

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
COMMITTEE OF THE WHOLE MEETING TUESDAY, DECEMBER 3/REGULAR BOARD MEETING TUESDAY, DECEMBER 17			
December 2019	<ul style="list-style-type: none"> ●Approval of Per Capita Grant for submission ●Semi-annual review of closed session minutes. 12/31 Last day for the second half year review ●Executive Director's annual performance evaluation 	<ul style="list-style-type: none"> -Friends of the Library Holiday Party -Email Holiday Cards -Program pay increases for staff -Approval and Filing of Per Capita Grant Application. Deadline on January 15, 2020 -Treasurers' Report of Receipts and Disbursements to file with County Clerk before 12/31 	<ul style="list-style-type: none"> -Staff Holiday Party -Saturday Book Sale. December 1 -Library Closed: Christmas Eve, December 24 Christmas Day, December 25 New Year's Eve, December 31
COMMITTEE OF THE WHOLE MEETING TUESDAY, JANUARY 7/REGULAR BOARD MEETING TUESDAY, JANUARY 21			
January 2020	<ul style="list-style-type: none"> ●Ordinance- Bond Levy Abatement ●Begin work on Board Self-Evaluation: Appointment of Committee. ●Quarterly Review: Self-Evaluation Board Goals. ●Update on Strategic Planning 20-22 ●Fundraising update. 	<ul style="list-style-type: none"> -Ordinance – Bond Levy Abatement -Annual Online Library Certification begins January 2. Deadline March 31,2019 -RAILS Memberships Standards Data Collection begins. Deadline March 31, 2019 -Update on Strategic Planning 20-22 -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 -Friends of the Library meeting. January 24
COMMITTEE OF THE WHOLE MEETING TUESDAY, FEBRUARY 4/REGULAR BOARD MEETING TUESDAY, FEBRUARY 18			
February 2020	<ul style="list-style-type: none"> ●Board Self-Evaluation: Working on Survey. ●President's Day Legislative Breakfast 	<ul style="list-style-type: none"> -President's Day Legislative Breakfast -Fundraising update 	<ul style="list-style-type: none"> - Friends of the Library Meeting. February 28 -PLA 2020 Nashville Feb. 25-29

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COMMITTEE OF THE WHOLE TUESDAY, MARCH 3/REGULAR BOARD MEETING TUESDAY, MARCH 17			
March 2020	<ul style="list-style-type: none"> ●Update on Strategic Planning 20-22. ●ILA 2020 Trustee Workshop. ●Board Self-Evaluation Results. 	<ul style="list-style-type: none"> -Annual Library Certification by March 31 -RAILS Memberships Standards Data Collection by March 31 -Capital planning budget finalized -Update on Strategic Planning 20-22 	<ul style="list-style-type: none"> -Freedom of Information Day -Saturday Book Sale March 1
COMMITTEE OF THE WHOLE MEETING TUESDAY, APRIL 7/REGULAR BOARD MEETING TUESDAY, APRIL 21			
April 2020	<ul style="list-style-type: none"> ●Review first draft of working budget. ●File Statement of Economic Interest ●Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> -Prepare Resolutions for outgoing board members -Budget submitted by departments -File Statement of Economic Interest -Bingo in the Books. April 17, 2020 	<p>-Library Closed:</p> <ul style="list-style-type: none"> Easter Sunday -Begin work on Inside Angle. Summer Issue. -National Library Week -AARP Tax assistance closing -Spring programs begin
COMMITTEE OF THE WHOLE MEETING TUESDAY, MAY 5/REGULAR BOARD MEETING TUESDAY, MAY 19			
May 2020	<ul style="list-style-type: none"> ●Review second draft of working budget ●Tentative transfer of funds from Expendable Trust to Endowment Fund 	<ul style="list-style-type: none"> -Volunteer Luncheon -Renewals for medical, general liability and worker's compensation insurance -OCLC Renewal Agreements by June 30 	<p>Library Closed:</p> <ul style="list-style-type: none"> Memorial Day -School visits -Friends of the Library meeting
COMMITTEE OF THE WHOLE MEETING TUESDAY, JUNE 2/REGULAR BOARD MEETING TUESDAY, JUNE 16			
June 2020	<ul style="list-style-type: none"> ●Adopt Working Budget FY20-21 ●Ordinance Regular Meeting Schedule for FY20-21 ●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 	<p>-Fiscal Year 19-20Ends</p> <ul style="list-style-type: none"> -End of Fiscal Year Annual Fund Appeal -Ordinance Regular Meeting Schedule for FY20-21 -Ordinance to Transfer to the Special Reserve Fund -File Board roster with the ISL before July 1. -PLA Annual Conference. -Update on Strategic Planning 20-22 	<ul style="list-style-type: none"> -Summer Reading Begins -Bookmobile Roundup -Saturday Book Sale -PLA 2019 Annual Conference.

