

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
NOVEMBER 2021 – COMMITTEE OF THE WHOLE NOVEMBER 2/ REGULAR MEETING NOVEMBER 16, 2021		
<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 • Trustee vacancy process: interviews at CW November 2. Appointment at Regular Meeting November 16, 2021. Installation of new trustee at CW January 4, 2022 	<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 – Trustee vacancy process 	<ul style="list-style-type: none"> – NaNoWriMo – Annual performance evaluations ended – Library Closed: – Thanksgiving Day
DECEMBER 2021 – COMMITTEE OF THE WHOLE DECEMBER 7/ REGULAR MEETING DECEMBER 21, 2021		
<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 January 15, 2022. – 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.
JANUARY 2022 – COMMITTEE OF THE WHOLE JANUARY 4/ REGULAR MEETING JANUARY 18, 2022		
<ul style="list-style-type: none"> • Ordinance- Abatement of Tax for Debt Service • Installation of new trustee at CW January 4, 2022 • <u>Quarterly Review</u> of Short-range Strategic Plan. • <u>Quarterly Review</u>: 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 – 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

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FEBRUARY 2022 – COMMITTEE OF THE WHOLE FEBRUARY 1/ REGULAR MEETING FEBRUARY 15, 2022		
<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 - COMMITTEE OF THE WHOLE / REGULAR MEETING MARCH 15, 2022		
<ul style="list-style-type: none"> • Capital planning review and discussion at CoW. 	<ul style="list-style-type: none"> – Annual Library Certification due date – March 15, 2022 – RAILS Memberships Standards Data Collection by March 15, 2022 – Capital planning budget finalized – ALA Annual Conference and Exhibition. 	<ul style="list-style-type: none"> – Freedom of Information Day
APRIL 2022 - COMMITTEE OF THE WHOLE APRIL 5/ REGULAR MEETING APRIL 19, 2022		
<ul style="list-style-type: none"> • Initial presentation of budget draft at CoW • 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 	<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

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MAY 2022 - COMMITTEE OF THE WHOLE MAY 3/ REGULAR MEETING MAY 17, 2022		
<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 - COMMITTEE OF THE WHOLE JUNE 7/ REGULAR MEETING JUNE 21, 2022		
<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. 	<p>Fiscal Year 2021/2022 Ends</p> <ul style="list-style-type: none"> – 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 Conference and Exhibition. 	<ul style="list-style-type: none"> – -Summer Reading Begins – -Bookmobile Roundup
JULY 2022 – COMMITTEE OF THE WHOLE JULY TBD/ REGULAR MEETING JULY 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 FY21-22 • 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 2022/2023 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 FY21-22 – Total Compensation Packages for employees earning over \$75,000 – Begin work on Annual Audit Report 	<ul style="list-style-type: none"> – Library Closed: Independence Day, July 4 - Begin work on Inside Angle. Fall Issue. - Summer Reading Ends

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AUGUST 2022 - COMMITTEE OF THE WHOLE JULY TBD/ REGULAR MEETING JULY TBD		
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> – File 2022 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 	<ul style="list-style-type: none"> – Gurnee Days
SEPTEMBER 2022- COMMITTEE OF THE WHOLE TBD/ REGULAR MEETING TBD		
<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> – Library Closed: Labor Day. – Fall programs begins – Library Card Sign-Up Month – Banned Books Week
OCTOBER 2022 - COMMITTEE OF THE WHOLE TBD/ REGULAR MEETING TBD		
<ul style="list-style-type: none"> • 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