

**LIBRARY DAYS AND DATES TO REMEMBER**  
**2023-2024**

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**IMPORTANT NOTES:**

Dates listed are deadlines, or final dates for action, unless otherwise indicated. Many actions require preliminary steps and if one waits until the deadline, those steps will be impossible to meet. It is wise to mark your calendar well in advance of the final dates for action. Also, if the law requires publication, your calendar should be marked with the 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 (the offices you need may not be open on weekends).**

**If the date of an election is changed:** many of the deadlines noted directly correspond to various elections. If an election date changes (for example, due to delays with the census the 2022 primary was moved from the third Tuesday in March to June 28, 2022, as a onetime event), many of the deadlines listed here will not be accurate.

**B & M NOTE [Building and Maintenance Tax]**

The Building and Maintenance tax requires "back door referendum" authorization. The timelines listed 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 the tax on the ballot. In even numbered years the library may prefer to use the fall election (prior to the levy deadline) so that the tax authority is clearly known, but the library is not required to use the fall election. In odd numbered years, there is no fall election available. If the spring election is used, the County Clerk will know of the tax in time for that extension on the prior year's levy, but the taxing 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," (the city, village, or town board) timing and not the library's timing. The TIT calculations also use all city, village, or town funds taken as a whole (and not just the library's funds). Coordination with the "corporate authorities" is key for the library. If the corporate authorities are scheduling the TIT estimates, publication of notice, and/or hearing prior to the levy adoption itself, the dates for each of these things are *probably* much earlier than the deadlines shown here. The latest the Library may adopt its levy is the last Tuesday in December each year. You need to estimate the levy amounts at least 20 days prior to the latest day you may adopt the levy. If the Library needs to comply with TIT, the publication of the notice for a hearing must appear no more than 14 days prior to the scheduled hearing on adoption of the levy and no earlier than 7 days before the scheduled

hearing on the adoption of the levy. The final notice of adoption of the levy must be published within 15 days of the levy adoption.

**ANNUAL REQUIRED ONLINE TRAININGS:**

Presently there are three types of online trainings Board Members, Directors and sometimes even employees, are required to successfully complete during the year. When the trainings are complete, the person completing the training should print their completion certificate and the Library should keep a record of the completion certificates.

1. **Sexual Harassment Training:** all elected or appointed Board members **and all employees** must complete sexual harassment training every year. The required training is found at this website: <https://www2.illinois.gov/dhr/Training/Pages/State-of-Illinois-Sexual-Harassment-Prevention-Training-Model.aspx>

2. **Open Meetings Act Training:** All elected or appointed Board Members need to take Open Meetings Act training (OMA) once during each term of office. The Board must appoint someone to be a designated OMA officer – that person must take the training annually. The online OMA training is located at: <https://foiapac.ilag.gov> In the upper right corner you must Log in or, if this is your first training, you need to Register. Once you are registered or logged in, the Training link is the upper left corner of your screen and you choose the OMA training.

3. **Freedom of Information Act Training:** The Board needs to appoint someone to serve as the FOIA officer for the Library. The appointed FOIA officer must take the FOIA training once every year. The FOIA training is also located at: <https://foiapac.ilag.gov> and instructions to FOIA Training are the same as the OMA training as listed above. For all Illinois Attorney General required training, make sure you print your certificate of completion and that certification is maintained by the Library.

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

2023	2024	EVENT
[12/12/2022]		First day (113 before the 4/4/23 consolidated election) to file certificates of nomination and nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6).
[12/19/2022]		Last day (106 days before the 4/4/23 consolidated election) to file certificates of nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6).
[12/27/2022]		Last day (5 business days after the last day for filing) to object to certificates of nomination and nomination papers (10 ILCS 5/10-8) <i>(note: in 2022, the 12/26/2022 is a state holiday so the deadline moves to the next business day, 12/27/2022)</i>

