BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
AUGUST 2022 - COMMITTEE OF THE WHOLE AUGUST 2 / REGULAR MEETING AUGUST 16		
• CW Short Takes for Trustees: Strategic Planning • Approval of 2022 Illinois Public Library Annual Report (IPLAR) • Treasurer- to file a sworn, detailed and itemized statement of all receipts and expenditures for the preceding FY. Deadline August 30	− File 2022 Illinois Public Libraries Annual Report (IPLAR). Deadline on or before September 1 − Treasurer's Annual Report with detail account of all receipts and expenditures. Deadline August 30	− Gurnee Days, August 6 & 7, 2022. − Friends of the Library meeting, Thursday, August 25, 2022, 1 pm
SEPTEMBER 2022- COMMITTEE OF THE WHOLE SEPTEMBER 6/ REGULAR MEETING SEPTEMBER 20		
• CW Short Takes for Trustees: Working Effectively with Friends • Public Hearing - Annual Budget and Appropriation starts at 6:45 p.m. • Ordinance – Annual Budget & Appropriation • Resolution – Proclamation Friends of the Library Week October	− Public Hearing - Annual Budget and Appropriation − Ordinance – Annual Budget & Appropriation − Resolution – Proclamation FOL Week − September 30. Last Day to transfer unexpended funds from prior FY to Special Reserve Fund. − _**Consolidated Election April 4, 2023**_ – September – December. Circulation period to accept nomination papers for Library Trustee office open positions. Dates TBD	− Fall programs begins − Library Card Sign-Up Month − Banned Books Week − _**Library Closed:**_ _Labor Day_, Monday, September 5, 2022
OCTOBER 2022 - COMMITTEE OF THE WHOLE OCTOBER 11 / REGULAR MEETING OCTOBER 25		
• CW Short Takes for Trustees: Evaluating the Library Director • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • Quarterly Review of Short-range Strategic Plan. • Quarterly Review: Self-Evaluation and Board Goals • Work on Per Capita & Equalization Aid grant application requirements	− Complete and present Annual Audit to the Board − Resolution – Determine Estimate of Funds Needed − Annual Appeal Letters − Begin work on Per Capita & Equalization Aid Grant Application. Deadline before January 15 − Begin work on holiday cards − Receive audited annual financial statement − Annual performance evaluations started	− Begin work on Inside Angle. Winter Issue. − Teen Read Week − National Friends of Libraries Week − Friends of the Library Week, Thursday, October 27, 2022, 1 pm

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
NOVEMBER 2022 – COMMITTEE OF THE WHOLE NOVEMBER 1/ REGULAR MEETING NOVEMBER 15		
• CW Short Takes for Trustees: Board self-evaluation • Levy Ordinance. • Staff Year End Bonuses • Treasurer to prepare sworn report of Receipts and Disbursements • Executive Director annual performance evaluation	− Approval of Levy Ordinance − File Audit Report and annual Financial Report with Comptroller and County Clerk. − 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	− NaNoWriMo − Annual performance evaluations ended − *Library Closed:* *Thanksgiving Day*, Thursday, November 24, 2022
DECEMBER 2022 – COMMITTEE OF THE WHOLE DECEMBER 6/ REGULAR MEETING DECEMBER 13		
• CW Short Takes for Trustees: Succession Planning and New Board Orientation • Treasurer's Report of Receipts and Disbursements • Approval of Per Capita & Equalization Aid Grant Application. Deadline January 15, 2023 • Semi-annual review of closed session minutes: second half year review • Executive Director's annual performance evaluation	− Treasurers' Report of Receipts and Disbursements to file with County Clerk before December 31 − Approval and filing of Illinois Per Capita & Equalization Aid Grant Application. Deadline January 15, 2023. − Email Holiday Cards − Program pay increases for staff − ***Consolidated Election April 4, 2023***. Filing of nomination papers. Dates TBD. − Consolidated Election April 5, 2023: First day (TBD) and last day (TBD) to file nomination petition papers for the Library Trustee office open positions.	− *Library Closed***:** *Christmas Eve*, Saturday, December 24, 2022. *Christmas Day*, Sunday December 25, 2022. *New Year's Eve*, Saturday, December 31, 2022.
JANUARY 2023 – COMMITTEE OF THE WHOLE JANUARY 3/ REGULAR MEETING JANUARY 17		
• Ordinance- Abatement of Tax for Debt Service • Quarterly Review: Board Self-Evaluation and Goals • Quarterly Review of Short-range Strategic Plan. • Fundraising update.	− Pay increases effective January 1. − Ordinance – Bond Levy Abatement − Quarterly Review of Short-range Strategic Plan − Fundraising update − RAILS Memberships Standards Data Collection begins. Deadline March 31, 2023 − Set Budget process timeline	− Winter programs begin − Begin work on Inside Angle. Spring Issue − *Library Closed*: *New Year's Day*, Sunday, January 1, 2023.

