

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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. ●ALA Annual Conference and Exhibition early bird registration. 	<ul style="list-style-type: none"> -Annual Library Certification due date changed to May 15 -RAILS Memberships Standards Data Collection by March 31 -Capital planning budget finalized -LED project update -ALA Annual Conference and Exhibition. June 23-29 in Chicago will take place virtually. Early bird registration starts March 1, 2021. 	<ul style="list-style-type: none"> -Freedom of Information Day, March 16.
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. April 4 – 10, 2021. -Spring programs begin
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 - Annual Library Certification due May 15 -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. 	<ul style="list-style-type: none"> Library Closed: Memorial Day -Friends of the Library meeting. TBD

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JUNE 2021 - COMMITTEE OF THE WHOLE JUNE 1/ REGULAR BOARD JUNE 15		
<ul style="list-style-type: none"> ●Approval of FY21-22 Budget ●Ordinance Regular Meeting Schedule for FY21-22 ●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 	<p>-Fiscal Year 20-21 Ends</p> <ul style="list-style-type: none"> -End of Fiscal Year Annual Fund Appeal -Ordinance Regular Meeting Schedule for FY21-22 -Ordinance to Transfer to the Special Reserve Fund -File Board roster with the ISL before July 1. -ALA Annual Virtual Conference and Exhibition. June 23-29 in Chicago will take place virtually. -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 	<p>- Fiscal Year 21-22 begins</p> <ul style="list-style-type: none"> - 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 	<p>- Library Closed: Independence Day, July 4</p> <ul style="list-style-type: none"> - Begin work on Inside Angle. Fall Issue. - Summer Reading Ends
AUGUST 2021 - MEETINGS TBD		
<ul style="list-style-type: none"> ● Approval of Illinois Public Library Annual Report 2021 (IPLAR) ●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 2021 Illinois Public Annual Report (IPLAR). Deadline on or before September 1 -Treasurer’s 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

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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"> ●Resolution - Estimating of Funds Needed ●Receive audited annual financial statement ●Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months ●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
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

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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 the requirements for the Illinois Per Capita and Equalization Aid Grant application. TBD 	<ul style="list-style-type: none"> - Email Holiday Cards - Program pay increases for staff - Work on Illinois Per Capita Grant Application. Deadline TBD - Treasurers' Report of Receipts and Disbursements to file with County Clerk before December 31 	<p>-Library Closed: Christmas Eve. Christmas Day. New Year's Eve. New Year's Day.</p>
JANUARY 2022 – MEETINGS TBD		
<ul style="list-style-type: none"> ●Ordinance- Abatement of Tax for Debt Service ●Review Per Capita Grant Requirements. TBD ● 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 - Set Budget process timeline 	<p>- Library Closed: New Year's Day. -Winter programs begin -Begin work on Inside Angle. Spring Issue -Friends of the Library meeting TBD</p>
FEBRUARY 2022 – MEETINGS TBD		
<ul style="list-style-type: none"> ●Approval of Illinois Public Library Per Capita Grant & Equalization Aid Grant application. TBD ●President's Day Library Legislative Meet-up. 	<ul style="list-style-type: none"> - Annual Online Library Certification open date TBD - Approval of Illinois Public Library Per Capita and Equalization Aid Grant Application. TBD - PLA Conference. - President's Day Library Legislative Meet-up. - Capital projects evaluation criteria. 	<p>- Friends of the Library Meeting. TBD</p>