

TOWANDA DISTRICT LIBRARY

Meeting Agenda

September 19, 2023 7:00 pm

Budget Hearing prior to regular board meeting at 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

- Approve B&A Ordinance
- Decennial Committee update
- Transfer unexpended funds from prior fiscal year to Special Reserve Fund
- Narcan
- Library cell phone
- Director Review and Compensation

Old Business

- None

Closed Session

- (5 ILCS 120/2(c)(1): "the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee")

Upcoming Board Meetings:

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

Legal Deadlines

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.