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 Ziply unless changes are made to Level 2 services.

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**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?