

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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 12, 12:00 p.m. -Friends of the Library meeting August 23, 1 pm
September 2018	<ul style="list-style-type: none"> -CW Meeting September 4 -Regular Meeting Monday September 17 -Hearing - Annual Budget and Appropriation -Ordinance – Annual Budget & Appropriation -Update on Strategic Planning 16-18 approved March 2016 -September 28, 2018. 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"> -CW Meeting September 4 -Regular Meeting Monday September 17 -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 - <u>September 18. First day for candidates for Library Trustees</u> to circulate nominations petition papers for April 2, 2019 Consolidated Election. 	<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. -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 -November 6 General Election -Regular Meeting November 20 -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 Meeting November 6 -Regular Meeting November 20 -Hearing – Truth in Taxation Act -Levy Ordinance 12/25 Last day to file a certified copy of levy ordinance, which incorporates budget and appropriation ordinance with County Clerk. 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 -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. 12/31 Last day for the second half year review -Treasurers' Report of Receipts and Disbursements to file with County Clerk before 12/31 -Executive Director's annual performance evaluation 	<ul style="list-style-type: none"> -CW Meeting December 4 -Regular Meeting December 18 -<u>December 10 - First day</u> to file nomination papers for the Library Board of Trustees. April 2 Consolidated Election 2019. Last day <u>December 17</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

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January 2019	<ul style="list-style-type: none"> -CW Meeting Wednesday January 2 -Regular Meeting January 15 -Ordinance - Bond Levy Abatement -Board Self-Evaluation: Appointment of Committee. 	<ul style="list-style-type: none"> -CW Meeting Wednesday January 2 -Regular Meeting January 15 -Ordinance – Bond Levy Abatement -Date 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?
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 16 -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. -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. -AARP Tax assistance closing -PLA National Conference. -Spring programs begin

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May 2019	<ul style="list-style-type: none"> -CW Meeting May 7 -Regular Meeting May 21 -Review second draft of working budget -Possible transfer of funds from Expendable Trust to Endowment Fund -National Library Legislative Day -LACONI Annual Trustee Banquet 	<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 	<ul style="list-style-type: none"> Library Closed Memorial Day -School visits -Friends of the Library meeting
June 2019	<ul style="list-style-type: none"> -CW Meeting June 4 -Regular Meeting June 18 -Adopt Working Budget FY17-18 -Ordinance Regular Meeting Schedule for FY18-19 -Prevailing Wage Ordinance -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 	<ul style="list-style-type: none"> -Fiscal Year 2018/2019 Ends -CW Meeting June 4 -Regular Meeting June 18 -End of Fiscal Year Annual Fund Appeal -Ordinance Regular Meeting Schedule for FY18-19 -File Board roster with the ISL before July 1. -ALA Annual Conference. New Orleans 	<ul style="list-style-type: none"> -ALA Annual Conference -Summer Reading Begins -Bookmobile Roundup -Saturday Book Sale.
July 2018	<ul style="list-style-type: none"> -CW Meeting TBD -Regular Meeting 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 -Quarterly Review: Self-Evaluation Board Goals (There was no review on April) -Building and Grounds Tour 	<ul style="list-style-type: none"> - Fiscal Year 2018/2019 begins CW Meeting TBD - Regular Meeting TBD - 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. - Summer Reading Ends - Lake County Fairgrounds