

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2021 – COMMITTEE OF THE WHOLE FEBRUARY 2/ REGULAR BOARD FEBRUARY 16		
<ul style="list-style-type: none"> ● Approval of Per Capita Grant application. ● Review Per Capita Grant Requirements: Chapters 9 – 13 ● President’s Day Library Legislative Zoom Meet-up. February 15, 2021 9-10:30 am 	<ul style="list-style-type: none"> - Annual Online Library Certification done. - Approval of Per Capita Grant Application. Deadline March 15, 2020 -PLA Conference. - President’s Day Library Legislative Zoom Meet-up. February 15, 2021 9-10:30 am 	<ul style="list-style-type: none"> - Friends of the Library Meeting. TBD
MARCH 2021 - COMMITTEE OF THE WHOLE MARCH 2/ REGULAR BOARD MARCH 16		
<ul style="list-style-type: none"> ● Capital planning review and discussion at CoW. ● ILA Trustee Forum Workshop ● Board Self-Evaluation Results. 	<ul style="list-style-type: none"> -Annual Library Certification due March 31 -RAILS Memberships Standards Data Collection by March 31 -Capital planning budget finalized -LED project update 	<ul style="list-style-type: none"> -Freedom of Information Day
APRIL 2021 - COMMITTEE OF THE WHOLE APRIL 6/ REGULAR BOARD APRIL 18		
<ul style="list-style-type: none"> ● CONSOLIDATED ELECTION DAY. April 6, 2021. ● Initial presentation of budget draft at CoW ● File Statement of Economic Interest. (Last day April 30) ● Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months ● Quarterly Review: Self-Evaluation and Board Goals 	<ul style="list-style-type: none"> - CONSOLIDATED ELECTION DAY. April 6, 2021. -Budget submitted by departments -File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30, 2021) -Bingo in the Books. TBD -Update on Strategic Planning 20-22 	<ul style="list-style-type: none"> -Library Closed: Easter Sunday -Begin work on Inside Angle. Summer Issue. -National Library Week. -Spring programs begin

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MAY 2021 - COMMITTEE OF THE WHOLE MAY 4/ REGULAR BOARD MAY 18		
<ul style="list-style-type: none"> ●Review of latest budget draft at CoW ●Tentative transfer of funds from Expendable Trust to Endowment Fund ●Organizational Meeting. Term begins the third Monday of May. 	<ul style="list-style-type: none"> -Volunteer Luncheon TBD -Renewals for medical, general liability and worker's compensation insurance -OCLC Renewal Agreements by June 30. - Organization of the Board. Official Board Roster. Term begins the third Monday of May. 	<p><i>Library Closed:</i> Memorial Day</p> <ul style="list-style-type: none"> -School visits -Friends of the Library meeting. TBD
JUNE 2021 - COMMITTEE OF THE WHOLE JUNE 1/ REGULAR BOARD JUNE 15		
<ul style="list-style-type: none"> ●Approval of FY22-23Budget ●Ordinance Regular Meeting Schedule for FY22-23 ●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 ●Update on Strategic Planning 20-22 	<ul style="list-style-type: none"> -Fiscal Year 20-21 Ends -End of Fiscal Year Annual Fund Appeal -Ordinance Regular Meeting Schedule for FY22-23 -Ordinance to Transfer to the Special Reserve Fund -File Board roster with the ISL before July 1. -ALA Annual Conference. -Update on Strategic Planning 20-22. 	<ul style="list-style-type: none"> -Summer Reading Begins -Bookmobile Roundup
JULY 2021 - MEETINGS TBD		
<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 FY20-21 ●Semi-annual review of closed session minutes ●Building and Grounds Tour ● Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months ●Quarterly Review: Self-Evaluation and Board Goals 	<ul style="list-style-type: none"> - Fiscal Year 21-22 begins - 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 FY20-21 -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

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AUGUST 2021 - MEETINGS TBD		
<ul style="list-style-type: none"> ●IPLAR Approval ●Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30 	<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 	<ul style="list-style-type: none"> - Gurnee Days TBD -Friends of the Library meeting. TBD
SEPTEMBER 2021- MEETINGS TBD		
<ul style="list-style-type: none"> ●Public Hearing - Annual Budget and Appropriation starts at 6:45 p.m. ●Ordinance – Annual Budget & Appropriation ●Quarterly Review: Self-Evaluation Board Goals ●Update on Strategic Planning 20-22 	<ul style="list-style-type: none"> -Public Hearing - Annual Budget and Appropriation -Finish work on audit -Ordinance – Annual Budget & Appropriation -Resolution – Proclamation FOL Week -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
OCTOBER 2021 - MEETINGS TBD		
<ul style="list-style-type: none"> ●Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months ●Resolution - Estimating of Funds Needed ●Receive audited annual financial statement ●Quarterly Review: Self-Evaluation and Board Goals ●ILA Annual Conference 	<ul style="list-style-type: none"> - Resolution – Estimating of Funds Needed - Annual Appeal Letters -Begin work on holiday cards -Receive audited annual financial statement -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. -Friends of the Library meeting TBD

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NOVEMBER 2021 – MEETINGS TBD		
<ul style="list-style-type: none"> ● 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"> - Levy Ordinance: File a certified copy with County Clerk, which incorporates budget and appropriation ordinance. File certificate of compliance with TITA before 12/25? - File Audit Report and annual Financial Report with Comptroller and County Clerk. Last day 12/27? - Publish treasurer's report of annual receipts and disbursements - Work on holiday e-cards - Mail annual appeal letter. - 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: Thanksgiving Day
DECEMBER 2021 – MEETINGS TBD		
<ul style="list-style-type: none"> ● Semi-annual review of closed session minutes: second half year review ● Executive Director's annual performance evaluation ● Review Per Capita Grant requirements. 	<ul style="list-style-type: none"> - Email Holiday Cards - Program pay increases for staff - Work on Per Capita Grant Application. Deadline TBD - Treasurers' Report of Receipts and Disbursements to file with County Clerk before December 31 	<ul style="list-style-type: none"> - Library Closed: Christmas Eve. Christmas Day. New Year's Eve. New Year's Day.
JANUARY 2022 – MEETINGS TBD		
<ul style="list-style-type: none"> ● Ordinance- Abatement of Tax for Debt Service ● Review Per Capita Grant Requirements: Chapters 5- 8. ● Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months ● Quarterly Review: Self-Evaluation and Board Goals ● Fundraising update. 	<ul style="list-style-type: none"> - Pay increases effective January 1. - Ordinance – Bond Levy Abatement - Update on Strategic Planning 20-22 - Fundraising update. - RAILS Memberships Standards Data Collection begins. Deadline March 31, 2022 - Work on Per Capita Grant Application. Deadline TBD 	<ul style="list-style-type: none"> - Library Closed: New Year's Day. - Winter programs begin - Begin work on Inside Angle. Spring Issue - Friends of the Library meeting TBD