

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
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 ●Trustee Vacancy Process 	<p>- FISCAL YEAR 2021/2022 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 IPLAR - Audit of Regular Meeting minutes FY20-21 -Total Compensation Packages for employees earning over \$75,000 - Begin work on Annual Audit Report 	<p>- Library Closed: 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
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 ● Trustee Appointment to fill Jennifer Cheng vacancy 	<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 - Trustee appointment to fill Jennifer Cheng vacancy 	<ul style="list-style-type: none"> - Gurnee Days: August 7 & 8, 2021
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. 	<p>-Library Closed: Labor Day</p> <ul style="list-style-type: none"> -Fall programs begins -Library Card Sign-Up Month -Banned Books Week

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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.
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.

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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 - Annual Online Library Certification open date TBD - 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
FEBRUARY 2022 – MEETINGS TBD		
<ul style="list-style-type: none"> ●President’s Day Library Legislative Meet-up. 	<ul style="list-style-type: none"> - 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 – March 15 -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

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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
MAY 2022 - MEETINGS TBD		
<ul style="list-style-type: none"> ● Review of latest budget draft at CoW ● Tentative transfer of funds from Expendable Trust to Endowment Fund 	<ul style="list-style-type: none"> -Volunteer Luncheon TBD - Annual Library Certification due TBD -Renewals for medical, general liability and worker's compensation insurance -OCLC Renewal Agreements by June 30. 	<ul style="list-style-type: none"> Library Closed: Memorial Day
JUNE 2022 - MEETINGS TBD		
<ul style="list-style-type: none"> ● Approval of FY22-23 Budget ● 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 ● ALA Annual Conference. 	<ul style="list-style-type: none"> -Fiscal Year 2021/2022 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 Illinois Secretary of State and Lake County Clerk before July 1. -ALA Annual Virtual Conference and Exhibition. 	<ul style="list-style-type: none"> -Summer Reading Begins -Bookmobile Roundup