

TOWANDA DISTRICT LIBRARY

Meeting Agenda

December 19, 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

- Annual Treasurer's Report
- Per Capita Review
- Long-Range Strategic Plan
- Staggering of Trustee Terms

Old Business

- Closed Minutes Review and Retention

Closed Session (if needed)

Upcoming Board Meetings:

December 19, January 16, February 20, March 19, April 16, May 21, June 18, July 16, August 13

Legal Deadlines

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.

January through March - Complete IL Library Certification and ILLINET and Per Capita Grant.

January 10 - Last day (within 10 days of publication for publisher of Report of Receipts and Disbursements to file a Certificate of Publication with the County Clerk.

January 31 - Last day to certify Status of Real Estate for library exemption from real estate taxes

February 1 - Last day to prepare and send to County Clerk the alphabetical list of those required to file Statement of Economic Interests with addresses.

April 30 - Last day to file Statement of Economic Interests to County Clerk.

June - Last month for Board of Trustees to complete FOIA and OMA training.

June 30 - Approve Nonresident card service and determine fee and submit to RAILS.

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.

July 5 - Last day (122 days before) the 11/5/24 general election to adopt and publish resolution to levy additional .02 percent tax (75 ILCS 5/3-1 and 10 ILCS 5/28-2)

August 26 - 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. (75 ILCS 16/30-65) - **IPLAR**