2023	2024	EVENT
[12/28/2022]		Last day the simultaneous filing ballot lottery if necessary, can take place. (10 ILCS 5/10-6.2).
[12/30/2022]		Last day (92 days prior to the 4/4/23 consolidated election) to file petition for submission of public questions to referendum. (10 ILCS 5/28-2). <i>The date itself falls on Monday, 1/2/2023, is a state holiday, you may file on the 3<sup>rd</sup>, but we err on the side of caution.</i>
1-Jan	1-Jan	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 may, in the alternative, 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 the location where the meeting is to be held at least 48 hours prior to the meeting. (5 ILCS 120/2.02)
1-Jan	1-Jan	Deadline for adoption and implementation of written, local investment policy in compliance with the Public Funds Investment Act. (30 ILCS 235/2.5)
10-Jan		Last day (5 business days after the last day for filing) to object to petition for public question. (10 ILCS 5/10-8).
	11-Jan	Last day (68 days before 3/19/2024 general primary election) for local election official and Circuit Clerk to certify the public questions to each election authority having jurisdiction where public question is submitted to referendum. (10 ILCS 5/28-5)
13-Jan		Last day (79 days before the 4/4/23 consolidated election) for local governing board to adopt resolution or ordinance which initiates the submission of public question (10 ILCS 5/28-2) This does not account for special time periods, which must be met for “back door” referenda). <i>The actual date is 1/15, which is a Sunday. The law allows you to file on the 17<sup>th</sup>, as the 14 &amp; 15<sup>th</sup> fall on the weekend, and the 16<sup>th</sup> is a State holiday, but we err on the side of caution so as not to miss a deadline.</i>
26-Jan		Last day (68 days before the 4/4/2023 consolidated 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).

2023	2024	EVENT
26-Jan		Last day (68 days before the 4/4/2023 consolidated election) for local election official to certify the Board of Trustees candidates to each election authority having jurisdiction of the election. (10 ILCS 5/7-13.1).
31-Jan	31-Jan	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).
1-Feb	1-Feb	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.
28-Feb		CONSOLIDATED PRIMARY ELECTION (if used) for referenda only. (10 ILCS 5/2A-1.1b)
1-Mar	1-Mar	Last day (within 60 days from January 1) for corporate authorities and treasurers WHEN REQUESTED to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding six months 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).
	19-Mar	GENERAL PRIMARY ELECTION for referenda only. (10 ILCS 5/2A1.1a)
4-Apr		CONSOLIDATED ELECTION (Library Board of Trustees [non-city] and referenda). (10 ILCS 5/2A-1.1b and 5/2A-1.2c2).
20-Apr	20-Apr	*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 the budget is made available for public inspection, a public hearing must be held on that budget. Notice of the public hearing must be published at least one week prior to the hearing.

2023	2024	EVENT
30-Apr	30-Apr	*Last day for corporate authorities to pass an annual budget in lieu of appropriation ordinance. (65 ILCS 5/8-2-9.9; see 65 ILCS 6/8-2-9 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-1010 and 420/4A-105).
		*End of fiscal year for most municipal libraries.
1-May	1-May	*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 public (unless this information has already been provided on a calendar year basis). (5 ILCS 120/2.02)
2-Jun		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). <i>The actual date is 6/3, which is a Saturday, erring on the side of caution, 6/2 should be utilized.</i>
20-Jun	20-Jun	*Last day (10 days prior to adoption and hearing) for corporate authorities of municipalities over 2,000 in population to make proposed appropriations ordinance available for public inspection and to publish notice of hearing. (65 ILCS 5/8-2-9)
29-Jun	29-Jun	Last day (60 days after the end of the fiscal year) for the Library Board of Trustees to file an annual report (including financial information and levy request) with corporate authorities and with the Illinois State Library (75 ILCS 5/4-10).
30-Jun	30-Jun	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).
30-Jun	30-Jun	Last day for employers to report to Illinois Department of Human Rights, adverse judgments or administrative rulings on sexual harassment or illegal discrimination claims. 775 ILCS 5/2-108(B)

