MARCH

1st-New in 2020-Annual Sexual Harassment Training must be done before December 31, 2021. The Department of Human Rights made a model sexual harassment training program for the library to provide to staff members.

3rd -Board meeting in Meeting Room 4:30 PM

Sign Illinet/OCLC Services Program Renewal Agreement if it has arrived

31st-Last day to file for the Interlibrary Loan and Reciprocal Borrowing Statistical Survey (Traffic Report).

The Statements of Economic Interest become available from the County Clerk’s Office. Each Trustee needs to create an account online, complete and submit the form. Usually due Apr. 30th.

31st- Run Year To Date Money Saved by Patrons and Lifetime Report using Custom File in Reports and Notices