

TOWANDA DISTRICT LIBRARY
AGENDA for August 16, 2022
Regular Meeting & Budget Hearing
7:00 PM

BUDGET HEARING

- Approval of the final Budget and Appropriation Ordinance

PUBLIC COMMENT

REVIEW OF MINUTES AND MOTION TO ACCEPT

REVIEW OF TREASURER’S REPORT AND MOTION TO PAY BILLS

DIRECTOR’S REPORT

BUSINESS

- Secretary’s Audit Update
- IPLAR – due 9/1
- Per Capita Grant Chapter Review from Serving Our Public 4.0 – Done!
- Designated Board Member to file B & M Levy Ordinance in September
- Website Update
- Launch New Employee & Trustee Emails (towandadistrictlibrary.org)
- Spring Election – Nominating Petitions starting 9/20
- Review of Policy “Employee Invitation and Participation Policy: Library Board of Trustee Meetings”
- Employee Handbook Revisions
- Updated Hours of Operation
- Director Search

CLOSED SESSION

- Personnel

UPCOMING BOARD MEETINGS

September 20, October 18, November 15

LEGAL DEADLINES

August 30 – Last day for Treasurer’s to file itemized statement of Receipts & Disbursements

September 1 – IPLAR is due

September 20 – First day for candidates for Library Board of Trustees to circulate nominating petition sheets (for April 2023 election).

September 27 – Last day to enact B & A Ordinance and publish thereafter (with County Clerk and Normalite)

September 28 – Last day to file audit of Secretary's Book

September 30 – Last day to transfer unexpended funds from prior fiscal year to the Special Reserve.

December 6 – Last day to adopt and publish resolution to levy, which incorporates B & A (done)

December 12 – First day Trustees up for re-election can file certificates of nomination and nomination papers with local election officials

December 19 – Deadline for Trustees to file nomination papers

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

December 27 – Last day for Secretary to file certified copy of levy ordinance, which incorporates B & A, with County Clerk.

December 27 – Last day to file certificate of compliance with Truth in Taxation Act

December 31 – Report of Receipts & Disbursements filed with County Clerk