2023	2024	EVENT
30-Jun	30-Jun	Last day in city libraries for Mayor to appoint library board trustees. (75 ILCS 5/4-1)
	5-Jul	<p>Last day (122 days before) the 11/5/24 general 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). <i>The actual date is 7/6, which is a Saturday. The statute allows filing on the next business day, which is 7/8; however, we err on the side of caution.</i></p> <p>Last day (122 days before) the 11/5/2024 general election to adopt and publish resolution to levy additional .02 percent tax (75 ILCS 5/3-1 and 10 ILCS 5/28-2). <i>Again, the actual date is 7/6- so 7/5 should be used as the office is, likely, not open on the 6<sup>th</sup>.</i></p> <p><b>[SEE B &amp; M NOTE]</b></p>
29-Jul	29-Jul	*Last day (90 days after the end of the fiscal year) for the 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 the special reserve fund. (75 ILCS 5/4-15, 5/5-1 and 5/5-8).
	5-Aug	Last day (92 days before the 11/5/2024 general election) to file petition for submission of public question to referendum (10 ILCS 5/28-2).
	12-Aug	Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8).
	16-Aug	Last day (79 days before the 11/5/2024 general 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.” <i>79 days prior to the election is 8/18, which is a Sunday. The statute allows you the next business day, which is 8/19, but we advise to err on the side of caution and use 8/16.</i>

2023	2024	EVENT
30-Aug	30-Aug	*Last day (30 days after passage) for corporate authorities to publish and file with County Clerk the annual appropriation ordinance. (65 ILCS 6/1-2-4).
		Last day (within 60 days from July 1) for corporate authorities and treasurers WHEN REQUESTED to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding six months and showing the names, address, 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 the City, Village, or Town Clerk.] (50 ILCS 305/1).
27-Oct	1-Nov	Last day (60 days prior to tax levy certification deadline) for Board of Trustees to file financial requirements to the corporate authorities and the Illinois State Library for tax levy purposes. (75 ILCS 5/4-10)
31-Oct	31-Oct	Last day (within 6 months of the end of the fiscal year) for municipal treasurer to file account of all monies received and expended during the preceding fiscal year. (65 ILCS 6/3.1-35-65)
		*Last day (within 6 months after the fiscal year) for library treasurers to prepare sworn Report of Receipts and Disbursements and file with the County Clerk. Also, last day to publish said report, if necessary (30 ILCS 15/1 and 15/2).
	5-Nov	GENERAL ELECTION (for referenda only) (10 ILCS 5/2A-1.1a)
10-Nov	10-Nov	*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)
17-Nov		Last day (122 days before the 3/19/2024 general primary 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). <i>The actual date is 11/18. Because the 18<sup>th</sup> is a Saturday, the statute allows you to file on Monday, 11/20, however, we err on the side of caution.</i>
		Last day (122 days before the 3/19/2024 general primary election) to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2).
		<b>[See B &amp; M NOTE]</b>

2023	2024	EVENT
	25-Nov	Last day (92 days before the 2/25/2025 consolidated primary election) to file petition for submission of public question to referendum (10 ILCS 5/28-2).
	30-Nov	Last day (122 days before 4/1/2025 consolidated election) to adopt and publish resolution to levy additional .02 percent tax (75 ILCS 5/3-1 and 10 ILCS 5/28-2) <i>Note that November 30 is a Saturday.</i>
		<b>[See B &amp; M NOTE]</b>
	6-Dec	Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8).
6-Dec		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)
		<b>[SEE TIT NOTE]</b>
	8-Dec	Last day (79 days before the 2/25/2025 consolidated primary 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. <i>Note that December 8th is a Sunday. Err on the side of caution and use December 6th.</i>
	9-Dec	First day (113 days before the 4/1/2025 consolidated election) to file certificates of nomination and nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6)
	11-Dec	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)
		<b>[SEE TIT NOTE]</b>
12-Dec through 19-Dec	17-Dec through 24-Dec	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)
		<b>[SEE TIT NOTE]</b>



