

**BENEWAH COUNTY FREE LIBRARY DISTRICT
BOARD TIME LINE FOR FY 2022-2023**

October: 10-12-22 Meeting at Plummer Public Library, 1:30 PM

****Report from Libraries**

- *The Fiscal Year Begins
- *Review and revise District Long Range Plan
- *Start on Audit

November: 11-9-22 Meeting of Board and Librarians at Gateway Restaurant 1:30PM

- *Local Taxing District and Election Information due by last day of November
- *Check USF for FY23 Erate due dates

December: 12-14-22 Meeting at St. Maries Public Library, 1:30 PM

****Report from Libraries**

- *Review By-laws
- *Audit work in progress – Possibly due?
- *Check USF for FY23 Erate due dates
- *Finalize district long-range plan, share with branches

January: **NO MEETING**

- *Idaho Public and District Library Annual Statistical Report due

February: 2-8-2023 Meeting at Tensed DeSmet Library, 1:30 PM

- *Annual Audit with Tony
- *Review Library Director Job Description
- *Review Policy
- *Motion to Contract with County in case of an election (Odd Years)
- *Prior Year Reports
- *Review Tensed and TriComm long-range plans
- *Erate 470 Due (see below)
- *Idaho Community Foundation N. Idaho grant application due

March: **NO MEETING**

- *Erate 471 Due (see USF for actual deadline-**critical**)

- April:** 4-12-2023 Meeting at ***Tri-Community Library. 1:30PM, (Library Appreciation Month,
****Report from the Libraries**
*Review and approve Internet Use Policy every 3 years (2021,2024,2027)
*Approve Audit Contract
*Plans for Summer Reading Program
*Clerk advertises for the Election in May (in election year)
*Declaration of Candidacy is due in April (in election year)
 2025 – Vacant
 2025 – Sue Elias
 2027 - Maria Sergent
 2027 - Denise Floch (Clerk)
 2023 - Myrtle Mellen
- *Send date for Budget Hearing to County Clerk, before end of April.

- May:** 5-10-2023 Meeting at Plummer Public Library 1:30 PM
***Meeting must be after the election unless there is only one trustee running for the position.
 If the election is to be declared a "no election" the meeting must be no less than seven (7) days
 before the date of the election. *** (Election is 3rd Tuesday in May)
*Certification of election
*Turn in reimbursement forms
*Summer Reading Program
*Budget Workshop
*Workshop in Moscow on Budget, Tax Levies, L-2's
*Kindergarten Readiness grant application open

- June:** 6-14-2023 ANNUAL Meeting at Tensed-DeSmet Public Library, 1:30 PM
*Administer Oath of Office to new or re-elected trustees
*Election of Officers, send election results and officers names to the County Commissioners.
*Review and approve By-laws, Policy and Procedures
*Approve personnel policy
*Approve a Regular Meeting Date/Time Line
*Budget Workshop
*Set next FY Time Line Meeting Schedule
*State Insurance Fund Renewal Payroll Report due
*File Erate 486 by June 30 for early filing

- July:** 7-12-23 Meeting at Plummer, 1:30PM
***Report from Libraries**
*Approve 2023/2024 Budget
*Publish Budget (must be done 2 weeks prior to Budget Hearing)

- August:** 8-9-2023 Meeting at St. Maries Public Library, 1:30PM
***Public Budget Hearing**
*L-2 Budget Request needs to be signed and returned to the County

September: NO MEETING

*ICRMP Insurance Policy due

*Contracts with St. Maries and Plummer Libraries need to be renewed.

* USF Universal Service Fund

Erate form 470 does not need to be filed in 2023 due to 3-year contract w Ziplly unless changes are made to Level 2 services.

Notes: Activities are color coded: **Red = Meeting months**
 Blue = Library Reports due
 Green = Director duties

Questions: Do the dates, times and places suit trustees?
 Are there any conflicts?
 Is anything missing?
 Should we set a date to review wish lists quarterly?
 Election schedule?