Warren-Newport Public Library District – 12 Month Forecast

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
FEBRUARY 2023 – COMMITTEE OF THE WHOLE FEBRUARY 7/ REGULAR BOARD FEBRUARY 21		
• CW Initial overview of potential capital projects for FY 23/24 • President's Day Library Legislative Meet-up.	– President's Day Library Legislative Zoom Meet-up. – Capital projects evaluation criteria.	
MARCH 2023 - COMMITTEE OF THE WHOLE MARCH 7/ REGULAR MEETING MARCH 21		
• CW Capital planning review and discussion.	– 2022 RAILS Annual Library Certification & Membership Standards Data Collection. Deadline TBD – Capital planning budget finalized	– Freedom of Information Day. Wednesday
APRIL 2023 - COMMITTEE OF THE WHOLE APRIL 4/ REGULAR MEETING APRIL 18		
• ***Consolidated Election April 4, 2023*** • CW Initial presentation of budget draft • File Statement of Economic Interest. (Last day April 30) • <u>Quarterly Review</u> of Short-range Strategic Plan. • <u>Quarterly Review</u>: Self-Evaluation and Board Goals • ILA Trustee Forum Workshop	– ***Consolidated Election April 4, 2023*** – 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) – Quarterly Review of Short-range Strategic Plan	– Begin work on Inside Angle. Summer Issue – National Library Week. – Spring programs begin – Book Sale – ***Library Closed:*** *Easter* Sunday

Warren-Newport Public Library District – 12 Month Forecast

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MAY 2023 - COMMITTEE OF THE WHOLE MAY 2/ REGULAR MEETING MAY 16		
• ORGANIZATION OF BOARD. Swearing in of Trustees Elected. Adjournment *sine die*. Seating of new Board. Election of Officers. Appointment of Chairpersons. • CW Review of latest budget daft and discussion • Tentative transfer of funds from Expandable Trust to Endowment Fund	− Renewal for medical, general liability and worker's compensation insurance − ORGANIZATION OF BOARD. Seating of new Board. Election of Officers. Appointment of Chairpersons. Official Board Roster. Term begins the third Monday of May	− *Library Closed*: Mother's Day & Memorial Day
JUNE 2023 - COMMITTEE OF THE WHOLE JUNE 6/ REGULAR MEETING JUNE 20		
• CW Finalize FY 23/24Budget • CW Short Takes for Trustees: Library Advocacy • Approval of FY23-24 Budget at Regular meeting • Ordinance Regular Meeting Schedule for FY23-24 • 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.	**Fiscal Year 2022/2023 Ends** − End of Fiscal Year Annual Fund Appeal − Ordinance Regular Meeting Schedule for FY23-24 − Ordinance to Transfer to the Special Reserve Fund − File Board roster with the Illinoi Secretary of State and Lake County Clerk before July 1. − ALA Annual Conference.	− Summer Reading Begins − **Library Closed:** *Father's Day*
JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
• CW Short Takes for Trustees: Library Policies • Ordinance - Building & Maintenance Tax • Ordinance - Annual Review of Non-Resident Card Program • Ordinance -Tentative Budget & Appropriations • Audit of Regular Meetings Minutes FY22-23 • Semi-annual review of closed session minutes • <u>Quarterly Review</u> of Short-range Strategic Plan. • <u>Quarterly Review</u>: Self-Evaluation and Board Goals	- **FISCAL YEAR 2023/24 BEGINS** − 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 Illinois Public Libraries Annual Report (IPLAR) − Audit of Regular Meeting minutes FY22-23 Total Compensation Packages for employees earning over $75,000	− Begin work on Inside Angle. Fall Issue. − Summer Reading Ends − **Library Closed:** *Independence Day* −