

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
July 2015	<p>Receive IPLAR. Audit of Minutes. Building, Sites & Maintenance Ordinance. Tentative Budget & Appropriations Ordinance. Annual Review of non-resident card participation.</p>	<p>New Fiscal year begins July 1. Begin work on Audit. Begin work on IPLAR. Begin work on Per Capita Grant. Quarterly update of trustee training & development budget vs. actual. Schedule of Regular Board meetings available to the public. Filing at Lake County Clerk and ISL names and addresses of the Trustees and Officers and their respective term in office Prepare for strategic planning process</p>	<p>Summer Reading Ends. July 25 Lake County Fair.</p>
August 2015	<p>Per Capita Grant Application. Executive Director's annual performance evaluation. Trustee Orientation. August 3. Gail Borden Public Library District Elgin IL</p>	<p>File IPLAR. Strategic planning process</p>	<p>Gurnee Days. August 9-15.</p>
September 2015	<p>Budget & Appropriations Ordinance. Strategic planning process.</p>	<p>File Per Capita Grant Application. Finish work on audit. Strategic planning process</p>	<p>Fall programs begin. Library Card Sign-Up Month. Banned Books Week. Sept. 27-October 3.</p>
October 2015	<p>Resolution estimating funds needed. Receive audited annual financial statement. Strategic planning process.</p>	<p>File Resolution estimating funds needed. Quarterly update of trustee training & development budget vs. actual. Begin work on holiday cards. Strategic planning process</p>	<p>Annual performance evaluations started. Illinois Library Association Annual Conference. Teen Read Week. 18-24. National Friends of Libraries Week. 18-24</p>
November 2015	<p>Truth in Taxation Hearing/ Levy Ordinance. Executive Director's annual performance evaluation. Staff Year End Bonuses. Treasurer's report of annual receipts and disbursements.</p>	<p>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).</p>	<p>NaNoWriMo. Annual performance evaluations ended.</p>

December 2015	Ordinance Regular Meeting Schedule for FY 2106-2017. Semi-annual review of closed ES minutes. Audit Safety Deposit Box.	Annual performance evaluations of managers and administrative staff. Publishing board meeting schedule FY16-17. Submission of regular meeting schedule to news media. Program pay increases for staff.	Library Holiday Party organized by Staff Association.
January 2016	Bond Levy Abatement Ordinance. Appointment of Board Self-Evaluation Committee. Midyear financial report. Semi-annual review of closed minutes	Pay increases effective. Quarterly update of trustee training & development budget vs. actual	Winter programs begin. ALA Midwinter Conference. January 8-12. Boston MA
February 2016	ILA Trustee Forum Workshop.	President's Day Legislative Breakfast.	
March 2016			PLA National Conference. Freedom of Information Day.
April 2016		Quarterly update of trustee training & development budget vs. actual. Budget submitted by departments.	AARP Tax assistance closing. National Library Week. Spring programs begin.
May 2016	First draft of working budget. National Library Legislative Day.	Renewals for medical, general liability and worker's compensation insurance. National Library Legislative Day.	Reaching Forward Conference of Library Assistants. School visits.
June 2016	Final Draft of Working Budget. Prevailing Wage Ordinance. Closed ES minutes. Semi-annual review.	Fiscal Year Ends June 30. End of Fiscal Year Annual Fund Appeal. Volunteer Luncheon.	ALA Annual Conference. Summer Reading Begins Bookmobile Roundup. Volunteer Luncheon.