	<ul style="list-style-type: none"> ●CW Meeting/Regular Meeting TBD ●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"> -CW December/Regular Meeting December TBD -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, 2019 -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 1 <i>-Library Closed:</i> Christmas Eve, December 24 Christmas Day, December 25 New Year's Eve, December 31

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January 2020	<ul style="list-style-type: none"> ●CW Meeting/Regular Meeting TBD ●Ordinance- Bond Levy Abatement ●Begin work on Board Self-Evaluation: Appointment of Committee. ●Quarterly Review: Self-Evaluation Board Goals. ●Update on Strategic Planning 16-18 approved March 2016 ●Fundraising update. 	<ul style="list-style-type: none"> -CW Meeting/Regular Meeting TBD -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 16-18 approved March 2016 -Pay increases effective. -Fundraising update. 	<ul style="list-style-type: none"> -<i>Library Closed:</i> New Year’s Day, January 1 -Winter programs begin -ALA Midwinter Conference -Begin work on Inside Angle. Spring Issue -Friends of the Library meeting. January 24
February 2020	<ul style="list-style-type: none"> ●CW Mtg. /Regular Mtg. TBD ●Board Self-Evaluation: Working on Survey. ●President’s Day Legislative Breakfast 	<ul style="list-style-type: none"> -CW Mtg. /Regular Mtg. TBD -President's Day Legislative Breakfast -Fundraising update 	<ul style="list-style-type: none"> - Friends of the Library Meeting. February 28 -PLA 2020 Nashville Feb. 25-29
March 2020	<ul style="list-style-type: none"> ●CW Mtg. /Regular Mtg. TBD ●Update on Strategic Planning 2016-2018. ●ILA 2020 Trustee Workshop. ●Board Self-Evaluation Results. 	<ul style="list-style-type: none"> -CW Mtg. / Regular Mtg. TBD -Annual Library Certification by March 31 -RAILS Memberships Standards Data Collection by March 31 -Capital planning budget finalized -Update on Strategic Planning 2016-2018. 	<ul style="list-style-type: none"> -Freedom of Information Day -Saturday Book Sale March 1
April 2020	<ul style="list-style-type: none"> ●CW Mtg. /Regular Mtg. TBD ●Review first draft of working budget. ●File Statement of Economic Interest ●Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> -CW Mtg. / Regular Mtg. TBD -Prepare Resolutions for outgoing board members -Budget submitted by departments -File Statement of Economic Interest -Bingo in the Books 	<ul style="list-style-type: none"> -<i>Library Closed:</i> Easter Sunday -Begin work on Inside Angle. Summer Issue. -National Library Week -AARP Tax assistance closing -Spring programs begin