

TRI-CITY PUBLIC LIBRARY DISTRICT

BOARD OF TRUSTEES MEETING

AGENDA

Tuesday, December 17, 2024

7:00 pm Tri-City Public Library

- 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 November 19, 2024 meeting**
- VII. Treasurer's Report/Reading of Bills for Approval**
 - A. Balance sheets/expenditures (HANDOUT)**
 - B. Bills to be Approved for November-December (HANDOUT)**
- VIII. Correspondence and Communications**
- IX. Committee Reports**
 - A. Fundraising**
 - B. Personnel**
 - 1. Discussion of PTO/Vacation section of Employee Handbook**
 - C. Technology**
 - D. Building and Grounds**
 - E. Program Planning**
 - 1. Head Librarian's Report**
- X. Library Director's Report (HANDOUT)**
- XII. Old Business**
 - A. Revision and Update of Employee Handbook per discussion of PTO/Vacation section.**
- XIII. New Business**
 - A. Approval of FY 2024 Statement of Receipts and Disbursements**
- XIV. Adjournment**

Upcoming Dates to Remember

December 27, 2024: 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, 2024: 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, 2024: Last day (statute requires bi-annual compliance) for second half year review of 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 120/2.06)

December 31, 2024: 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 published said reports, if necessary.

January 10, 2025: 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 (30 ILCS 15/3)

NEXT BOARD MEETING

January 21, 2024