

BOARD AGENDA	ADMINISTRATION AGENDA	GENERAL LIBRARY AGENDA
MAY 2022 - COMMITTEE OF THE WHOLE MAY 3/ REGULAR MEETING MAY 17, 2022		
<ul style="list-style-type: none"> • CW Review of latest budget draft and discussion • CW Short Takes for Trustees: Trustee Ethics • Tentative transfer of funds from Expendable Trust to Endowment Fund • ILA Trustee Forum Workshop: Streamlining the Budget Process 	<ul style="list-style-type: none"> – Renewals for medical, general liability and worker's compensation insurance 	<ul style="list-style-type: none"> – Friends of the Library meeting, Thursday, May 26, 2022, 1 pm – Library Closed: <i>Mother's Day</i>, Sunday, May 8, 2022. <i>Memorial Day</i>, Sunday, May 29 & Monday, May 30, 2022.
JUNE 2022 - COMMITTEE OF THE WHOLE JUNE 7/ REGULAR MEETING JUNE 21, 2022		
<ul style="list-style-type: none"> • CW Finalize FY 22/23 Budget • Approval of FY22-23 Budget at Regular meeting • 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. June 23-28, 2022. 	<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. June 23-28, 2022. Washington DC 	<ul style="list-style-type: none"> – Summer Reading Begins – Library Closed: <i>Father's Day</i>, Sunday, June 19, 2022
JULY 2022 – COMMITTEE OF THE WHOLE JULY TBD/ REGULAR MEETING JULY TBD		
<ul style="list-style-type: none"> • Ordinance - Building & Maintenance Tax • Ordinance - Tentative Budget & Appropriations • Ordinance - Annual Review of Non-Resident Card Program • 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"> – Begin work on Inside Angle. Fall Issue. – Summer Reading Ends – Library Closed: <i>Independence Day</i>, Monday, July 4, 2022

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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, August 6 & 7, 2022. – Friends of the Library meeting, Thursday, August 25, 2022, 1 pm
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. – Consolidated Election April 5, 2023 - First day (TBD) to circulate nomination petition papers for Library Trustee office open positions. 	<ul style="list-style-type: none"> – Fall programs begins – Library Card Sign-Up Month – Banned Books Week – Library Closed: <i>Labor Day, Monday, September 5, 2022</i>
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 – Friends of the Library Week, Thursday, October 27, 2022, 1 pm

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NOVEMBER 2022 – COMMITTEE OF THE WHOLE TBD/ REGULAR MEETING 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"> – 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 – Library Closed: <i>Thanksgiving Day, Thursday, November 24, 2022</i>
DECEMBER 2022 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • 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 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 / REGULAR MEETING TBD		
<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 – Consolidated Election April 5, 2023 - Certification of candidates. Date TBD. 	<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>

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FEBRUARY 2023 – COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<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. 	
MARCH 2023 - COMMITTEE OF THE WHOLE / REGULAR MEETING TBD		
<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 / REGULAR MEETING TBD		
<ul style="list-style-type: none"> • 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"> – 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: <i>Easter Sunday</i>