

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JUNE 2021 - COMMITTEE OF THE WHOLE JUNE 1/ REGULAR BOARD JUNE 15</b>		
<ul style="list-style-type: none"> <li>●Approval of FY21-22 Budget</li> <li>●Ordinance Regular Meeting Schedule for FY21-22</li> <li>●Ordinance to Transfer to the Special Reserve Fund</li> <li>●Semi-annual review of closed session’s minutes. 6/30 Last day for first half year review</li> <li>●Update on Strategic Planning 20-22</li> <li>●ALA Annual Conference. June 23-29</li> </ul>	<p><b>-Fiscal Year 2020/2021 Ends</b></p> <ul style="list-style-type: none"> <li>-End of Fiscal Year Annual Fund Appeal</li> <li>-Ordinance Regular Meeting Schedule for FY21-22</li> <li>-Ordinance to Transfer to the Special Reserve Fund</li> <li>-File Board roster with the Illinois Secretary of State and Lake County Clerk before July 1.</li> <li>-ALA Annual Virtual Conference and Exhibition. June 23-29 in Chicago will take place virtually.</li> <li>-Update on Strategic Planning 20-22.</li> </ul>	<ul style="list-style-type: none"> <li>-Summer Reading Begins</li> <li>-Bookmobile Roundup</li> </ul>
<b>JULY 2021 - MEETINGS TBD</b>		
<ul style="list-style-type: none"> <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 FY20-21</li> <li>●Semi-annual review of closed session minutes</li> <li>●Building and Grounds Tour</li> <li>● Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months</li> <li>●Quarterly Review: Self-Evaluation and Board Goals</li> </ul>	<p><b>- FISCAL YEAR 2021/2022 BEGINS</b></p> <ul style="list-style-type: none"> <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 FY20-21</li> <li>-Total Compensation Packages for employees earning over \$75,000</li> </ul>	<p><b>- Library Closed:</b></p> <ul style="list-style-type: none"> <li>Independence Day, July 4 (Recognized on Monday, July 5)</li> <li>- Begin work on Inside Angle. Fall Issue.</li> <li>- Summer Reading Ends</li> </ul>
<b>AUGUST 2021 - MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>● Approval of Illinois Public Library Annual Report 2021 (IPLAR)</li> <li>●Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30</li> </ul>	<ul style="list-style-type: none"> <li>-File 2021 Illinois Public Annual Report (IPLAR). Deadline on or before September 1</li> <li>-Treasurer’s Annual Report with detail account of all receipts and expenditures. Deadline August 30</li> </ul>	<ul style="list-style-type: none"> <li>- Gurnee Days TBD</li> </ul>

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<b>SEPTEMBER 2021- MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Public Hearing - Annual Budget and Appropriation starts at 6:45 p.m.</li> <li>●Ordinance – Annual Budget &amp; Appropriation</li> </ul>	<ul style="list-style-type: none"> <li>-Public Hearing - Annual Budget and Appropriation</li> <li>-Finish work on audit</li> <li>-Ordinance – Annual Budget &amp; Appropriation</li> <li>-Resolution – Proclamation FOL Week</li> <li>-September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund.</li> </ul>	<ul style="list-style-type: none"> <li>-<b>Library Closed:</b> Labor Day</li> <li>-Fall programs begins</li> <li>-Library Card Sign-Up Month</li> <li>-Banned Books Week</li> </ul>
<b>OCTOBER 2021 - MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Resolution - Estimating of Funds Needed</li> <li>●Receive audited annual financial statement</li> <li>● Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months</li> <li>●Quarterly Review: Self-Evaluation and Board Goals</li> <li>●ILA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>- Resolution – Estimating of Funds Needed</li> <li>- Annual Appeal Letters</li> <li>-Begin work on Per Capita &amp; Equalization Aid Grant Application. Deadline on or before January 15 TBD</li> <li>-Begin work on holiday cards</li> <li>-Receive audited annual financial statement</li> <li>-Annual performance evaluations started</li> <li>-ILA Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>-Begin work on Inside Angle. Winter Issue.</li> <li>-Teen Read Week</li> <li>-National Friends of Libraries Week.</li> </ul>
<b>NOVEMBER 2021 – MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Levy Ordinance.</li> <li>●Staff Year End Bonuses</li> <li>●Treasurer to prepare sworn report of Receipts and Disbursements</li> <li>●Executive Director annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>-Levy Ordinance: File a certified copy with County Clerk, which incorporates budget and appropriation ordinance. File certificate of compliance with TITA before 12/25?</li> <li>- File Audit Report and annual Financial Report with Comptroller and County Clerk. Last day 12/27?</li> <li>-Publish treasurer's report of annual receipts and disbursements</li> <li>-Work on holiday e-cards</li> <li>-Mail annual appeal letter.</li> <li>-Post Continuing Disclosure Information (Bonds)</li> <li>-Annual performance evaluations of managers and administrative staff</li> </ul>	<ul style="list-style-type: none"> <li>-NaNoWriMo</li> <li>-Annual performance evaluations ended</li> <li>-<b>Library Closed:</b> Thanksgiving Day</li> </ul>

