

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
SEPTEMBER 2022- COMMITTEE OF THE WHOLE SEPTEMBER 6/ REGULAR MEETING SEPTEMBER 20		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> – 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. – <i>Consolidated Election April 4, 2023</i> – September – December. Circulation period to accept nomination papers for Library Trustee office open positions. Dates TBD 	<ul style="list-style-type: none"> – Fall programs begins – Library Card Sign-Up Month – Banned Books Week – <i>Library Closed: Labor Day, Monday, September 5, 2022</i>
OCTOBER 2022 - COMMITTEE OF THE WHOLE OCTOBER 11 / REGULAR MEETING OCTOBER 25		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Evaluating the Library Director • Resolution – Determine Estimate of Funds Needed • Complete and present Annual Audit to the Board • <u>Quarterly Review</u> of Short-range Strategic Plan. • <u>Quarterly Review</u>: Self-Evaluation and Board Goals • Work on Per Capita & Equalization Aid grant application requirements 	<ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> – 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
NOVEMBER 2022 – COMMITTEE OF THE WHOLE NOVEMBER 1/ REGULAR MEETING NOVEMBER 15		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> – NaNoWriMo – Annual performance evaluations ended – <i>Library Closed: Thanksgiving Day, Thursday, November 24, 2022</i>

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DECEMBER 2022 – COMMITTEE OF THE WHOLE DECEMBER 6/ REGULAR MEETING DECEMBER 13		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> – 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. 	<ul style="list-style-type: none"> – Library Closed: <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>
JANUARY 2023 – COMMITTEE OF THE WHOLE JANUARY 3/ REGULAR MEETING JANUARY 17		
<ul style="list-style-type: none"> • Ordinance- Abatement of Tax for Debt Service • <u>Quarterly Review</u>: Board Self-Evaluation and Goals • <u>Quarterly Review</u> of Short-range Strategic Plan. • Fundraising update. 	<ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> – Winter programs begin – Begin work on Inside Angle. Spring Issue – Library Closed: <i>New Year’s Day, Sunday, January 1, 2023.</i>
FEBRUARY 2023 – COMMITTEE OF THE WHOLE FEBRUARY 7/ REGULAR BOARD FEBRUARY 21		
<ul style="list-style-type: none"> • CW Initial overview of potential capital projects for FY 23/24 • President’s Day Library Legislative Meet-up. 	<ul style="list-style-type: none"> – President’s Day Library Legislative Zoom Meet-up. – Capital projects evaluation criteria. 	

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MARCH 2023 - COMMITTEE OF THE WHOLE MARCH 7/ REGULAR MEETING MARCH 21		
<ul style="list-style-type: none"> • CW Capital planning review and discussion. 	<ul style="list-style-type: none"> – 2022 RAILS Annual Library Certification & Membership Standards Data Collection. Deadline TBD – Capital planning budget finalized 	<ul style="list-style-type: none"> – Freedom of Information Day. Wednesday
APRIL 2023 - COMMITTEE OF THE WHOLE APRIL 4/ REGULAR MEETING APRIL 18		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> – Begin work on Inside Angle. Summer Issue – National Library Week. – Spring programs begin – Book Sale – Library Closed: Easter Sunday
MAY 2023 - COMMITTEE OF THE WHOLE MAY 2/ REGULAR MEETING MAY 16		
<ul style="list-style-type: none"> • ORGANIZATION OF BOARD. Swearing in of Trustees Elected. Adjournment <i>sine die</i>. Seating of new Board. Election of Officers. Appointment of Chairpersons. • CW Review of latest budget draft and discussion • Tentative transfer of funds from Expandable Trust to Endowment Fund 	<ul style="list-style-type: none"> – 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 	<ul style="list-style-type: none"> – Library Closed: Mother’s Day & Memorial Day

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JUNE 2023 - COMMITTEE OF THE WHOLE JUNE 6/ REGULAR MEETING JUNE 20		
<ul style="list-style-type: none"> • CW Finalize FY 23/24 Budget • 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. 	<p>Fiscal Year 2022/2023 Ends</p> <ul style="list-style-type: none"> – 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 Illinois Secretary of State and Lake County Clerk before July 1. – ALA Annual Conference. 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: <i>Father's Day</i>
JULY 2023– COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • 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 	<p>- FISCAL YEAR 2023/24 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 Annual Audit Report – Begin work on Illinois Public Libraries Annual Report (IPLAR) – Audit of Regular Meeting minutes FY22-23 <p>Total Compensation Packages for employees earning over \$75,000</p>	<ul style="list-style-type: none"> – Begin work on Inside Angle. Fall Issue. – Summer Reading Ends – Library Closed: <i>Independence Day</i> –
AUGUST 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • CW Short Takes for Trustees: Strategic Planning • Approval of 2023 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 	<ul style="list-style-type: none"> – File 2023 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 	<ul style="list-style-type: none"> – Gurnee Days – Friends of the Library meeting TBD