



LIBRARY DAYS AND DATES TO REMEMBER
2003 - 2004

IMPORTANT NOTES:

Dates listed are deadlines, or final dates for action, unless otherwise indicated. Many require preliminary steps, which if one waits until the deadline to comply with, are impossible to meet. Accordingly, it is wise to mark your calendar well in advance of the final dates for action. Also, should the law require publication, your calendar should be marked with printer's deadlines in mind. **Many of these deadline dates are Saturday or Sunday and the last practical date is the Friday preceding such dates (as the last day offices are open).**

B & M NOTE [Building and Maintenance Tax]:

Since this tax requires "back door referendum" authorization, the time lines are keyed to a possible referendum and that election timetable, as well as the preceding steps of an original ordinance, a published notice within 15 days, a time for opposing petitions which is a minimum of 30 days after publication, and a resolution to either rescind or put on the ballot. While it might be preferable, in even numbered years, to use the fall election (prior to the levy deadline) so that tax authority is clearly known, it is not legally required. The fall election in odd numbered years has been repealed. If the following spring election is used, the County Clerk will still know in time for that extension on the prior year's levy, but the authority will not be known before the levy deadline.

NOTE FOR MUNICIPAL AND TOWNSHIP LIBRARIES ONLY:

Events marked with an asterisk (*) presume a fiscal year beginning April 1. Consequently, if your fiscal year begins on any other date, events marked with an asterisk (*) must be changed to correspond with your fiscal year.

TIT NOTE:

The Truth in Taxation deadlines hinge on the "corporate authorities", i.e. city, village or town board, timing, not the library's. The TIT calculations also use all city, village or town tax funds, not just library, taken as a whole. Therefore, coordination with them is the key. If the corporate authorities are scheduling the TIT estimates, advertisement and/or hearing prior to the levy adoption itself, the dates for each might be, and probably are, much earlier than shown as "deadlines" here. Basically the minimums are: the estimated levy amount, for all funds, must be at least 20 days before the levy adoption; the advertisement must appear, no more than 14 days and no less than 7 days before the hearing; and hearing may be at the same time as the levy adoption or before, but cannot be the same time as the budget and appropriation hearing. The final notice, seldom needed, must be published within 15 days of the levy adoption.

I. Municipal Libraries (City, Village, and Incorporated Town)

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EVENT

1/1 1/1

Schedule of regular Library Board of Trustees' meeting dates, including the time and location, must be prepared and made available to the public. This information, however,

may be presented at the beginning of the fiscal year instead of the beginning of the calendar year. An agenda for each regular meeting must be posted at the principal office and at the location where meeting is to be held at least 48 hours prior to meeting. (5 ILCS 120/2.02)

- 1/1 Deadline for adoption and implementation of written, local investment policy in compliance with P.A. 90-688, Public Funds Investment Act. (30 ILCS 235/2.5)
- 1/13 First day (78 days before 4/1/03 election) to file certificates of nomination and nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6)
- Last day (78 days before 4/1/03 election) to file petition for submission of public questions to referendum. (10 ILCS 5/28-2)
- 1/12 Last day (65 days before 3/16/04 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods, which must be met for "back door" referenda.)
- 1/15 Last day (61 days before 3/16/04 election) for local election official and Circuit Clerk to certify the public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
- 1/21 Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8)
- Last day (71 days before 4/1/03 election) to file certificates of nomination papers for Library Board of Trustees with local election official. (10 ILCS 5/10-6)
- 1/27 Last day (65 days before 4/1/03 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods, which must be met for "back door" referenda.)
- 1/28 Last day (5 business days after last day for filing) to object to certificates of nomination and nomination papers. (10 ILCS 5/10-8)
- 1/30 Last day (61 days before 4/1/03 election) for local election official and Circuit Clerk to certify the public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
- 1/31 1/31 Last day for filing annual Certificate of Status of Real Estate, a prerequisite to obtaining exemption of library real estate from real estate taxes. (35 ILCS 200/15-10)
- Last day to prepare and send to County Clerk in which principal office is located, the alphabetical list of those required to file Statement of Economic Interests with addresses included. (5 ILCS 420/4A-101 and 4A-106)
- 2/25 CONSOLIDATED PRIMARY ELECTION [if used] (for referenda only). (10 ILCS 5/2A-1.1(b))

