

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
June 2018	<ul style="list-style-type: none"> -CW Meeting June 5 -Regular Meeting June 19 -Adopt Working Budget FY17-18 -Ordinance Regular Meeting Schedule for FY18-19 -Prevailing Wage Ordinance -Ordinance to Transfer to the Special Reserve Fund -Update on Strategic Planning 16-18 approved March 2016 -Semi-annual review of closed session's minutes. 	<ul style="list-style-type: none"> -Fiscal Year 2017/2018 Ends -CW Meeting June 5 -Regular Meeting June 19 -End of Fiscal Year Annual Fund Appeal -Ordinance Regular Meeting Schedule for FY18-19 -File Board roster with the ISL before July 1. -Update on Strategic Planning 16-18 approved March 2016 -ALA Annual Conference. New Orleans 	<ul style="list-style-type: none"> -ALA Annual Conference. New Orleans -Summer Reading Begins -Bookmobile Roundup -Saturday Book Sale. June 2,10 am
July 2018	<ul style="list-style-type: none"> -CW Meeting Wednesday July 3 -Regular Meeting July 17 -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 -Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> - Fiscal Year 2018/2019 begins - CW Meeting Wednesday July 3 - Regular Meeting July 17 - 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 -Executive Director News and Notes 	<ul style="list-style-type: none"> - Library Closed Independence Day, July 4 - Begin work on Inside Angle. Fall Issue. Due date August - Summer Reading Ends - Lake County Fairgrounds

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August 2018	<ul style="list-style-type: none"> -CW Meeting August 7 -Regular Meeting August 21 -IPLAR Approval -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"> -CW Meeting August 7 -Regular Meeting August 21 -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. Sunday August 23, 1 pm -Friends of the Library meeting August 23, 1 pm
September 2018	<ul style="list-style-type: none"> -CW Meeting September 4 -Regular Meeting September 18 -Hearing - Annual Budget and Appropriation -Ordinance – Annual Budget & Appropriation -Update on Strategic Planning 16-18 approved March 2016 	<ul style="list-style-type: none"> -CW Meeting September 4 -Regular Meeting September 18 -Finish work on audit -Hearing - for Annual Budget and Appropriation -Ordinance – Annual Budget & Appropriation -Resolution – Proclamation FOL Week -Update on Strategic Planning 16-18 approved March 2016 -Circulation of petitions nominations papers for Consolidated Election 2019. <u>September ?</u> 	<ul style="list-style-type: none"> -Library Closed Labor Day -Fall programs begins -Library Card Sign-Up Month -Proclamation FOL Week -Banned Books Week -Saturday Book Sale. September 15, 10 am
October 2018	<ul style="list-style-type: none"> -CW Meeting October 2 -Regular Meeting October 16 -Resolution - Estimating of Funds Needed -Receive audited annual financial statement -Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> - CW Meeting October 2 -Regular Meeting October 16 -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 -Annual performance evaluations started -Executive Director News and Notes 	<ul style="list-style-type: none"> -Begin work on Inside Angle. Winter Issue. Due date November 1 -ILA Annual Conference. October 9-11. Peoria Civic Center -Teen Read Week -National Friends of Libraries Week. -Friends of the Library meeting October 25, 1 pm

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November 2018	<ul style="list-style-type: none"> -CW Meeting November 6 -Regular Meeting November 20 -Hearing - Truth in Taxation Act -Levy Ordinance -Staff Year End Bonuses -Treasurer's report of annual receipts and disbursements -Executive Director annual performance evaluation 	<ul style="list-style-type: none"> -CW Meeting November 6 -Regular Meeting November 20 -Hearing – Truth in Taxation Act -Levy Ordinance -Mail holiday cards and e-cards -Mail annual appeal letter. Deadline -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 2018	<ul style="list-style-type: none"> -CW Meeting December 4 -Regular Meeting December 18 -Update on Strategic Planning 16-18 approved March 2016 -Capital needs assessment update -Approval of Per Capita Grant -Semi-annual review of closed session minutes -Executive Director's annual performance evaluation 	<ul style="list-style-type: none"> -CW Meeting December 4 -Regular Meeting December 18 -<u>December (12)TBD?</u>-First day to file nomination papers for Consolidated Election April 2, 2019. Last day <u>December 19?</u> -Update on Strategic Planning 16-18 approved March 2016 -FoL Holiday Party -Email Holiday Cards -Annual performance evaluations of managers and administrative staff -Program pay increases for staff -Approval and Filing of Per Capita Grant Application. Deadline on January 15, 2019 	<ul style="list-style-type: none"> -Staff Holiday Party organized by Staff Association -FoL Holiday Breakfast -Library Closed Christmas Eve, December 24 -Library Closed Christmas Day, December 25 -Library Close New Year's Eve, December 31
January 2019	<ul style="list-style-type: none"> -CW Meeting Thursday January 1? -Regular Meeting January 15 -Ordinance - Bond Levy Abatement -Board Self-Evaluation: Appointment of Committee. 	<ul style="list-style-type: none"> -CW Meeting Thursday January 1? -Regular Meeting January 15 -Ordinance – Bond Levy Abatement -<u>Date</u> TBD Certification of Candidates for Consolidated Election April 2, 2019. -Annual Online Library Certification begins January 2. Deadline March 31,2019 -Pay increases effective -Fundraising update -Executive Director News and Notes 	<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 -Friends of the Library meeting?

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February 2019	<ul style="list-style-type: none"> -CW Meeting February 5 -Regular Meeting February 19 -ILA Trustee Forum Workshop -President's Day Legislative Breakfast 	<ul style="list-style-type: none"> -CW Meeting February 5 -Regular Meeting February 19 -President's Day Legislative Breakfast -Fundraising update 	<ul style="list-style-type: none"> - Friends of the Library meeting?
March 2019	<ul style="list-style-type: none"> -CW Meeting March 5 -Regular Meeting March 19 -Update on Strategic Planning. 	<ul style="list-style-type: none"> -CW Meeting March 5 -Regular Meeting March 19 -Annual Library Certification by March 31 -Capital planning budget finalized -Update on Strategic Planning. 	<ul style="list-style-type: none"> -Freedom of Information Day -Bingo in the Books? - Friends of the Library meeting? -Saturday Book Sale?
April 2019	<ul style="list-style-type: none"> -CW Meeting April 2 -Regular Meeting April 17 -Review first draft of working budget. -File Statement of Economic Interest -Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> -CW Meeting April 2 -Regular Meeting April 16 -Budget submitted by departments -Consolidated Election April 2, 2019 -File Statement of Economic Interest -National Library Week. April 8-14. (National Library Workers day April 10 and National Library Bookmobile day April 11) -Executive Director News and Notes -Bingo in the Books, April 26 	<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. -Spring programs begin
May 2019	<ul style="list-style-type: none"> -CW Meeting May 7 -Regular Meeting May 15 -Review second draft of working budget -Possible transfer of funds from Expendable Trust to Endowment Fund -National Library Legislative Day -LACONI Annual Trustee Banquet 2018. May 18. Carleton of Oak Park -Annually Review the Statement of Purpose and work on any advisory group 	<ul style="list-style-type: none"> -CW Meeting May 7 -Regular Meeting May 21 -Volunteer Luncheon -Renewals for medical, general liability and worker's compensation insurance -OCLC Renewal Agreements by June 30 -National Library Legislative Day, May 7-8, 2018. Washington DC 	<ul style="list-style-type: none"> Library Closed Memorial Day, May -Annual Conference Reaching Forward. Fri. May 4, 2018 -School visits -Friends of the Library meeting