

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>JUNE 2022 - COMMITTEE OF THE WHOLE JUNE 7/ REGULAR MEETING JUNE 21, 2022</b>		
<ul style="list-style-type: none"> <li>• CW Finalize FY 22/23 Budget</li> <li>• CW Short Takes for Trustees: Library Advocacy</li> <li>• Approval of FY22-23 Budget at Regular meeting</li> <li>• Ordinance Regular Meeting Schedule for FY22-23</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>• ALA Annual Conference. June 23-28, 2022.</li> </ul>	<p><b>Fiscal Year 2021/2022 Ends</b></p> <ul style="list-style-type: none"> <li>– End of Fiscal Year Annual Fund Appeal</li> <li>– Ordinance Regular Meeting Schedule for FY22-23</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 Conference. June 23-28, 2022. Washington DC</li> </ul>	<ul style="list-style-type: none"> <li>– Summer Reading Begins</li> <li>– <b>Library Closed:</b> <i>Father's Day, Sunday, June 19, 2022</i></li> </ul>
<b>JULY 2022 – COMMITTEE OF THE WHOLE JULY TBD/ REGULAR MEETING JULY TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Library Policies</li> <li>• Ordinance - Building &amp; Maintenance Tax</li> <li>• Ordinance - Tentative Budget &amp; Appropriations</li> <li>• Ordinance - Annual Review of Non-Resident Card Program</li> <li>• Audit of Regular Meetings Minutes FY21-22</li> <li>• Semi-annual review of closed session minutes</li> <li>• <u>Quarterly Review</u> of Short-range Strategic Plan.</li> <li>• <u>Quarterly Review</u>: Self-Evaluation and Board Goals</li> </ul>	<p><b>- FISCAL YEAR 2022/2023 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 IPLAR</li> <li>– Audit of Regular Meeting minutes FY21-22</li> <li>– Total Compensation Packages for employees earning over \$75,000</li> <li>– Begin work on Annual Audit Report</li> </ul>	<ul style="list-style-type: none"> <li>– Begin work on Inside Angle. Fall Issue.</li> <li>– Summer Reading Ends</li> <li>– <b>Library Closed:</b> <i>Independence Day, Monday, July 4, 2022</i></li> </ul>
<b>AUGUST 2022 - COMMITTEE OF THE WHOLE JULY TBD/ REGULAR MEETING JULY TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Strategic Planning</li> <li>• Approval of 2022 Illinois Public Library Annual Report (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 2022 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, August 6 &amp; 7, 2022.</li> <li>– Friends of the Library meeting, Thursday, August 25, 2022, 1 pm</li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>SEPTEMBER 2022- COMMITTEE OF THE WHOLE TBD/ REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Working Effectively with Friends</li> <li>• Public Hearing - Annual Budget and Appropriation starts at 6:45 p.m.</li> <li>• Ordinance – Annual Budget &amp; Appropriation</li> <li>• Resolution – Proclamation Friends of the Library Week October</li> </ul>	<ul style="list-style-type: none"> <li>– Public Hearing - Annual Budget and Appropriation</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> <li>– Consolidated Election April 5, 2023 - First day (TBD) to circulate nomination petition papers for Library Trustee office open positions.</li> </ul>	<ul style="list-style-type: none"> <li>– Fall programs begins</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> <li>– <b>Library Closed:</b> <i>Labor Day, Monday, September 5, 2022</i></li> </ul>
<b>OCTOBER 2022 - COMMITTEE OF THE WHOLE TBD/ REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Evaluating the Library Director</li> <li>• Resolution – Determine Estimate of Funds Needed</li> <li>• Complete and present Annual Audit to the Board</li> <li>• <u>Quarterly Review</u> of Short-range Strategic Plan.</li> <li>• <u>Quarterly Review</u>: Self-Evaluation and Board Goals</li> <li>• Work on Per Capita &amp; Equalization Aid grant application requirements</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present Annual Audit to the Board</li> <li>– Resolution – Determine Estimate of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. Deadline before January 15</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</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> <li>– Friends of the Library Week, Thursday, October 27, 2022, 1 pm</li> </ul>
<b>NOVEMBER 2022 – COMMITTEE OF THE WHOLE TBD/ REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Board self-evaluation</li> <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>– Approval of Levy Ordinance</li> <li>– File Audit Report and annual Financial Report with Comptroller and County Clerk.</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> <i>Thanksgiving Day, Thursday, November 24, 2022</i></li> </ul>

