

	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. October 15-21.
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 -Executive Director annual performance evaluation 	<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 -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

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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 	<ul style="list-style-type: none"> -Friends of the Library meeting February
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. By 3/ 31 -Capital planning budget finalized -Update on Strategic Planning 16-18. Plan approved March 2016 -Bingo in the Books. March 16 	<ul style="list-style-type: none"> -Freedom of Information Day -Friends of the Library meeting March -Bingo in the Books. March 16
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 	<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

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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
July 2018	<ul style="list-style-type: none"> -CW Meeting Wednesday July 3 -Regular Meeting July 17 -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 -Midyear Financial Report 	<ul style="list-style-type: none"> - Fiscal Year 2018/2019 begins - CW Meeting Wednesday July 3 - Regular Meeting July 17 - 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 - 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 - Summer Reading Ends - Lake County Fairgrounds

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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
September 2018	<ul style="list-style-type: none"> -CW Meeting September 4 -Regular Meeting September 18 -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 4 -Regular Meeting September 18 -Finish work on audit -Hearing - for Annual Budget and Appropriation -Ordinance – Annual Budget & Appropriation -Resolution – Proclamation FOL Week 	<ul style="list-style-type: none"> -Library Closed Labor Day -Fall programs begins -Library Card Sign-Up Month -Proclamation FOL Week -Banned Books Week