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3/1 2/29 Last day (within 60 days from January 1) for corporate authorities and treasurers to file a sworn, detailed and itemized statement of all receipts and expenditures of any character for the preceding six months and showing the names, addresses, positions and salaries of every employee. [The statement shall be furnished for reference on request to all daily newspapers, the library, the Circuit Court Clerk and City, Village or Town Clerk.] (50 ILCS 305/1)

3/16 GENERAL PRIMARY ELECTION (for referenda only). (10 ILCS 5/2A-1.1(a))

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4/1		CONSOLIDATED ELECTION (Library Board of Trustees and referenda). (10 ILCS 5/2A-1.1(b))
4/20	4/20	*Last day (10 days prior to passage) for corporate authorities to make municipal budget available for public inspection. (65 ILCS 5/8-2-9.9) (Not less than one week after budget is made available for public inspection, a public hearing must be held thereon. Notice of public hearing must be published at least one week prior to hearing.)
4/30	4/30	*Last day for corporate authorities to pass annual budget in lieu of appropriation ordinance. (65 ILCS 5/8-2-9.9) (See 65 ILCS 5/8-2-9 for reference to appropriation ordinance.) Last day for filing Statement of Economic Interests (elected officials, head librarians and other department heads of a unit of local government must file with the County Clerk of the county in which the principal office is located.) (5 ILCS 420/4A-101 and 420/4A-105) *End of fiscal year for most municipal libraries.
5/1	5/1	*Beginning of fiscal year for most municipal libraries. Schedule of regular Library Board of Trustees' meeting dates, including the time and location, must be prepared and made available to the public (unless this information has already been provided on a calendar year basis.) (5 ILCS 120/2.02)
5/30	5/30	*Last day (30 days after end of fiscal year) for Library Board of Trustees to file annual report (including financial information and levy request) with corporate authorities and with Illinois State Library. (75 ILCS 5/4-10) SEE TRUTH IN TAXATION ["TIT"] NOTE.
	5/30	Last day (within 60 days of election or appointment) for organization meeting of Library Board, election of officers and taking oaths. (75 ILCS 5/4-6)
6/20	6/20	*Last day (10 days prior to adoption and hearing) for corporate authorities of municipalities over 2,000 in population to make proposed appropriation ordinance available for public inspection and to publish notice of hearing thereon. (65 ILCS 5/8-2-9)
6/30	6/30	Last day to adopt the Prevailing Wage Ordinance, a certified copy of which must be filed with the Office of the Secretary of State and Department of Labor and published in the local newspaper. (820 ILCS 130/9) Last day (statute requires bi-annual compliance) for first 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 120/2.06)
	7/19	Last day (108 days before 11/2/04 election) to file petition to create or form a political subdivision and file affidavit of publication of notice of intention where trustees are to be elected. (10 ILCS 5/28-2)

		Last day (108 days before 11/2/04 election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2) [SEE B & M NOTE]
7/29	7/29	*Last day (90 days after end of fiscal year) for library to authorize and make payment of obligations incurred either before the close of the fiscal year or within the 90-day period. All balances remaining after the 90-day period shall be available for transfer to accumulate in special reserve fund. (75 ILCS 5/4-15, 5/5-1, and 5/5-8)
7/31	7/31	*Last day (within 1st quarter of fiscal year) for corporate authorities to hold public hearing on and pass annual appropriation ordinance. (65 ILCS 5/8-2-9)
	8/16	Last day (78 days before 11/2/04 election) to file petition for submission of public question to referendum. (10 ILCS 5/28-2)
	8/23	Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8)
8/30	8/30	*Last day (30 days after passage) for corporate authorities to publish and file with County Clerk the annual appropriation ordinance. (65 ILCS 5/1-2-4)
		Last day (within 60 days from July 1) for corporate authorities and treasurers to file a sworn, detailed and itemized statement of all receipts and expenditures of any character for the preceding six months and showing the names, addresses, positions and salaries of every employee. [The statement shall be furnished for reference <u>on request</u> to all daily newspapers, the library, the Circuit Court Clerk and City, Village or Town Clerk.] (50 ILCS 305/1)
	8/30	Last day (65 days before 11/2/04 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods which must be met for "back door" referenda.)
	9/2	Last day (61 days before 11/2/04 election) for local election official and Circuit Clerk to certify public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
	10/27	First day (90 days before last day to file nomination papers) for candidates for Library Board of Trustees to circulate nominating petition sheets [for April 5, 2005 election]. (10 ILCS 5/10-4)
10/31	10/31	*Last day (within 6 months after the expiration of fiscal year) for Library Board of Trustees or public officer, if it receives any funds from County Collector, County Treasurer, or Township Collector, to file with such official, County Clerk and State Comptroller a "Published Statement or Audit" accompanied by Certificate of Publication. (30 ILCS 15/3a)
		Last day (within 6 months of end of fiscal year) for municipal treasurer to file account of all monies received and expended during preceding fiscal year. (65 ILCS 5/3.1-35-65)

