

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, SEPTEMBER 3/ REGULAR BOARD MEETING TUESDAY, SEPTEMBER 17</b>			
September 2019	<ul style="list-style-type: none"> <li>●Public Hearing - Annual Budget and Appropriation</li> <li>●Ordinance – Annual Budget &amp; Appropriation</li> <li>●Quarterly Review: Self-Evaluation Board Goals</li> </ul>	<ul style="list-style-type: none"> <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 <b>2016-2018</b>.</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>-<b>Library Closed:</b> Labor Day. Monday September 2</li> <li>-Fall programs begins</li> <li>-Library Card Sign-Up Month</li> <li>-Banned Books Week</li> <li>-Saturday Book Sale. September 14</li> <li>- <b>Library Closed:</b> Staff Development Day. Friday, September 13.</li> </ul>
<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, OCTOBER 1/REGULAR BOARD MEETING TUESDAY, OCTOBER 15</b>			
October 2019	<ul style="list-style-type: none"> <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> <li>●ILA Annual Conference. Trustee Day: Thursday, October 24, 8 am – 4 pm</li> </ul>	<ul style="list-style-type: none"> <li>- Resolution – Estimating of Funds Needed</li> <li>- 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. October 22-24</li> </ul>	<ul style="list-style-type: none"> <li>-Flex Dedication Public Event. 10 am</li> <li>-Begin work on Inside Angle. Winter Issue.</li> <li>-Teen Read Week</li> <li>-National Friends of Libraries Week.</li> <li>-Friends of the Library meeting Thursday, October 24</li> </ul>
<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, NOVEMBER 5/REGULAR BOARD MEETING TUESDAY, NOVEMBER 19</b>			
November 2019	<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. 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> </ul>	<ul style="list-style-type: none"> <li>-NaNoWriMo</li> <li>-Annual performance evaluations ended</li> <li>-<b>Library Closed:</b> Before Thanksgiving at 5 pm, November</li> <li>Thanksgiving Day, November TBD</li> </ul>

		-Annual performance evaluations of managers and administrative staff	
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<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, DECEMBER 3/REGULAR BOARD MEETING TUESDAY, DECEMBER 17</b>			
December 2019	<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><b>-Library Closed:</b> Christmas Eve, December 24 Christmas Day, December 25 New Year's Eve, December 31</li> </ul>
<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, JANUARY 7/REGULAR BOARD MEETING TUESDAY, JANUARY 21</b>			
January 2020	<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><b>-Library Closed:</b> 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>
<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 4/REGULAR BOARD MEETING TUESDAY, FEBRUARY 18</b>			
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>

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>COMMITTEE OF THE WHOLE TUESDAY, MARCH 3/REGULAR BOARD MEETING TUESDAY, MARCH 17</b>			
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>
<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, APRIL 7/REGULAR BOARD MEETING TUESDAY, APRIL 21</b>			
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. April 17, 2020</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Library Closed:</b></li> <li>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>
<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, MAY 5/REGULAR BOARD MEETING TUESDAY, MAY 19</b>			
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><b>Library Closed:</b></li> <li>Memorial Day</li> <li>-School visits</li> <li>-Friends of the Library meeting</li> </ul>

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<b>COMMITTEE OF THE WHOLE MEETING TUESDAY, JUNE 2/REGULAR BOARD MEETING TUESDAY, JUNE 16</b>			
June 2020	<ul style="list-style-type: none"> <li>●CW Mtg. /Regular Mtg. TBD</li> <li>●Adopt Working Budget FY20-21</li> <li>●Ordinance Regular Meeting Schedule for FY20-21</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 19-20Ends</b></li> <li>-CW Mtg. / Regular Mtg. TBD</li> <li>-End of Fiscal Year Annual Fund Appeal</li> <li>-Ordinance Regular Meeting Schedule for FY20-21</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.</li> <li>-Update on Strategic Planning</li> </ul>	<ul style="list-style-type: none"> <li>-Summer Reading Begins</li> <li>-Bookmobile Roundup</li> <li>-Saturday Book Sale</li> <li>-PLA 2019 Annual Conference.</li> </ul>
<b>COMMITTEE OF THE WHOLE MEETING TBD/ REGULAR BOARD MEETING TBD</b>			
July 2020	<ul style="list-style-type: none"> <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 FY19-20</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>	<ul style="list-style-type: none"> <li>- <b>Fiscal Year 20-21begins</b></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 FY19-20</li> <li>-Total Compensation Packages for employees earning over \$75,000</li> </ul>	<ul style="list-style-type: none"> <li>- <b>Library Closed:</b></li> <li>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>COMMITTEE OF THE WHOLE MEETING TBD/ REGULAR BOARD MEETING TBD</b>			
August 2020	<ul style="list-style-type: none"> <li>●IPLAR Approval</li> <li>●Resolution Selection of Library Materials and Use of Library Materials and Facilities</li> <li>●Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30</li> <li>●Gurnee Days</li> </ul>	<ul style="list-style-type: none"> <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> <li>-Gurnee Days:</li> </ul>	<ul style="list-style-type: none"> <li>- Gurnee Days.</li> <li>-Friends of the Library meeting</li> </ul>