

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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 ● <u>ORGANIZATION OF BOARD AFTER CONSOLIDATED ELECTION APRIL 6, 2021</u> ● OMA training within 90 days after a trustee takes the oath of office ● ILA Trustee Forum Spring Workshop. May 15 	<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. - <u>ORGANIZATION OF BOARD</u>. Official Board Roster. 	<p>Library Closed: Memorial Day, Monday, May 31, 2021.</p>
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 ● ALA Annual Conference. June 23-29 	<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:</p> <p>Independence Day, July 4 (Recognized on Monday, July 5)</p> <ul style="list-style-type: none"> - Begin work on Inside Angle. Fall Issue. - Summer Reading Ends

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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
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 	<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 Per Capita & Equalization Aid Grant Application. Deadline on or before January 15 TBD -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.

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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 	<ul style="list-style-type: none"> - Email Holiday Cards - Program pay increases for staff - Approval of Illinois Per Capita & Equalization Aid 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 ● 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 - Set Budget process timeline 	<ul style="list-style-type: none"> - Library Closed: New Year's Day. - Winter programs begin - Begin work on Inside Angle. Spring Issue

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FEBRUARY 2022 – MEETINGS TBD		
<ul style="list-style-type: none"> ● ●President’s Day Library Legislative Meet-up. 	<ul style="list-style-type: none"> - Annual Online Library Certification open date TBD - PLA Conference. - President’s Day Library Legislative Meet-up. - Capital projects evaluation criteria. 	
MARCH 2022 - MEETINGS TBD		
<ul style="list-style-type: none"> ●Capital planning review and discussion at CoW. 	<ul style="list-style-type: none"> -Annual Library Certification due date TBD -RAILS Memberships Standards Data Collection by March 31 -Capital planning budget finalized -ALA Annual Conference and Exhibition. 	<ul style="list-style-type: none"> -Freedom of Information Day, March 2022
APRIL 2022 - MEETINGS TBD		
<ul style="list-style-type: none"> ●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"> -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) -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