*Last day (within 6 months of end of fiscal year) for corporate authorities to file Audit and Annual Financial Report with Comptroller and County Clerk. (65 ILCS 5/8-8-3)

*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)

11/2 GENERAL ELECTION (for referenda only). (10 ILCS 5/2A-1.1(a))

11/10 11/10 *Last day (within 10 days of publication) for publisher of Report of Receipts and Disbursements to file Certificate of Publication with County Clerk. (30 ILCS 15/3)

12/1 Last day (108 days before the 3/16/04 election) to file petition to create or form a political subdivision and file affidavit of publication of notice of intention when initial trustees are to be elected. 10 ILCS 5/28-2)

Last day (108 days before the 3/16/04 election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2) **[SEE B & M NOTE]**

12/6 Last day (78 days before 2/22/05 election) to file petition for submission of public question to referendum. (10 ILCS 5/28-2)

12/10 12/8 Last day (20 days before passage) for corporate authorities to determine levy ordinance for year to comply with Truth in Taxation. (35 ILCS 200/18-60) **[SEE TIT NOTE]**

12/13 Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8)

12/16 12/14
-23 -21 Dates (7 to 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 200/18-65 and 200/18-80) **[SEE TIT NOTE]**

12/20 Last day (108 days before 4/5/05 election) to file petition to create or form a political subdivision and file affidavit of publication of notice of intention. (10 ILCS 5/28-2)

Last day (108 days before 4/5/05 election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2) **[SEE B & M NOTE]**

12/20 Last day (65 days before 2/22/05 election) for local governing board to adopt resolution or ordinance which initiates submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods, which must be met for "back door" referenda.)

12/23 Last day (61 days before 2/22/05 election) for local election officials and Circuit Clerk to certify public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)

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- 12/30 12/28 Last day for corporate authorities to hold Truth in Taxation hearing (if held with levy adoption meeting). (35 ILCS 200/18-65) [SEE TIT NOTE]
- Last day (last Tuesday of December) for corporate authorities to adopt tax levy and to certify and file with the County Clerk the several amounts that have been levied. (35 ILCS 200/18-15)
- 12/31 12/31 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 120/2.06)
- Last day to file Certificate of Exempt Status for any real estate acquired for library purposes during calendar year.
- [1/13/04] [1/11/05] Last day (within 15 days of adoption) to publish "black border" notice of ordinance if adopted levy exceeds prior notice or if over 105 percent and no notice given. (35 ILCS 200/18-85) [SEE TIT NOTE]

II. Township Libraries

2003 2004

EVENT

- 1/1 1/1 Schedule of regular Library Board of Trustees' meeting dates, including the time and location, must be prepared and made available to the public. This information, however, may be presented at the beginning of the fiscal year instead of the beginning of the calendar year. An agenda for each regular meeting must be posted at the principal office and at the location where meeting is to be held at least 48 hours prior to meeting. (5 ILCS 120/2.02)
- 1/1 Deadline for adoption and implementation of written, local investment policy in compliance with P.A. 90-688, Public Funds Investment Act. (30 ILCS 235/2.5)
- 1/13 First day (78 days before 4/1/03 election) to file certificates of nomination and nomination papers for Library Board of Trustees with local election officials. (10 ILCS 5/10-6)
- Last day (78 days before 4/1/03 election) to file petition for submission of public questions to referendum. (10 ILCS 5/28-2)
- 1/12 Last day (65 days before 3/16/04 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods which must be met for "back door" referenda.)
- 1/15 Last day (61 days before 3/16/04 election) for local election official and Circuit Clerk to certify the public question to each election authority having jurisdiction where public

