

TOWANDA DISTRICT LIBRARY

Meeting Agenda

October 17, 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

- Levy Ordinance Approval
- Review and Disposition of Closed Meeting Records
- Observed Holidays and Scheduled Closures
- November Meeting?

Old Business

Closed Session (if needed)

Upcoming Board Meetings:

November 21, December 19, January 16, February 20, March 19, April 16, May 21, June 18

Legal Deadlines

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.

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 30 - Last date to adopt Prevailing Wage Ordinance and publish and file with Labor Department.

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

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 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 file written report (IPLAR) including Secretary's Audit to State Library

September 24 - 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.