

**TRI-CITY PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES MEETING
AGENDA**

Monday, December 16, 2013

Buffalo Village Hall and Library

7:00 pm

- I. Call to order
- II. Pledge of Allegiance
- III. Recognize Visitors/Public Presentations to Board
- IV. Approval of Agenda
- V. Approval of Minutes from November 18, 2013 Board meeting.
- VI. Treasurer's Report/Reading of Bills for Approval
 - A. Approval of November-December bills (HANDOUT)
 - B. Report of Receipts and Disbursements
- VII. Committee Reports
 - A. Fundraising
 - B. Personnel
 - C. Steering
 - D. By-Laws
 - E. Building Finance
- VIII. Head Librarian's Report
- IX. Old Business
 - A. Vote on Levy Ordinance.
 - B. Vote on Concealed Carry Policy.
- X. New Business
- XI. Adjournment

UPCOMING DATES

December 27, 2013 Last day (within 180 days after fiscal year end) to file Audit Report and Annual Financial Report with Comptroller and County Clerk. (75 ILCS 16/30-45; 35 ILCS 200/20-30 and 50 ILCS 310/1)

December 31, 2013 Last day (last Tuesday of December) for secretary to file a certified copy of levy ordinance which incorporates budget and appropriation ordinance with County Clerk. (75 ILCS 16/30-85)

December 31, 2013 Last day (statute requires bi-annual compliance) for the second half year review of the minutes of all closed sessions under the Open Meetings Act as to whether or not the minutes should remain sealed or can be publicly disclosed. (5 ILCS 120/206)

December 31, 2013 Last day to file Certificate of Exempt Status for any real estate acquired to library purposes during the calendar year.

December 31, 2013 Last day (within six months of after fiscal year) for library treasurers to prepare sworn Report of Receipts and Disbursements and file with County Clerk. Also last day to publish said reports, if necessary. (30 ILCS 15/1 and 15/2).

January 10, 2013 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. (10 ILCS 15/3)

January 31, 2013 Last day for filing annual Certificate of Status of Real Estate, a prerequisite to obtaining exemption of real estate from real estate taxes. (35 ILCS 200/15-10)

February 1, 2013 Last day to prepare and send to County Clerk in which principal office is located, the alphabetical list of those required to file a Statement of Economic Interests with addresses included. (5 ILCS 420/4A-101 and 4A-106).