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		question is submitted to referendum. (10 ILCS 5/28-5)
1/21		Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8) Last day (71 days before 4/1/03 election) to file certificates of nomination papers for Library Board of Trustees with local election official. (10 ILCS 5/10-6)
1/27		Last day (65 days before 4/1/03 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods, which must be met for "back door" referenda.)
1/28		Last day (5 business days after last day for filing) to object to certificates of nomination and nomination papers. (10 ILCS 5/10-8)
1/30		Last day (61 days before 4/1/03 election) for local election official and Circuit Clerk to certify the public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
1/31	1/31	Last day for filing annual Certificate of Status of Real Estate, a prerequisite to obtaining exemption of library real estate from real estate taxes. (35 ILCS 200/15-10) Last day to prepare and send to County Clerk in which principal office is located, the list of those required to file Statement of Economic Interests alphabetically with addresses. (5 ILCS 420/4A-101 and 4A-106)
2/25		CONSOLIDATED PRIMARY ELECTION [if used] (for referenda only). (10 ILCS 5/2A-1.1(b))
3/1	2/29	Last day (within 60 days from January 1) for corporate authorities and treasurers to file a sworn, detailed and itemized statement of all receipts and expenditures of any character for the preceding six months and showing the names, addresses, positions and salaries of every employee. [Statement shall be furnished for reference <u>on request</u> to all daily newspapers, the library, the Circuit Court Clerk and City, Village or Town Clerk.] (50 ILCS 305/1)
	3/16	GENERAL PRIMARY ELECTION (for referenda only). (10 ILCS 5/2A-1.1(a))
3/31	3/31	*End of fiscal year for most township libraries.
4/1	4/1	*Beginning of fiscal year for most township libraries. Schedule of regular Library Board of Trustees' meeting dates, including the time and location, must be prepared and made available to the public (unless this information has already been provided on a calendar year basis.) (5 ILCS 120/2.02)
4/1		CONSOLIDATED ELECTION (Library Board of Trustees and referenda). (10 ILCS 5/2A-1.2(c)(7))

SEE TRUTH IN TAXATION ["TIT"] NOTE.

- 4/8 4/13 Annual Town Meeting (Second Tuesday in April after 6:00 p.m.) (60 ILCS 1/30-5(a) and (c) and 1/40-5(a))
- 4/30 4/30 Last day for filing Statement of Economic Interests (elected officials, head librarians and other department heads of a unit of local government must file with the County Clerk of the county in which the principal office is located.) (5 ILCS 420/4A-101 and 420/4A-105)
- *Last day (30 days after end of fiscal year) for Library Board of Trustees to file annual report and its appropriations and levy determinations with corporate authorities. (75 ILCS 5/4-10; 50 ILCS 330/1 et seq.)
- *Last day (30 days after end of fiscal year) for Library Board of Trustees to file annual report with Illinois State Library. (75 ILCS 5/4-10)
- *Last day (30 days after end of fiscal year) for corporate authorities to file copy of annual audit with Township and County Clerks. (60 ILCS 5/13.5)
- 5/30 Last day (within 60 days of election) for organization meeting of Library Board, election of officers and taking oaths (75 ILCS 5/4-6)
- 5/31 5/31 Last day (30 days before adoption of ordinance and hearing thereon) for corporate authorities to make the tentative budget and appropriation ordinance available for public inspection and provide notice of hearing thereon. (50 ILCS 330/3)
- 6/29 6/29 *Last day (90 days after end of fiscal year) for library to authorize and make payment of obligations incurred either before the close of the fiscal year or within the 90-day period. All balances remaining after the 90-day period shall be available for transfer to accumulate in building reserve fund. (75 ILCS 5/4-15, 5/5-1, and 5/5-8)
- 6/30 6/30 *Last day (within 1st quarter of fiscal year) for corporate authorities to hold public hearing on and pass annual budget and appropriation ordinance. (50 ILCS 330/3)
- Last day to adopt the Prevailing Wage Ordinance, a certified copy of which must be filed with the Office of the Secretary of State and Department of Labor and published in the local newspaper. (820 ILCS 130/9)
- Last day (statute requires bi-annual compliance) for first 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 120/2.06)
- 7/19 Last day (108 days before 11/2/04 election) to file petition to create or form a political subdivision and file affidavit of publication of notice of intention if trustees to be elected. (75 ILCS 5/2.2 and 10 ILCS 5/28-2)
- Last day (108 days before 11/2/04 election) to adopt and publish resolution to levy

