

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
September 2018	<ul style="list-style-type: none"> <li>-CW Meeting September 4</li> <li>-Hearing - Annual Budget and Appropriation. <b>Monday September 17, 6:45 pm</b></li> <li>-Regular Meeting <b>Monday</b> September 17</li> <li>-Ordinance – Annual Budget &amp; Appropriation</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> <li>-September 28, 2018. 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>-CW September 4</li> <li>-Regular Meeting <b>Monday</b> September 17</li> <li>-Finish work on audit</li> <li>-Hearing - for Annual Budget and Appropriation. <b>Monday September 17, 6:45 pm</b></li> <li>-Ordinance – Annual Budget &amp; Appropriation</li> <li>-Resolution – Proclamation FOL Week</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> <li>- <b><u>September 18. First day for candidates for Library Trustees</u></b> to circulate nominations petition papers for April 2, 2019 <b>Consolidated Election.</b></li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed Labor Day. Sep. 3</li> <li>-Fall programs begins</li> <li>-Library Card Sign-Up Month</li> <li>-Banned Books Week, Sep 23-29</li> <li>-Saturday Book Sale. September 15, 10 am</li> </ul>
October 2018	<ul style="list-style-type: none"> <li>-CW Meeting October 2</li> <li>-Regular Meeting October 16</li> <li>-Resolution - Estimating of Funds Needed</li> <li>-Receive audited annual financial statement</li> <li>-Quarterly Review: Self-Evaluation Board Goals ILA Library Trustee Forum. October 11, Peoria Civic Center.</li> </ul>	<ul style="list-style-type: none"> <li>- CW October 2/ Regular Meeting October 16</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>-Annual performance evaluations started</li> <li>-Executive Director News and Notes</li> <li>-ILA Annual Conference. October 9-11. Peoria Civic Center</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. Oct 21-27</li> <li>-Friends of the Library meeting October 25, 1 pm</li> </ul>

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November 2018	<ul style="list-style-type: none"> <li>-CW Meeting November 6</li> <li>-Regular Meeting November 20</li> <li>-Hearing - Truth in Taxation Act Nov. 20 at 6:45 p.m.</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 November 6/ Regular Meeting November 20</li> <li>-<b>November 6</b> General Election</li> <li>-Levy Ordinance 12/21/2018 Last day to file a certified copy of levy ordinance, which incorporates budget and appropriation ordinance with County Clerk.</li> <li>-Hearing – Truth in Taxation Act Nov. 20 @ 6:45 p.m.</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>-Mail holiday cards and e-cards</li> <li>-Mail annual appeal letter. Deadline</li> <li>-Publish treasurer's report of annual receipts and disbursements</li> <li>-Post Continuing Disclosure Information (Bonds)</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed before Thanksgiving Day at 5 pm, November 22</li> <li>-Library Closed Thanksgiving Day, November 23</li> <li>-NaNoWriMo</li> <li>-Annual performance evaluations ended</li> </ul>
December 2018	<ul style="list-style-type: none"> <li>-CW Meeting December 4</li> <li>-Regular Meeting December 18</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> <li>-Capital needs assessment update</li> <li>-Approval of Per Capita Grant</li> <li>-Semi-annual review of closed session minutes. 12/31 Last day for the second half year review</li> <li>-Treasurers' Report of Receipts and Disbursements to file with County Clerk before 12/31</li> <li>-Executive Director's annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-CW December 4 / Regular Meeting December 18</li> <li>-<b><u>December 10 - First day</u></b> to file nomination papers for <b>the Library Board of Trustees. April 2 Consolidated Election 2019. Last day <u>December 17</u></b></li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> <li>-FoL Holiday Party</li> <li>-Email Holiday Cards</li> <li>-Annual performance evaluations of managers and administrative staff</li> <li>-Program pay increases for staff</li> <li>-Approval and Filing of Per Capita Grant Application. Deadline on January 15, 2019</li> </ul>	<ul style="list-style-type: none"> <li>-Staff Holiday Party organized by Staff Association</li> <li>-FoL Holiday Breakfast</li> <li>-Library Closed Christmas Eve, December 24</li> <li>-Library Closed Christmas Day, December 25</li> <li>-Library Close New Year's Eve, December 31</li> </ul>

