

	<b>BOARD AGENDA</b>	<b>ADMINISTRATION AGENDA</b>	<b>GENERAL LIBRARY AGENDA</b>
<b>June 2019</b>	<ul style="list-style-type: none"> <li>●CW Mtg. June 4/Regular Mtg. June 18</li> <li>●Adopt Working Budget FY17-18</li> <li>●Ordinance Regular Meeting Schedule for FY19-20</li> <li>●Ordinance to Transfer to the Special Reserve Fund</li> <li>●Semi-annual review of closed session's minutes. 6/30 Last day for first half year review</li> </ul>	<p><b>-Fiscal Year 18-19 Ends</b></p> <ul style="list-style-type: none"> <li>-CW Mtg. June 4/ Regular Mtg. June 18</li> <li>-End of Fiscal Year Annual Fund Appeal</li> <li>-Ordinance Regular Meeting Schedule for FY19-20</li> <li>-Ordinance to Transfer to the Special Reserve Fund</li> <li>-File Board roster with the ISL before July 1.</li> <li>-PLA Annual Conference. June 20-25 Washington DC</li> <li>-Update on Strategic Planning 2016-2018.</li> </ul>	<ul style="list-style-type: none"> <li>-Summer Reading Begins</li> <li>-Bookmobile Roundup</li> <li>-Saturday Book Sale. June 1</li> <li>-PLA 2019 Annual Conference. Washington D.C. June 20-25</li> </ul>
<b>July 2019</b>	<ul style="list-style-type: none"> <li>●CW Mtg. TBD/Regular Mtg. TBD</li> <li>●Ordinance - Building, Sites &amp; Maintenance</li> <li>●Ordinance -Tentative Budget &amp; Appropriations</li> <li>●Ordinance - Annual Review of non-resident card participation</li> <li>●Audit of Regular Meetings minutes FY17-18</li> <li>●Semi-annual review of closed session minutes</li> <li>●Building and Grounds Tour</li> <li>●Quarterly Review: Self-Evaluation Board Goals</li> </ul>	<p><b>- Fiscal Year 19-20 begins</b></p> <ul style="list-style-type: none"> <li>-CW Mtg. TBD/ Regular Mtg. TBD</li> <li>- Ordinance - Building, Sites &amp; Maintenance</li> <li>- Ordinance -Tentative Budget &amp; Appropriations</li> <li>- Ordinance - Annual Review of non-resident card participation</li> <li>- Begin work on Annual Audit Report</li> <li>- Begin work on IPLAR</li> <li>- Audit of Regular Meeting minutes FY17-18</li> <li>-Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>- <i>Library Closed:</i> Independence Day, July 4</li> <li>- Begin work on Inside Angle. Fall Issue.</li> <li>- Summer Reading Ends</li> <li>- Lake County Fairgrounds</li> </ul>
<b>August 2019</b>	<ul style="list-style-type: none"> <li>●CW Mtg. TBD/Regular Mtg. TBD</li> <li>●IPLAR Approval</li> <li>●Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30</li> </ul>	<ul style="list-style-type: none"> <li>-CW Mtg. TBD/Regular Mtg. TBD</li> <li>-File IPLAR. Deadline on or before September 1</li> <li>-Annual Report with detail account of all receipts and expenditures. Deadline August 30</li> </ul>	<ul style="list-style-type: none"> <li>- Gurnee Days Parade.</li> <li>-Friends of the Library meeting. August 22</li> </ul>

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September 2019	<ul style="list-style-type: none"> <li>●CW Mtg. TBD/Regular Mtg. TBD</li> <li>●Public Hearing - Annual Budget and Appropriation</li> <li>●Quarterly Review: Self-Evaluation Board Goals</li> <li>●Ordinance – Annual Budget &amp; Appropriation</li> </ul>	<ul style="list-style-type: none"> <li>-CW Mtg. TBD/Regular Mtg. TBD</li> <li>-Public Hearing - Annual Budget and Appropriation</li> <li>-Finish work on audit</li> <li>-Ordinance – Annual Budget &amp; Appropriation</li> <li>-Resolution – Proclamation FOL Week</li> <li>-Update on Strategic Planning 2016-2018.</li> <li>-September TBD, 2019. Last Day for audit of the records to be filed.</li> <li>-September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund.</li> </ul>	<ul style="list-style-type: none"> <li>-<i>Library Closed: Labor Day.</i> September 2</li> <li>-Fall programs begins</li> <li>-Library Card Sign-Up Month</li> <li>-Banned Books Week, September TBD</li> <li>-Saturday Book Sale. September 14</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>●CW Mtg. TBD/Regular Mtg. TBD</li> <li>●Resolution - Estimating of Funds Needed</li> <li>●Receive audited annual financial statement</li> <li>●Quarterly Review: Self-Evaluation Board Goals</li> <li>●Review Per Capita Grant requirements. Deadline on or before January 15</li> </ul>	<ul style="list-style-type: none"> <li>- CW Mtg. TBD/Regular Mtg. TBD</li> <li>-Resolution - Estimating of Funds Needed</li> <li>-Begin Annual Appeal (letters)</li> <li>-Begin work on holiday cards</li> <li>-Begin work on Per Capita Grant. Deadline on or before January 15</li> <li>-Receive audited annual financial statement</li> <li>-Annual performance evaluations started</li> <li>-ILA Annual Conference.</li> </ul>	<ul style="list-style-type: none"> <li>-Begin work on Inside Angle. Winter Issue.</li> <li>-Teen Read Week</li> <li>-National Friends of Libraries Week. October TBD</li> <li>-Friends of the Library meeting October 24</li> </ul>