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>DECEMBER 2022 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Short Takes for Trustees: Succession Planning and New Board Orientation</li> <li>• Treasurer’s Report of Receipts and Disbursements</li> <li>• Approval of Per Capita &amp; Equalization Aid Grant Application. Deadline January 15, 2023</li> <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>– Treasurers’ Report of Receipts and Disbursements to file with County Clerk before December 31</li> <li>– Approval and filing of Illinois Per Capita &amp; Equalization Aid Grant Application. Deadline January 15, 2023.</li> <li>– Email Holiday Cards</li> <li>– Program pay increases for staff</li> <li>– Consolidated Election April 5, 2023: First day (TBD) and last day (TBD) to file nomination petition papers for the Library Trustee office open positions.</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> <i>Christmas Eve, Saturday, December 24, 2022.</i> <i>Christmas Day, Sunday December 25, 2022.</i> <i>New Year’s Eve, Saturday, December 31, 2022.</i></li> </ul>
<b>JANUARY 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• <u>Quarterly Review</u>: Board Self-Evaluation and Goals</li> <li>• <u>Quarterly Review</u> of Short-range Strategic Plan.</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>– Quarterly Review of Short-range Strategic Plan</li> <li>– Fundraising update</li> <li>– RAILS Memberships Standards Data Collection begins. Deadline March 31, 2023</li> <li>– Set Budget process timeline</li> <li>– Consolidated Election April 5, 2023 - Certification of candidates. Date TBD.</li> </ul>	<ul style="list-style-type: none"> <li>– Winter programs begin</li> <li>– Begin work on Inside Angle. Spring Issue</li> <li>– <b>Library Closed:</b> <i>New Year’s Day, Sunday, January 1, 2023.</i></li> </ul>
<b>FEBRUARY 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Initial overview of potential capital projects for FY 23/24</li> <li>• President’s Day Library Legislative Meet-up.</li> </ul>	<ul style="list-style-type: none"> <li>– President’s Day Library Legislative Zoom Meet-up.</li> <li>– Capital projects evaluation criteria.</li> </ul>	

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>MARCH 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Capital planning review and discussion.</li> </ul>	<ul style="list-style-type: none"> <li>– 2022 RAILS Annual Library Certification &amp; Membership Standards Data Collection. Deadline TBD</li> <li>– Capital planning budget finalized</li> </ul>	<ul style="list-style-type: none"> <li>– Freedom of Information Day. Wednesday</li> </ul>
<b>APRIL 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Initial presentation of budget draft</li> <li>• File Statement of Economic Interest. (Last day April 30)</li> <li>• <u>Quarterly Review</u> of Short-range Strategic Plan.</li> <li>• <u>Quarterly Review</u>: Self-Evaluation and Board Goals</li> <li>• ILA Trustee Forum Workshop</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>– Quarterly Review of Short-range Strategic Plan</li> </ul>	<ul style="list-style-type: none"> <li>– Begin work on Inside Angle. Summer Issue</li> <li>– National Library Week.</li> <li>– Spring programs begin</li> <li>– Book Sale</li> <li>– <b>Library Closed:</b> <i>Easter Sunday</i></li> </ul>
<b>MAY 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD</b>		
<ul style="list-style-type: none"> <li>• CW Review of latest budget daft and discussion</li> <li>• Tentative transfer of funds from Expandable Trust to Endowment Fund</li> </ul>	<ul style="list-style-type: none"> <li>– Renewal for medical, general liability and worker’s compensation insurance</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> Mother’s Day &amp; Memorial Day</li> </ul>