

	<b>BOARD AGENDA</b>	<b>ADMINISTRATION AGENDA</b>	<b>GENERAL LIBRARY AGENDA</b>
<b>January 2018</b>	<ul style="list-style-type: none"> <li>-CW Meeting Thursday January 4</li> <li>-Regular Meeting January 16</li> <li>-Ordinance - Bond Levy Abatement</li> <li>-Appointment of Board Self-Evaluation Committee.</li> <li>-Midyear financial report</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting Thursday January 4</li> <li>-Regular Meeting January 16</li> <li>-Ordinance – Bond Levy Abatement</li> <li>-Annual Online Library Certification begins January 2. Deadline March 31,2018</li> <li>-Pay increases effective</li> <li>-Fundraising update</li> <li>-ED News and Notes</li> </ul>	<ul style="list-style-type: none"> <li>Library Closed New Year’s Day, January 1</li> <li>-45<sup>th</sup> Years Kick off celebration, cupcakes Jan 10, 10:30 a.m.</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 Jan. 25 1:30 p.m.</li> </ul>
February 2018	<ul style="list-style-type: none"> <li>-CW Meeting February 6</li> <li>-Regular Meeting February 20</li> <li>-ILA Trustee Forum Workshop</li> <li>-President’s Day Legislative Breakfast</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting February 6</li> <li>-Regular Meeting 20</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 22, 1 pm</li> </ul>
March 2018	<ul style="list-style-type: none"> <li>-CW Meeting March 6</li> <li>-Regular Meeting March 20</li> <li>-Update on Strategic Planning 16-18. Plan approved March 2016</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting March 6</li> <li>-Regular Meeting March 20</li> <li>-Annual Online Library Certification Deadline March 31,2018</li> <li>-Capital planning budget finalized</li> <li>-Update on Strategic Planning 16-18. Plan approved March 2016</li> <li>-Bingo in the Books. March 16</li> </ul>	<ul style="list-style-type: none"> <li>-Freedom of Information Day</li> <li>-Bingo in the Books. March 16</li> <li>-Saturday Book Sale. March 10, 10 am</li> </ul>
April 2018	<ul style="list-style-type: none"> <li>-CW Meeting April 3</li> <li>-Regular Meeting April 17</li> <li>-Review first draft of working budget.</li> <li>-File Statement of Economic Interest</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting April 3</li> <li>-Regular Meeting April</li> <li>-Budget submitted by departments.</li> <li>-File Statement of Economic Interest</li> <li>-National Library Week</li> <li>-ED News and Notes</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed Easter Sunday, April</li> <li>-Begin work on Inside Angle. Summer Issue. Due date?</li> <li>-AARP Tax assistance closing</li> <li>-PLA National Conference</li> <li>-Spring programs begin</li> </ul>

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May 2018	<ul style="list-style-type: none"> <li>-CW Meeting May 1</li> <li>-Regular Meeting May 15</li> <li>-Review second draft of working budget</li> <li>-National Library Legislative Day</li> <li>-Annually Review the Statement of Purpose and work on any advisory group</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting May 1</li> <li>-Regular Meeting May</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, May</li> <li>-Annual Conference Reaching Forward. May 4, 2018</li> <li>-School visits</li> <li>-Friends of the Library meeting May 24, 1 pm</li> </ul>
June 2018	<ul style="list-style-type: none"> <li>-CW Meeting June 5</li> <li>-Regular Meeting June 19</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>-Update on Strategic Planning 16-18 approved March 2016</li> <li>-Semi-annual review of closed sessions minutes.</li> </ul>	<ul style="list-style-type: none"> <li><b>-Fiscal Year 2017/2018 Ends</b></li> <li>-CW Meeting June 5</li> <li>-Regular Meeting June 19</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>-Update on Strategic Planning 16-18 approved March 2016</li> <li>-ALA Annual Conference</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. June 2, 10 am</li> </ul>
July 2018	<ul style="list-style-type: none"> <li>-CW Meeting Wednesday July 3</li> <li>-Regular Meeting July 17</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>-Midyear Financial Report</li> </ul>	<ul style="list-style-type: none"> <li><b>- Fiscal Year 2018/2019 begins</b></li> <li>- CW Meeting Wednesday July 3</li> <li>- Regular Meeting July 17</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>- Midyear Financial Report</li> <li>-Total Compensation Packages for employees earning over \$75,000</li> <li>-ED 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. Due date August</li> <li>- Summer Reading Ends</li> <li>- Lake County Fairgrounds</li> </ul>

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August 2018	<ul style="list-style-type: none"> <li>-CW Meeting August 7</li> <li>-Regular Meeting August 21</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 Meeting August 7</li> <li>-Regular Meeting August 21</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</li> <li>-Friends of the Library meeting August 23, 1 pm</li> </ul>
September 2018	<ul style="list-style-type: none"> <li>-CW Meeting September 4</li> <li>-Regular Meeting September 18</li> <li>-Hearing - Annual Budget and Appropriation</li> <li>-Ordinance – Annual Budget &amp; Appropriation</li> <li>-Update on Strategic Planning 16-18 approved March 2016</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting September 4</li> <li>-Regular Meeting September 18</li> <li>-Finish work on audit</li> <li>-Hearing - for Annual Budget and Appropriation</li> <li>-Ordinance – Annual Budget &amp; Appropriation</li> <li>-Resolution – Proclamation FOL Week</li> </ul>	<ul style="list-style-type: none"> <li>-Library Closed Labor Day</li> <li>-Fall programs begins</li> <li>-Library Card Sign-Up Month</li> <li>-Proclamation FOL Week</li> <li>-Banned Books Week</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> </ul>	<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>-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>-ED News and Notes</li> </ul>	<ul style="list-style-type: none"> <li>-Begin work on Inside Angle. Winter Issue. Due date November 1</li> <li>-ILA Annual Conference. October 9-11. Peoria Civic Center</li> <li>-Teen Read Week</li> <li>-National Friends of Libraries Week.</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</li> <li>-Levy Ordinance</li> <li>-Staff Year End Bonuses</li> <li>-Treasurer's report of annual receipts and disbursements</li> <li>-Executive Director annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting November 6</li> <li>-Regular Meeting November 20</li> <li>-Hearing – Truth in Taxation Act</li> <li>-Levy Ordinance</li> <li>-Mail holiday cards and e-cards</li> <li>-Mail annual appeal letter. Deadline Nov 15</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</li> <li>-Executive Director's annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-CW Meeting December 4</li> <li>-Regular Meeting December 18</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, 2018</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>