

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
July 2017	<ul style="list-style-type: none"> -CW Meeting Wednesday July 5 -Regular Meeting July 18 -Ordinance - Building, Sites & Maintenance -Ordinance -Tentative Budget & Appropriations -Ordinance - Annual Review of non-resident card participation -Audit of Regular Meetings minutes FY16-17 -Semi-annual review of closed session minutes -Midyear Financial Report 	<ul style="list-style-type: none"> - Fiscal Year 2017/2018 begins - CW Meeting Wednesday July 5 - Regular Meeting July 18 - 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 FY16-17 - Midyear Financial Report -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. Due date August 1 - Summer Reading Ends - Lake County Fairgrounds
August 2017	<ul style="list-style-type: none"> -CW Meeting August 1 -Regular Meeting August 15 -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 1 -Regular Meeting August 15 -File IPLAR. Deadline on or before September 1 -Annual Report with detail account of all receipts and expenditures. Deadline August 30 -Fundraising - Bikers for Books. August 27 	<ul style="list-style-type: none"> - Lake County Fairgrounds - Gurnee Days - Fundraising - Bikers for Books August 27
September 2017	<ul style="list-style-type: none"> -CW Meeting September 5 -Regular Meeting September 19 -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 5 -Regular Meeting September 19 -Finish work on audit -Hearing - for Annual Budget and Appropriation -Ordinance – Annual Budget & Appropriation -Resolution – Proclamation FOL Week - 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 -Proclamation FOL Week -Banned Books Week

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
October 2017	<ul style="list-style-type: none"> -CW Meeting October 3 -Regular Meeting October 17 -Resolution - Estimating of Funds Needed -Receive audited annual financial statement -Executive Director's annual performance evaluation 	<ul style="list-style-type: none"> - CW Meeting October 3 -Regular Meeting October 17 -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 	<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"> -CW Meeting Wednesday November 1 -Regular Meeting November 21 -Hearing - Truth in Taxation Act -Levy Ordinance -Staff Year End Bonuses -Treasurer's report of annual receipts and disbursements 	<ul style="list-style-type: none"> -CW Meeting Wednesday November 1 -Regular Meeting November 21 -Hearing – Truth in Taxation Act -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"> -CW Meeting December 5 -Regular 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"> -CW Meeting December 5 -Regular 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

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
January 2018	<ul style="list-style-type: none"> -CW Meeting Thursday January 4 -Regular Meeting January 16 -Ordinance - Bond Levy Abatement -Semi-annual review of closed session minutes -Appointment of Board Self-Evaluation Committee. -Midyear financial report 	<ul style="list-style-type: none"> -CW Meeting Thursday January 4 -Regular Meeting January 16 -Ordinance – Bond Levy Abatement -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"> -CW Meeting February 6 -Regular Meeting February 20 -ILA Trustee Forum Workshop -President's Day Legislative Breakfast 	<ul style="list-style-type: none"> -CW Meeting February 6 -Regular Meeting 20 -President's Day Legislative Breakfast -Fundraising update - Fundraising - Bingo in the Books 	<ul style="list-style-type: none"> -Friends of the Library meeting February - Fundraising - Bingo in the Books
March 2018	<ul style="list-style-type: none"> -CW Meeting March 6 -Regular Meeting March 20 -Update on Strategic Planning 16-18. Plan approved March 2016 	<ul style="list-style-type: none"> -CW Meeting March 6 -Regular 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

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
April 2018	<ul style="list-style-type: none"> -CW Meeting April 3 -Regular Meeting April 17 -Review first draft of working budget. -File Statement of Economic Interest 	<ul style="list-style-type: none"> -CW Meeting April 3 -Regular Meeting April -Budget submitted by departments. -File Statement of Economic Interest -National Library Week -Bingo in the Books 	<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 2018	<ul style="list-style-type: none"> -CW Meeting May 1 -Regular Meeting May 15 -Review second draft of working budget -National Library Legislative Day -Laconi Trustee Banquet -Annually Review the Statement of Purpose and work on any advisory group 	<ul style="list-style-type: none"> -CW Meeting May 1 -Regular Meeting May -Volunteer Luncheon -Renewals for medical, general liability and worker's compensation insurance -OCLC Renewal Agreements by June 30 -National Library Legislative Day -Laconi Trustee Banquet 	<ul style="list-style-type: none"> Library Closed Memorial Day, May -30th Annual Conference Reaching Forward. -School visits
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 sessions minutes. 	<ul style="list-style-type: none"> -CW Meeting June 5 -Fiscal Year 2017/2018 Ends -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 	<ul style="list-style-type: none"> -ALA Annual Conference -Summer Reading Begins -Bookmobile Roundup