

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
<b>SEPTEMBER 2021- COMMITTEE OF THE WHOLE SEPTEMBER 7/ REGULAR MEETING SEPTEMBER 21, 2021</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> <li>• Resolution – Proclamation Friends of the Library Week October 17-23, 2021</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> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b> Labor Day, Monday, September 6, 2021.</li> <li>– Fall programs begins</li> <li>– Library Card Sign-Up Month</li> <li>– Banned Books Week</li> </ul>
<b>OCTOBER 2021 - COMMITTEE OF THE WHOLE OCTOBER 5/ REGULAR MEETING OCTOBER 19, 2021</b>		
<ul style="list-style-type: none"> <li>• Resolution - Estimating of Funds Needed</li> <li>• Complete and present annual audit to the Board</li> <li>• Update on Strategic Plan 20-22 on hold; will evaluate timeline every three months</li> <li>• Quarterly Review: Self-Evaluation and Board Goals</li> <li>• ILA 2021 Virtual Annual Conference. October 12-14, 2021</li> </ul>	<ul style="list-style-type: none"> <li>– Complete and present annual audit to the Board</li> <li>– Resolution – Estimating of Funds Needed</li> <li>– Annual Appeal Letters</li> <li>– Begin work on Per Capita &amp; Equalization Aid Grant Application. Deadline before January 15, 2022.</li> <li>– Begin work on holiday cards</li> <li>– Receive audited annual financial statement</li> <li>– Annual performance evaluations started</li> <li>– ILA Virtual Annual Conference. October 12-14, 2021</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, October 17-23, 2021</li> </ul>
<b>NOVEMBER 2021 – COMMITTEE OF THE WHOLE NOVEMBER 2/ REGULAR MEETING NOVEMBER 16, 2021</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></li> <li>– Thanksgiving Day</li> </ul>

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<b>DECEMBER 2021 – COMMITTEE OF THE WHOLE DECEMBER 7/ REGULAR MEETING DECEMBER 21, 2021</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 January 15, 2022.</li> <li>– Treasurers' Report of Receipts and Disbursements to file with County Clerk before December 31</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b></li> <li>– Christmas Eve.</li> <li>– Christmas Day.</li> <li>– New Year's Eve.</li> <li>– New Year's Day.</li> </ul>
<b>JANUARY 2022 – COMMITTEE OF THE WHOLE JANUARY 4/ REGULAR MEETING JANUARY 18, 2021</b>		
<ul style="list-style-type: none"> <li>• Ordinance- Abatement of Tax for Debt Service</li> <li>• Strategic Plan. Every three months evaluation timeline</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</li> <li>– Fundraising update.</li> <li>– RAILS Memberships Standards Data Collection begins.</li> <li>– Deadline March 31, 2022</li> <li>– Annual Online Library Certification open date TBD</li> <li>– Set Budget process timeline</li> </ul>	<ul style="list-style-type: none"> <li>– <b>Library Closed:</b></li> <li>– New Year's Day.</li> <li>– Winter programs begin</li> <li>– Begin work on Inside Angle. Spring Issue</li> </ul>
<b>FEBRUARY 2022 – COMMITTEE OF THE WHOLE FEBRUARY 1/ REGULAR MEETING FEBRUARY 15, 2021</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 - COMMITTEE OF THE WHOLE MARCH 1/ REGULAR MEETING MARCH 15, 2021</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 – March 15?</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 - COMMITTEE OF THE WHOLE APRIL 5/ REGULAR MEETING APRIL 19, 2021</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>• Strategic Plan. Every three months evaluation timeline</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 - COMMITTEE OF THE WHOLE MAY 3/ REGULAR MEETING MAY 17, 2021</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</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>

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<b>JUNE 2022 - COMMITTEE OF THE WHOLE JUNE 7/ REGULAR MEETING JUNE 21, 2021</b>		
<ul style="list-style-type: none"> <li>• Approval of FY22-23 Budget</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.</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 and Exhibition.</li> </ul>	<ul style="list-style-type: none"> <li>– -Summer Reading Begins</li> <li>– -Bookmobile Roundup</li> </ul>
<b>JULY 2022 – COMMITTEE OF THE WHOLE JULY TBD/ REGULAR MEETING JULY 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 FY21-22</li> <li>• Semi-annual review of closed session minutes</li> <li>• Strategic Plan. Every three months evaluation timeline</li> <li>• Quarterly Review: 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>– <b>Library Closed:</b> Independence Day, July 4</li> <li>- Begin work on Inside Angle. Fall Issue.</li> <li>- Summer Reading Ends</li> </ul>
<b>AUGUST 2022 - COMMITTEE OF THE WHOLE JULY TBD/ REGULAR MEETING JULY TBD</b>		
<ul style="list-style-type: none"> <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</li> </ul>