

# TOWANDA DISTRICT LIBRARY

## Meeting Agenda

August 15, 2023 7:00 pm

### President's Comments

### Opportunity for Public Comment

### Review of Minutes and Motion to Accept

### Review of Treasurer's Report and Motion to Pay Bills

### Director's Report

### New Business

- Updated Collection Development Policy - Ban book banning
- Unattended Children Policy review and approval
- Secretary's Audit
- Library Card Design
- IPLAR Signatures

### Old Business

- Decennial Committee

### Closed Session (if needed)

### Upcoming Board Meetings:

September 19, October 17, November 21, December 19, January 16, February 20, March 19

### Legal Deadlines

June 30 - Last day (bi-annual) for first half year review of the minutes of closed sessions as to whether or not the minutes should remain sealed or can be publicly disclosed.

July 1 - Schedule of regular Library Board of Trustees' meeting dates including the time and location, must be prepared and made available to the public.

August 16 - Last day (60 days after organization of the Board of Library Trustees) for Secretary of Board to file certificate with County Clerk and IL State Librarian listing the names and addresses of the Trustees and officers and their respective terms in office.

August 28 - Last date (30 days before adoption of ordinance and hearing) to make Tentative Budget and Appropriation Ordinance available for public inspection and publish notice for the hearing.

September 1 - Last day to prepare and file written report including Secretary's Audit, boundary changes, outstanding liabilities, and bonds, etc. to State Librarian.

September 1 - Last day to file written report (IPLAR) including Secretary's Audit to State Library

September 26 - Last day to enact a B&A Ordinance and certified estimate of revenues which shall be published. Within 30 days of adopting a certified copy must be filed with the County Clerk.

September 28 - Last day for audit for the audit of the records kept by the Board's Secretary to be filed.

September 30 - Last day to pay obligations incurred in the prior fiscal year.

September 30 - Last day to transfer unexpended funds from prior fiscal year to Special Reserve Fund.

December 5 - Last day to adopt Levy Ordinance incorporating B&A.

December 12-19 - Window to file certificates of nomination and nomination papers with local election official (librarian).

December 27 - Last day to file Audit Report and Annual Financial Report with Comptroller and County Clerk.

December 28 - Last day to file certified copy of Levy which incorporates B&A with County Clerk, also certificate of Compliance with Truth in Taxation.

December 31 - Last day (bi-annual) for the second ½ year of the minutes for all closed sessions as to whether or not the minutes should remain sealed or can be publicly disclosed.

December 31 - Last day for library treasurer to prepare sworn Report of Receipts and Disbursements and file with County Clerk and publish by this deadline.