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		additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2) [SEE B & M NOTE]
7/30	7/30	Last day (30 days after passage) for corporate authorities to publish and file with County Clerk the annual budget and appropriation ordinance. (50 ILCS 330/3; 35 ILCS 200/18-50)
	8/16	Last day (78 days before 11/2/04 election) to file petition for submission of public question to referendum. (10 ILCS 5/28-2)
	8/23	Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8)
8/30	8/30	Last day (within 60 days from July 1) for corporate authorities and treasurers to file a sworn, detailed and itemized statement of all receipts and expenditures of any character for the preceding six months and showing the names, addresses, positions and salaries of every employee. [The statement shall be furnished for reference <u>on request</u> to all daily newspapers, the library, the Circuit Court Clerk and City, Village or Town Clerk.] (50 ILCS 305/1)
	8/30	Last day (65 days before 11/2/04 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods which must be met for "back door" referenda.)
	9/2	Last day (61 days before 11/2/04 election) for local election official and Circuit Clerk to certify public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
9/27	9/27	*Last day (within 180 days after fiscal year end) for library treasurer to file Audit and Annual Financial Report with Comptroller and County Clerk. (35 ILCS 200/30-30 and 50 ILCS 310/1)
9/30	9/30	*Last day (within 6 months after the expiration of fiscal year) for Library Board of Trustees or public officer, if it receives any funds from County Collector, County Treasurer, or Township Collector, to file with such official a "Published Statement or Audit" accompanied by Certificate of Publication. (30 ILCS 15/3a)
		*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)
10/10	10/10	*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)
	10/27	First day (90 days before last day to file nomination papers) for candidates for Library Board of Trustees to circulate nominating petition sheets. [for April 5, 2005 election] (10 ILCS 5/10-4)
	11/2	GENERAL ELECTION (for referenda only). (10 ILCS 5/2A-1.1(a))

12/1		Last day (108 days before the 3/16/04 election) to file petition to create or form a political subdivision and file affidavit of publication of notice of intention where trustees are to be elected. (10 ILCS 5/28-2)
		Last day (108 days before the 3/16/04 election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2) [SEE B & M NOTE]
	12/6	Last day (78 days before 2/22/05 election) to file petition for submission of public question to referendum. (10 ILCS 5/28-2)
12/10	12/8	Last day (20 days prior) for corporate authorities to estimate amount of property tax revenue that must be raised for that year to comply with Truth in Taxation. (35 ILCS 200/18-60) [SEE TIT NOTE]
	12/13	Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8)
12/16 -23 80)	12/14 -21	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 200/18-65 and 200/18-80) [SEE TIT NOTE]
	12/20	Last day (108 days before 4/5/05 election) to file petition to create or form a political subdivision and file affidavit of publication of notice of intention. (10 ILCS 5/28-2)
		Last day (108 days before 4/5/05 election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2) [SEE B & M NOTE]
	12/20	Last day (65 days before 2/22/05 election) for local governing board to adopt resolution or ordinance which initiates submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods, which must be met for "back door" referenda.)
	12/23	Last day (61 days before 2/22/05 election) for local election officials and Circuit Clerk to certify public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
12/30	12/28	Last day for corporate authorities to hold Truth in Taxation hearing (if held with levy adoption meeting). (35 ILCS 215/6) [SEE TIT NOTE]
		Last day (last Tuesday of December) for corporate authorities to adopt tax levy and to certify and file with the County Clerk the several amounts that have been levied. (35 ILCS 200/18-15)
12/31	12/31	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 120/2.06)

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EVENT

Last day to file Certificate of Exempt Status for any real estate acquired for library purposes during calendar year.

[1/13/
04] [1/11/
05]

Last day (within 15 days of adoption) to publish "black border" notice of ordinance if adopted levy exceeds prior notice or if over 105 percent and no notice given. (35 ILCS 200/18-85) **[SEE TIT NOTE]**