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<b>DECEMBER 2021 – MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Semi-annual review of closed session minutes: second half year review</li> <li>●Executive Director's annual performance evaluation</li> </ul>	<ul style="list-style-type: none"> <li>- Email Holiday Cards</li> <li>- Program pay increases for staff</li> <li>- Approval of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline TBD</li> <li>- Treasurers' Report of Receipts and Disbursements to file with County Clerk before December 31</li> </ul>	<p><b>-Library Closed:</b>  Christmas Eve.  Christmas Day.  New Year's Eve.  New Year's Day.</p>
<b>JANUARY 2022 – MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Ordinance- Abatement of Tax for Debt Service</li> <li>● Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months</li> <li>●Quarterly Review: Self-Evaluation and Board Goals</li> <li>●Fundraising update.</li> </ul>	<ul style="list-style-type: none"> <li>-Pay increases effective January 1.</li> <li>-Ordinance – Bond Levy Abatement</li> <li>-Update on Strategic Planning 20-22</li> <li>-Fundraising update.</li> <li>-RAILS Memberships Standards Data Collection begins. Deadline March 31, 2022</li> <li>- Annual Online Library Certification open date TBD</li> <li>- Set Budget process timeline</li> </ul>	<p><b>- Library Closed:</b>  New Year's Day.  -Winter programs begin  -Begin work on Inside Angle.  Spring Issue</p>
<b>FEBRUARY 2022 – MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●President's Day Library Legislative Meet-up.</li> </ul>	<ul style="list-style-type: none"> <li>- PLA Conference.</li> <li>- President's Day Library Legislative Meet-up.</li> <li>- Capital projects evaluation criteria.</li> </ul>	

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<b>MARCH 2022 - MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Capital planning review and discussion at CoW.</li> </ul>	<ul style="list-style-type: none"> <li>-Annual Library Certification due date TBD – <del>March 15</del></li> <li>-RAILS Memberships Standards Data Collection by March 31</li> <li>-Capital planning budget finalized</li> <li>-ALA Annual Conference and Exhibition.</li> </ul>	<ul style="list-style-type: none"> <li>-Freedom of Information Day</li> </ul>
<b>APRIL 2022 - MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Initial presentation of budget draft at CoW</li> <li>●File Statement of Economic Interest. (Last day April 30)</li> <li>● Adopt Strategic Plan 20-22 on hold; will evaluate timeline every three months</li> <li>●Quarterly Review: Self-Evaluation and Board Goals</li> </ul>	<ul style="list-style-type: none"> <li>-Budget submitted by departments</li> <li>-File Statement of Economic Interest (elected officials, head librarians and other department heads of a unit of local government. (Last day April 30)</li> <li>-Bingo in the Books. TBD</li> <li>-Update on Strategic Planning 20-22</li> </ul>	<ul style="list-style-type: none"> <li><b>-Library Closed:</b> Easter Sunday</li> <li>-Begin work on Inside Angle. Summer Issue</li> <li>-National Library Week</li> <li>-Spring programs begin</li> </ul>
<b>MAY 2022 - MEETINGS TBD</b>		
<ul style="list-style-type: none"> <li>●Review of latest budget draft at CoW</li> <li>●Tentative transfer of funds from Expendable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>-Volunteer Luncheon TBD</li> <li>- Annual Library Certification due ( TBD - <del>May 15</del>)</li> <li>-Renewals for medical, general liability and worker's compensation insurance</li> <li>-OCLC Renewal Agreements by June 30.</li> </ul>	<ul style="list-style-type: none"> <li><b>Library Closed:</b> Memorial Day</li> </ul>