

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

Monday, September 16, 2013

Buffalo Village Hall and Library

7:00 pm

- I. Call to order
- II. Pledge of Allegiance
- III. Roll Call
- IV. Recognize Visitors/Public Presentations to Board
- V. Approval of Agenda
- VI. Approval of Minutes from August 19, 2013 Board Meeting.
- VII. Treasurer's Report/Reading of Bills for Approval
 - A. Approval of August-September bills. (HANDOUT)
- VIII. Committee Reports
 - A. Fundraising
 - B. Personnel
 - C. Steering
 - D. By-Laws
 - E. Building Finance
- IX. Head Librarian's Report
- X. Old Business
- XI. New Business
 - A. Vote on tentative Budget and Appropriation Ordinance for FY 2014.
- XII. Adjournment

UPCOMING DATES

September 22, 2013 Last day to complete online Open Meetings Act training and file certificate with Secretary. (5 ILCS 120/1.05(b)) [Assumes swearing in was last possible date 6-24-13.]

September 24, 2013 Last day (no later than the fourth Tuesday of September) for board to enact a budget and appropriation ordinance which shall be published once thereafter. (75 ILCS 16/30-85) **[Note:** 35 ILCS 205/162 requires that within 30 days of adoption, a certified copy of the budget and appropriation ordinance, as well as certified estimate of revenues (some County Clerks require this on a separate form even if it is included in the B\$ A ordinance) for the following year, must be filed with County Clerk.]

September 28, 2013 Last day (90 days after the end of fiscal year) for audit of records kept by Board's secretary to be filed. (75 ILCS 16/30-90)

September 30, 2013 Last day to pay obligations incurred in prior fiscal year from that year in amounts up to 20 percent of those appropriations. (75 ILCS 16/30-90)

September 30, 2013 Last day to transfer unexpended funds from prior fiscal year to Special Reserve Fund (75 ILCS 16/30-90 and 16/40-50)

November 19-26, 2013 Dates (7-14 days prior to hearing) to publish “black border” notice of Truth in Taxation hearing – applicable if levy ordinance is estimated to be more than 105 percent of the amount extended upon the levy of the preceding year. (35 ILCS 200/18-75 and 200/18-80)

December 3, 2013 Last day for Truth in Taxation hearing.

December 18, 2013 Last day (within 15 days of adoption) to publish “black border” notice of ordinance if levy exceeds prior notice or if over 105 percent and no notice given. (35 ILCS 200/18-85)

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 200/30-30 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 for library purposes during calendar year.

December 31, 2013 Last day (within 6 months 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)