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July 2020	<ul style="list-style-type: none"> ●Ordinance - Building, Sites & Maintenance ●Ordinance -Tentative Budget & Appropriations ●Ordinance - Annual Review of non-resident card participation ●Audit of Regular Meetings minutes FY19-20 ●Semi-annual review of closed session minutes ●Building and Grounds Tour ●Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> - Fiscal Year 20-21begins - 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 FY19-20 -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. - Summer Reading Ends - Lake County Fairgrounds
COMMITTEE OF THE WHOLE MEETING TBD/ REGULAR BOARD MEETING TBD			
August 2020	<ul style="list-style-type: none"> ●IPLAR Approval ●Resolution Selection of Library Materials and Use of Library Materials and Facilities ●Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30 ●Gurnee Days 	<ul style="list-style-type: none"> -File IPLAR. Deadline on or before September 1 -Annual Report with detail account of all receipts and expenditures. Deadline August 30 -Gurnee Days: 	<ul style="list-style-type: none"> - Gurnee Days. -Friends of the Library meeting
COMMITTEE OF THE WHOLE MEETING TBD / REGULAR BOARD MEETING TBD			
September 2020	<ul style="list-style-type: none"> ●Public Hearing - Annual Budget and Appropriation ●Ordinance – Annual Budget & Appropriation ●Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> -Public Hearing - Annual Budget and Appropriation -Finish work on audit -Ordinance – Annual Budget & Appropriation -Resolution – Proclamation FOL Week -Update on Strategic Planning 20-22 -Last Day for audit of the records to be filed. September TBD, 2019. -September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund. 	<ul style="list-style-type: none"> -Library Closed: Labor Day -Fall programs begins -Library Card Sign-Up Month -Banned Books Week -Saturday Book Sale

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October 2020	<ul style="list-style-type: none"> ●Resolution - Estimating of Funds Needed ●Receive audited annual financial statement ●Quarterly Review: Self-Evaluation Board Goals ●Review Per Capita Grant requirements. Deadline on or before January 15 ●ILA Annual Conference. Trustee Day: Thursday, October 24, 8 am – 4 pm 	<ul style="list-style-type: none"> - Resolution – Estimating of Funds Needed - Annual Appeal Letters -Begin work on holiday cards -Begin work on Per Capita Grant. Deadline on or before January 15 -Receive audited annual financial statement -Annual performance evaluations started -ILA Annual Conference. October 22-24 -Flex Dedication Public Event. October 19, 10 am 	<ul style="list-style-type: none"> -Begin work on Inside Angle. Winter Issue. -Teen Read Week -National Friends of Libraries Week. -Friends of the Library meeting Thursday, October 24
COMMITTEE OF THE WHOLE MEETING TUESDAY, NOVEMBER 5/REGULAR BOARD MEETING TUESDAY, NOVEMBER 19			
November 2020	<ul style="list-style-type: none"> ●Public 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"> -Public Hearing – Truth in Taxation Act -Levy Ordinance: 12/21/20 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 -12/27 Last day to file Audit Report and annual Financial Report with Comptroller and County Clerk -Publish treasurer's report of annual receipts and disbursements -Working on holiday e-cards -Mail annual appeal letter. Deadline -Post Continuing Disclosure Information (Bonds) -Annual performance evaluations of managers and administrative staff 	<ul style="list-style-type: none"> -NaNoWriMo -Annual performance evaluations ended -Library Closed: Before Thanksgiving at 5 pm, November Thanksgiving Day, November TBD