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January 2019	<ul style="list-style-type: none"> <li>-CW <b>Wednesday</b> Jan 2</li> <li>-Regular Meeting Jan 15</li> <li>-Ordinance - Bond Levy Abatement</li> <li>-Board Self-Evaluation: Appointment of Committee.</li> </ul>	<ul style="list-style-type: none"> <li>-CW <b>Wednesday</b> Jan 1/ Regular Meeting Jan 15</li> <li>-Ordinance – Bond Levy Abatement</li> <li>-<b><u>Date</u></b> TBD Certification of Candidates for <b>Consolidated Election April 2, 2019.</b></li> <li>-Annual Online Library Certification begins January 2. Deadline March 31,2019</li> <li>-Pay increases effective.</li> <li>-Fundraising update.</li> <li>-Executive Director News and Notes</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed 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?</li> </ul>
February 2019	<ul style="list-style-type: none"> <li>-CW February 5</li> <li>-Regular Meeting Feb 19</li> <li>-ILA Trustee Forum Workshop</li> <li>-President’s Day Legislative Breakfast</li> </ul>	<ul style="list-style-type: none"> <li>-CW Feb 5/ Regular Meeting Feb 19</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?</li> </ul>
March 2019	<ul style="list-style-type: none"> <li>-CW Meeting March 5</li> <li>-Regular Meeting March 19</li> <li>-Update on Strategic Planning.</li> </ul>	<ul style="list-style-type: none"> <li>-CW Mar 5/ Regular Meeting Mar 19</li> <li>-Annual Library Certification by March 31</li> <li>-Capital planning budget finalized</li> <li>-Update on Strategic Planning.</li> </ul>	<ul style="list-style-type: none"> <li>-Freedom of Information Day</li> <li>-Bingo in the Books?</li> <li>- Friends of the Library meeting?</li> <li>-Saturday Book Sale?</li> </ul>
April 2019	<ul style="list-style-type: none"> <li>-CW Meeting April 2</li> <li>-Regular Meeting April 16</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 April 2/ Regular Meeting April 16</li> <li>-Budget submitted by departments</li> <li>-Consolidated Election April 2, 2019</li> <li>-File Statement of Economic Interest</li> <li>-National Library Week.</li> <li>-Executive Director News and Notes</li> <li>-Bingo in the Books, April 26</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed Easter Sunday, April</li> <li>-Begin work on Inside Angle. Summer Issue.</li> <li>-AARP Tax assistance closing</li> <li>-PLA National Conference.</li> <li>-Spring programs begin</li> </ul>
May 2019	<ul style="list-style-type: none"> <li>-CW May 7/ Regular Meeting May 21</li> <li>-Review second draft of working budget</li> <li>-Tentative transfer of funds from Expendable Trust to Endowment Fund</li> <li>-National Library Legislative Day</li> <li>-LACONI Annual Trustee Banquet</li> </ul>	<ul style="list-style-type: none"> <li>-CW May 7/ Regular Meeting May 21</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> <li>-National Library Legislative Day</li> </ul>	<ul style="list-style-type: none"> <li>Library Closed Memorial Day</li> <li>-School visits</li> <li>-Friends of the Library meeting</li> </ul>

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June 2019	<ul style="list-style-type: none"> <li>-CW Meeting June 4</li> <li>-Regular Meeting June 18</li> <li>-Adopt Working Budget FY17-18</li> <li>-Ordinance Regular Meeting Schedule for FY18-19</li> <li>-Prevailing Wage Ordinance</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>	<ul style="list-style-type: none"> <li><b>-Fiscal Year 2018/2019 Ends</b></li> <li>-CW June 4/ Regular Meeting June 18</li> <li>-End of Fiscal Year Annual Fund Appeal</li> <li>-Ordinance Regular Meeting Schedule for FY18-19</li> <li>-File Board roster with the ISL before July 1.</li> <li>-ALA Annual Conference. New Orleans</li> </ul>	<ul style="list-style-type: none"> <li>-ALA Annual Conference</li> <li>-Summer Reading Begins</li> <li>-Bookmobile Roundup</li> <li>-Saturday Book Sale.</li> </ul>
July 2019	<ul style="list-style-type: none"> <li>-CW Meeting TBD/Regular Meeting 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>-Quarterly Review: Self-Evaluation Board Goals (There was no review on April)</li> <li>-Building and Grounds Tour</li> </ul>	<ul style="list-style-type: none"> <li><b>- Fiscal Year 2018/2019 begins</b></li> <li>CW Meeting TBD/ Regular Meeting 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> <li>-Executive Director News and Notes</li> </ul>	<ul style="list-style-type: none"> <li>- Library Closed 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>
August 2019	<ul style="list-style-type: none"> <li>-CW August TBD/ Regular Meeting August TBD</li> <li>-IPLAR Approval</li> <li>-Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding year. Deadline August 30</li> </ul>	<ul style="list-style-type: none"> <li>-CW August TBD/ Regular Meeting Aug. 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. Sunday, August 12, 12:00 p.m.</li> <li>-Friends of the Library meeting August 23, 1 pm</li> </ul>