III. Library Districts

2003	2004	EVENT
1/1	1/1	Schedule of regular Library Board of Trustees' meeting dates, including the time and location, must be prepared and made available to the public. This information, however, may be presented at the beginning of the fiscal year instead of the beginning of the calendar year. An agenda for each regular meeting must be posted at the principal office and at the location where meeting is to be held at least 48 hours prior to meeting. (At least 5 meetings must be held.) (5 ILCS 120/2.03 and 75 ILCS 16/30-50)
1/1	1/1	Deadline for adoption and implementation of written, local investment policy in compliance with P.A. 90-688, Public Funds Investment Act. (30 ILCS 235/2.5)
1/10	1/10	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)
1/13		First day (78 days before 4/1/03 election) to file certificates of nomination and nomination papers for Library Board of Trustees with local election officials. (10 ILCS 5/10-6)
		Last day (78 days before 4/1/03 election) to file petition for submission of public questions to referendum. (10 ILCS 5/28-2)
	1/12	Last day (65 days before 3/16/04 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods which must be met for "back door" referenda.)
	1/15	Last day (61 days before 3/16/04 election) for local election official and Circuit Clerk to certify public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
1/21		Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8)
		Last day (71 days before 4/1/03 election) to file certificates of nomination papers for Library Board of Trustees with local election official. (10 ILCS 5/10-6)
1/27		Last day (65 days before 4/1/03 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods which must be met for "back door" referenda.)
1/28		Last day (5 business days after last day for filing) to object to certificates of nomination and nomination papers. (10 ILCS 5/10-8)
1/30		Last day (61 days before 4/1/03 election) for local election official and Circuit Clerk to certify public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)

2003 2004

EVENT

- 1/31 1/31 Last day for filing annual Certificate of Status of Real Estate, a prerequisite to obtaining exemption of library real estate from real estate taxes. (35 ILCS 200/15-10)
- Last day to prepare and send to County Clerk in which principal office is located, the list of those required to file a Statement of Economic Interests alphabetically with addresses. (5 ILCS 420/4A-101 and 4A-106)
- 2/25 CONSOLIDATED PRIMARY ELECTION (for referenda only). (10 ILCS 5/2A-1.1(b))
- 3/1 2/29 Last day (within 60 days from January 1) for treasurers to file a sworn, detailed and itemized statement of all receipts and expenditures of any character for the preceding six months and showing the names, addresses, positions and salaries of every employee. [The statement shall be furnished for reference on request to all daily newspapers, the library, the Circuit Court Clerk and City, Village or Town Clerk.] (50 ILCS 305/1)
- 3/16 GENERAL PRIMARY ELECTION (for referenda only). (10 ILCS 5/2A-1.1(a))
- 4/1 CONSOLIDATED ELECTION (Library Board of Trustees and referenda). (10 ILCS 5/2A-1.1(b))
- 4/30 4/30 Last day for filing Statement of Economic Interests (elected officials, head librarians and other department heads of a unit of local government must file with the County Clerk of the county in which the principal office is located.) (5 ILCS 420/4A-101 and 420/4A-105)
- 5/30 Last day (within 60 days of election) for new Board of Library Trustees to hold first organizational meeting, execute Oaths of Office, elect President and Secretary. (75 ILCS 16/30-40)
- 6/30 6/30 Fiscal years ends. (75 ILCS 16/35-40)
- Last day to adopt the Prevailing Wage Ordinance, a certified copy of which must be filed with the Office of the Secretary of State and Department of Labor and published in the local newspaper. (820 ILCS 130/9)
- Last day (statute requires bi-annual compliance) for first 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 120/2.06)
- 7/1 7/1 New Fiscal year begins. (75 ILCS 16/35-40)
- Schedule of regular Library Board of Trustees' meeting dates including the time and location, must be prepared and made available to the public. This information, however, may be presented at the beginning of the calendar year instead of the beginning of the fiscal year. (At least 5 meetings must be held.) (5 ILCS 120/2.03 and 75 ILCS 16/30-50)
- 7/19 Last day (108 days before 11/2/04 election) to file petition to create or form a political subdivision, and file affidavit of publication of notice of intention when trustees to be

