

	BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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 December 4 / Regular Meeting December 18 - December 10 - December 17 filing nominating papers for Consolidated Election 2019. -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 -FoL Holiday Breakfast -<i>Library Closed:</i> Christmas Eve, December 24 Christmas Day, December 25 New Year's Eve, December 31
January 2019	<ul style="list-style-type: none"> -CW Wednesday Jan 2 (Cancelled) -Regular Meeting Jan 15 -Ordinance - Bond Levy Abatement -Board Self-Evaluation: Appointment of Committee. -Quarterly Review: Self-Evaluation Board Goals. 	<ul style="list-style-type: none"> -CW Wednesday Jan 2 / Regular Meeting Jan 15 -Ordinance – Bond Levy Abatement -<u>January 24 last day.</u> 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"> -<i>Library Closed:</i> 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 February 5 -Regular Meeting Feb 19 -ILA Trustee Forum Workshop -President's Day Legislative Breakfast 	<ul style="list-style-type: none"> -CW Feb 5/ Regular Meeting Feb 19 -President's Day Legislative Breakfast -Fundraising update 	<ul style="list-style-type: none"> - Friends of the Library meeting TBD

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March 2019	<ul style="list-style-type: none"> -CW Meeting March 5 -Regular Meeting March 19 -Update on Strategic Planning 2016-2018. 	<ul style="list-style-type: none"> -CW Mar 5/ Regular Meeting Mar 19 -Annual Library Certification by March 31 -Capital planning budget finalized -Update on Strategic Planning 2016-2018. 	<ul style="list-style-type: none"> -Freedom of Information Day - Friends of the Library meeting? -Saturday Book Sale?
April 2019	<ul style="list-style-type: none"> Consolidated Election April 2, 2019 -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"> Consolidated Election April 2, 2019 -CW April 2/ Regular Meeting April 16 -Prepare Resolutions for outgoing board members -Budget submitted by departments -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"> <i>-Library Closed:</i> Easter Sunday, April 21 -Begin work on Inside Angle. Summer Issue. -AARP Tax assistance closing -PLA National Conference. -Spring programs begin
May 2019	<ul style="list-style-type: none"> -CW Tuesday May 7 -Regular Meeting May 21: Organizational meeting of Library Board, election of officers and taking oaths. -Review second draft of working budget -Tentative transfer of funds from Expendable Trust to Endowment Fund -National Library Legislative Day -LACONI Annual Trustee Banquet 	<ul style="list-style-type: none"> -CW 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"> <i>Library Closed:</i> Memorial Day, May 27 -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 June 4/ Regular Meeting June 18 -End of Fiscal Year Annual Fund Appeal -Ordinance Regular Meeting Schedule for FY18-19 -Prevailing Wage Ordinance Ordinance to Transfer to the Special Reserve Fund -File Board roster with the ISL before July 1. -ALA Annual Conference. New Orleans -Update on Strategic Planning 2016-2018. 	<ul style="list-style-type: none"> -ALA Annual Conference -Summer Reading Begins -Bookmobile Roundup -Saturday Book Sale.

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July 2019	<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 -Building and Grounds Tour -Quarterly Review: Self-Evaluation Board Goals 	<ul style="list-style-type: none"> - Fiscal Year 2019/2020 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"> - <i>Library Closed:</i> Independence Day, July 4 - Begin work on Inside Angle. Fall Issue. - Summer Reading Ends - Lake County Fairgrounds
August 2019	<ul style="list-style-type: none"> -CW Meeting August TBD -Regular Meeting August TBD -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 August TBD -Regular Meeting Aug. TBD -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. -Friends of the Library meeting August TBD
September 2019	<ul style="list-style-type: none"> -CW Meeting September TBD -Regular Meeting September TBD -Public Hearing - Annual Budget and Appropriation. September TBD, 6:45 pm -Quarterly Review: Self-Evaluation Board Goals -Ordinance – Annual Budget & Appropriation -September TBD, 2019. 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 September TBD -Regular Meeting September TBD -Public Hearing - Annual Budget and Appropriation. September TBD, 6:45 pm -Finish work on audit -Ordinance – Annual Budget & Appropriation -Resolution – Proclamation FOL Week -Update on Strategic Planning 2016-2018. 	<ul style="list-style-type: none"> -<i>Library Closed:</i> Labor Day. September 2 -Fall programs begins -Library Card Sign-Up Month -Banned Books Week, September TBD -Saturday Book Sale. September TBD

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October 2019	<ul style="list-style-type: none"> -CW Meeting October TBD -Regular Meeting October TBD -Resolution - Estimating of Funds Needed -Receive audited annual financial statement -Quarterly Review: Self-Evaluation Board Goals ILA Library Trustee Forum. 	<ul style="list-style-type: none"> - CW October TBD -Regular Meeting October TBD -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 -ILA Annual Conference. 	<ul style="list-style-type: none"> -Begin work on Inside Angle. Winter Issue. -Teen Read Week -National Friends of Libraries Week. October TBD -Friends of the Library meeting October TBD
November 2019	<ul style="list-style-type: none"> -CW Meeting November TBD @ 7 pm -Regular Meeting November TBD @ 7 pm -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 November/Regular Meeting November -Levy Ordinance 12/21/2018 Last day to file a certified copy of levy ordinance, which incorporates budget and appropriation ordinance with County Clerk. -Public Hearing – Truth in Taxation Act Nov. 20 @ 6:45 p.m. 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 -Start working holiday 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"> -NaNoWriMo -Annual performance evaluations ended <i>-Library Closed:</i> Before Thanksgiving at 5 pm, November Thanksgiving Day, November TBD