

MONTH	DUTIES
January	Review minutes of closed sessions
January	File certificate with County Assessor indicating that there has been no change in ownership of use of District property
January	Policy Committee Reviews Policy 5
February	Receive report of committee to review minutes of closed sessions
February	Certify to County Clerk list of those needing to file Statements of Economic Interest
February	File a sworn, detailed, and itemized statement of receipts and expenditures for the prior six months with Board Secretary
February	Policy Committee Reviews Policy 7 and appendicies
March	File annual certification with Illinois State Library
March	Policy Committee Reviews Policy 11 and appendicies
April	Finance Committee meets to review budget for coming year
April	Annual review of Library's disaster and emergency plans
April	File Statement of Economic Interest
April	President appoints Director Review Committee
April	Policy Committee Reviews Policy 1 and 2 and thier appedicies
May	Review proposed working budget for coming year
May	Set schedule of closings for upcoming fiscal year
May	Complete Director evaluation forms
May	Policy Committe Reviews Policy 10 and appendicies
June	Adopt working budget for coming year
June	Adopt ordinance regarding Building Mainenance Fund Levy
June	Publish Maintenance Fund Levy
June	Appoint Minutes Review Committee
June	Update FOIA information (print and web)

June	Fiscal year ends June 30
June	Post total compensation package of employees \$75,000 or greater
June	Director's annual review (beginning 2025)
July	Fiscal year begins July 1
July	Set date for hearing on Budget & Appropriations Ordinance
July	Publish notice of B&A hearing
July	Policy Committee Reviews By-Laws, Policy 6 and their appendices
August	Approve certification of Annual Report to State Library
August	Receive report of Minutes Review Committee
August	Prepare tentative B&A Ordinance, post in Library for inspection
August	File a sworn, detailed, and itemized statement of receipts and expenditures for the prior six months with Board Secretary
September	Public hearing on Budget & Appropriations Ordinance
September	Adopt Budget & Appropriations Ordinance
September	Publish certified copy of Budget & Appropriations Ordinance
September	File certified copy of Budget & Appropriations Ordinance with County Clerk
September	File estimate of revenues certificate with County Clerk
September	Determine if this year's tax levy increase is 5% or more; publish notice of public hearing on tax levy, if necessary
September	Policy Committee Reviews policy 3 and the appendices
October	File unclaimed property report with State Treasurer's Office
October	Policy Committee Reviews Policy 8 and appendices
November	Public hearing on tax levy over 5%
November	Adopt tax levy ordinance
November	Make copy of tax levy ordinance available for public inspection; file with County Clerk
November	Study and plan for TIF retirement or declaration of surplus

November	Adopt salary schedule for coming year
November	Policy Committee Reviews Policy 4 and its appendicies
December	Annual review of succession plan
December	Approve annual IL Per Capita Grant application
December	Appoint Minutes Review Committee
December	Appoint Committee to inventory contents of lock box
December	File annual statement of receipts and disbursements; publish availability
December	Review independant contractors to ensure compliance with applicable Federal and State statutes
December	Adopt Ordinance setting dates of Board meeting for calendar year
December	Publish notice to media of the schedule of regular Board meetings and post on Library's website
December	Annual adoption of Ordinance for issuance of non-resident fee cards and method for assessing fee
December	Policy Committee Reviews Policy 9 Human Resources

	2024
	Conduct compensation and market study (last completed in 2021)
	2025
	Trustee election (April, odd numbered years only)
	Appoint Nominating Committee (April, odd numbered years only)
	Organize Board and elect Officers (May, odd numbered years only)
	2026
	Update capitol needs study (last completed in 2022)
	Update financial management plan (last completed in 2022)
	Conduct space needs study (last completed in 2022)
	Conduct employee opinion survey (last completed in 2023)

	Inventory Contents of Lockbox - January (last completed in 2024)
	2027
	Conduct appraisal of all Library properties for insurance purposes (last completed in 2022)
	2028
	Conduct community survey (last completed in 2023)