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		elected. (10 ILCS 5/28-2)
		Last day (108 days before 11/2/04 election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 16/35-5 and 10 ILCS 5/28-2) [SEE B & M NOTE]
7/29		Last day (60 days after organization of the Board of Library Trustees) for secretary of Board to file certificate with County Clerk and Illinois State Librarian listing the names and addresses of the Trustees and officers and their respective terms in office. (75 ILCS 16/30-40)
	8/16	Last day (78 days before 11/2/04 election) to file petition for submission of public question to referendum. (10 ILCS 5/28-2)
	8/23	Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8)
8/24	8/28	Last day (30 days before adoption of ordinance and hearing thereon) to make the tentative budget and appropriation ordinance available for public inspection and publish notice for hearing thereon. (50 ILCS 330/3 and 75 ILCS 16/30-85)
8/30	8/30	Last day (within 60 days from July 1) for treasurers to file a sworn, detailed and itemized statement of all receipts and expenditures of any character for the preceding six months and showing the names, addresses, positions and salaries of every employee. [The statement shall be furnished for reference <u>on request</u> to all daily newspapers, the library, the Circuit Court Clerk and City, Village or Town Clerk.] (50 ILCS 305/1)
		Last day for library to authorize payment of obligation incurred in prior fiscal year with funds from that year in amounts up to 20 percent of those appropriations. (75 ILCS 16/30-90)
	8/30	Last day (65 days before 11/2/04 election) for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods which must be met for "back door" referenda.) [SEE B & M NOTE]
9/1	9/1	Last day to prepare and file written report including Secretary's audit, boundary changes, outstanding liabilities and bonds, etc. to State Librarian. (75 ILCS 16/30-65)
	9/2	Last day (61 days before 11/2/04 election) for local election official and Circuit Clerk to certify public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
9/23	9/28	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 a certified estimate of revenues (some County Clerks require this on a separate form even if included in the B & A ordinance) for the following year, must be filed with County Clerk.]

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9/28	9/28	Last day (90 days after end of fiscal year) for audit of the records kept by Board's secretary to be filed. (75 ILCS 16/30-65)
9/30	9/30	Last day to pay obligation incurred in prior fiscal year with funds from that year in amounts up to 20 percent of those appropriations. (75 ILCS 16/30-90)
		Last day to transfer unexpended funds from prior fiscal year to Special Reserve Fund. (75 ILCS 16/30-90 and 16/40-50)
	10/27	First day (90 days before last day to file nomination papers) for candidates for Library Board of Trustees to circulate nominating petition sheets. [for April 5, 2005] (10 ILCS 5/10-4)
	11/2	GENERAL ELECTION (for referenda only). (10 ILCS 5/2A-1.1(a))
11/12	11/17	Last day (20 days prior) for corporate authorities to estimate amount of property tax revenue that must be raised for that year. (35 ILCS 200/18-60 (Assumes December 2, 2003 and December 7, 2004 hearing and passage.) [SEE TIT NOTE]
11/18 -25	11/23 -30	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) [SEE TIT NOTE]
12/1		Last day (108 days before the 3/16/04 election) to file petition to create or form a political subdivision and file affidavit of publication of notice of intention. 10 ILCS 5/28-2)
		Last day (108 days before the 3/16/04 election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 16/35-5 and 10 ILCS 5/28-2) [SEE B & M NOTE]
12/2	12/7	Last day for Truth in Taxation hearing. [SEE TIT NOTE]
		Last day (1st Tuesday in December) to adopt a levy ordinance which incorporates budget and appropriation ordinance. (The levy ordinance cannot be enacted until after publication of budget and appropriation ordinance.) (75 ILCS 16/30-85)
	12/6	Last day (78 days before 2/22/05 election) to file petition for submission of public question to referendum. (10 ILCS 5/28-2)
	12/13	Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8)
12/16	12/23	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)
	12/20	Last day (108 days before 4/5/05 election) to file petition to create or form a political subdivision and file affidavit of publication of notice of intention. (10 ILCS 5/28-2)

		Last day (108 days before 4/5/05 election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 16/35-5 and 10 ILCS 5/28-2) [SEE B & M NOTE]
12/20		Last day (65 days before 2/22/05 election) for local governing board to adopt resolution or ordinance which initiates submission of public question. (10 ILCS 5/28-2) (Does not account for special time periods which must be met for "back door" referenda.)
12/23		Last day (61 days before 2/22/05 election) for local election officials and Circuit Clerk to certify public question to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
12/27	12/27	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)
12/30	12/28	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)
		Last day to file certificate of compliance with Truth in Taxation Act. (35 ILCS 200/18-90)
12/31	12/31	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 120/2.06)
		Last day to file Certificate of Exempt Status for any real estate acquired for library purposes during calendar year.
		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)
		Last day (within 6 months after the expiration of fiscal year) for Library Board of Trustees, if it receives any funds from County Collector, County Treasurer or Township Collector to file with such official a "Published Statement or Audit" accompanied by Certificate of Publication. (30 ILCS 15/3(a))

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Provided by: The Illinois Library System Directors Organization