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<b>November 2019</b>	<ul style="list-style-type: none"> <li>●CW Mtg. TBD/Regular Mtg. TBD</li> <li>●Public Hearing – Truth in Taxation Act</li> <li>●Levy Ordinance</li> <li>●Staff Year End Bonuses</li> <li>●Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>●Executive Director annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-CW Mtg. TBD/Regular Mtg. TBD</li> <li>-Public Hearing – Truth in Taxation Act</li> <li>-Levy Ordinance: 12/21/19 Last day to file a certified copy with County Clerk, which incorporates budget and appropriation ordinance.</li> <li>12/25 Last day to file certificate of compliance with TITA</li> <li>-12/27 Last day to file Audit Report and annual Financial Report with Comptroller and County Clerk</li> <li>-Publish treasurer's report of annual receipts and disbursements</li> <li>-Working on holiday e-cards</li> <li>-Mail annual appeal letter. Deadline</li> <li>-Post Continuing Disclosure Information (Bonds)</li> <li>-Annual performance evaluations of managers and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>-NaNoWriMo</li> <li>-Annual performance evaluations ended</li> <li><i>-Library Closed:</i></li> <li>Before Thanksgiving at 5 pm, November</li> <li>Thanksgiving Day, November TBD</li> </ul>
<b>December 2019</b>	<ul style="list-style-type: none"> <li>●CW Meeting/Regular Meeting TBD</li> <li>●Approval of Per Capita Grant for submission</li> <li>●Semi-annual review of closed session minutes. 12/31 Last day for the second half year review</li> <li>●Executive Director's annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-CW December/Regular Meeting December TBD</li> <li>-Friends of the Library Holiday Party</li> <li>-Email Holiday Cards</li> <li>-Program pay increases for staff</li> <li>-Approval and Filing of Per Capita Grant Application. Deadline on January 15, 2019</li> <li>-Treasurers' Report of Receipts and Disbursements to file with County Clerk before 12/31</li> </ul>	<ul style="list-style-type: none"> <li>-Staff Holiday Party</li> <li>-Saturday Book Sale. December 1</li> <li><i>-Library Closed:</i></li> <li>Christmas Eve, December 24</li> <li>Christmas Day, December 25</li> <li>New Year's Eve, December 31</li> </ul>
<b>January 2020</b>	<ul style="list-style-type: none"> <li>●CW Meeting/Regular Meeting TBD</li> <li>●Ordinance- Bond Levy Abatement</li> <li>●Begin work on Board Self-Evaluation: Appointment of Committee.</li> <li>●Quarterly Review: Self-Evaluation Board Goals.</li> <li>●Update on Strategic Planning 16-18 approved March 2016</li> <li>●Fundraising update.</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting/Regular Meeting TBD</li> <li>-Ordinance – Bond Levy Abatement</li> <li>-Annual Online Library Certification begins January 2. Deadline March 31,2019</li> <li>-RAILS Memberships Standards Data Collection begins. Deadline March 31, 2019</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> <li>-Pay increases effective.</li> <li>-Fundraising update.</li> </ul>	<ul style="list-style-type: none"> <li><i>-Library Closed:</i></li> <li>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> <li>-Friends of the Library meeting. January 24</li> </ul>

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February 2020	<ul style="list-style-type: none"> <li>●CW Mtg. /Regular Mtg. TBD</li> <li>●Board Self-Evaluation: Working on Survey.</li> <li>●President’s Day Legislative Breakfast</li> </ul>	<ul style="list-style-type: none"> <li>-CW Mtg. /Regular Mtg. TBD</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 28</li> <li>-PLA 2020 Nashville Feb. 25-29</li> </ul>
March 2020	<ul style="list-style-type: none"> <li>●CW Mtg. /Regular Mtg. TBD</li> <li>●Update on Strategic Planning 2016-2018.</li> <li>●ILA 2020 Trustee Workshop.</li> <li>●Board Self-Evaluation Results.</li> </ul>	<ul style="list-style-type: none"> <li>-CW Mtg. / Regular Mtg. TBD</li> <li>-Annual Library Certification by March 31</li> <li>-RAILS Memberships Standards Data Collection by March 31</li> <li>-Capital planning budget finalized</li> <li>-Update on Strategic Planning 2016-2018.</li> </ul>	<ul style="list-style-type: none"> <li>-Freedom of Information Day</li> <li>-Saturday Book Sale March 1</li> </ul>
April 2020	<ul style="list-style-type: none"> <li>●CW Mtg. /Regular Mtg. TBD</li> <li>●Review first draft of working budget.</li> <li>●File Statement of Economic Interest</li> <li>●Quarterly Review: Self-Evaluation Board Goals</li> </ul>	<ul style="list-style-type: none"> <li>-CW Mtg. / Regular Mtg. TBD</li> <li>-Prepare Resolutions for outgoing board members</li> <li>-Budget submitted by departments</li> <li>-File Statement of Economic Interest</li> <li>-Bingo in the Books</li> </ul>	<ul style="list-style-type: none"> <li>-<i>Library Closed:</i> Easter Sunday</li> <li>-Begin work on Inside Angle. Summer Issue.</li> <li>-National Library Week</li> <li>-AARP Tax assistance closing</li> <li>-Spring programs begin</li> </ul>
May 2020	<ul style="list-style-type: none"> <li>●CW Mtg./Regular Mtg. TBD</li> <li>●Review second draft of working budget</li> <li>●Tentative transfer of funds from Expendable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>-CW Mtg. / Regular Mtg. TBD</li> <li>-Volunteer Luncheon</li> <li>-Renewals for medical, general liability and worker's compensation insurance</li> <li>-OCLC Renewal Agreements by June 30</li> </ul>	<ul style="list-style-type: none"> <li><i>Library Closed:</i> Memorial Day</li> <li>-School visits</li> <li>-Friends of the Library meeting</li> </ul>