2023	2024	EVENT
	16-Dec	Last day (106 days before the 4/1/2025) consolidated election) to file certificates of nomination papers for Library Board of Trustees with local election official. (10 ILCS 5/10-6).
	19-Dec	Last day (68 days before the 2/25/2025 consolidated primary 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).
	26-Dec	Last day (5 business days after the last day for filing) to object to certificates of nomination and nomination papers (10 ILCS 5/10-8)
26-Dec		Last day for corporate authorities to hold Truth in Taxation hearing (if held with levy adoption meeting) (35 ILCS 200/18-35)
		Last day (last Tuesday of December) for corporate authorities to adopt tax levy, to certify and file with the County Clerk for several amounts that are levied. (35 ILCS 200/18-15).
29-Dec		Last day (79 days before the 3/19/2024 general primary 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). <i>Actual date is 12/31, which is a Saturday before the January 2, New Year’s Day holiday as recognized by the state. The statute, therefore, will allow you to file on 1/2/2023. However, we suggest erring on the side of caution.</i>
	31-Dec	Last day for corporate authorities to hold Truth in Taxation hearing (if held with levy adoption meeting) (35 ILCS 200/18-35)
		Last day (last Tuesday of December) for corporate authorities to adopt tax levy, to certify and file with the County Clerk for several amounts that are levied. (35 ILCS 200/18-15).
31-Dec	31-Dec	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 and can be publicly disclosed (5 ILCS 120/2.06)

2023	2024	EVENT
31-Dec	31-Dec	Last day to file Certificate of Exempt Status for any real estate acquired for library purposes during the calendar year.

## II. Township Libraries

2023	2024	EVENT
[12/12/2022]		First day (113 before the 4/4/23 consolidated election) to file certificates of nomination and nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6).
[12/19/2022]		Last day (106 days before the 4/4/23 consolidated election) to file certificates of nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6).
[12/27/2022]		Last day to object to certificates of nomination and nomination papers (5 business days after the last day for filing – note, in 2022, the 12/26/2022 is a state holiday so the deadline moves to the next business day, 12/27/2022. (10 ILCS 5/10-8).
[12/28/2022]		Last day the simultaneous filing ballot lottery if necessary can take place. (10 ILCS 5/10-6.2).
[12/30/2022]		Last day (92 days prior to the 4/4/23 consolidated election) to file petition for submission of public questions to referendum. (10 ILCS 5/28-2). <i>The date itself falls on Monday, 1/2/2023, is a state holiday, you may file on the 3<sup>rd</sup>, but we err on the side of caution.</i>
1-Jan	1-Jan	<p>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 the meeting. (5 ILCS 120/2.02).</p> <p>Deadline for adoption and implementation of written, local investment policy in compliance with the Public Funds Investment Act (30 ILCS 235/2.5)</p>

2023	2024	EVENT
10-Jan		Last day (5 business days after the last day for filing) to object to petition for public question (10 ILCS 5/10-8).
	11-Jan	Last day (68 days before 3/19/2024 general primary 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).
13-Jan		Last day (79 days before the 4/4/23 consolidated election) for local governing board to adopt resolution or ordinance which initiates the submission of public question (10 ILCS 5/28-2) This does not account for special time periods, which must be met for “back door” referenda). <i>The actual date is 1/15, which is a Sunday. The law allows you to file on the 17<sup>th</sup>, as the 14 &amp; 15<sup>th</sup> fall on the weekend, and the 16<sup>th</sup> is a state holiday, but we err on the side of caution so as not to miss a deadline.</i>
26-Jan		Last day (68 days before the 4/4/2023 consolidated 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).
26-Jan		Last day (68 days before the 4/4/2023 consolidated election) for local election official to certify the Board of Trustees candidates to each election authority having jurisdiction of the election. (10 ILCS 5/7-13.1).
31-Jan	31-Jan	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).
1-Feb	1-Feb	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.
28-Feb		CONSOLIDATED PRIMARY ELECTION (if used) for referenda only. (10 ILCS 5/2A-1.1b)

2023	2024	EVENT
1-Mar	1-Mar	Last day (within 60 days from January 1) for corporate authorities and treasurers WHEN REQUESTED to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding six months 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).
	19-Mar	GENERAL PRIMARY ELECTION for referenda only. (10 ILCS 5/2A1.1a)
31-Mar	31-Mar	*End of fiscal year for most township libraries.
		*Beginning of fiscal year for most township libraries.
1-Apr	1-Apr	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-Apr		CONSOLIDATED ELECTION (Library Board of Trustees and referenda). (10 ILCS 5/2A-1.1b and 5/2A-1.2c7).
11-Apr	9-Apr	Annual Town Meeting (Second Tuesday in April after 5:00 p.m.). (60 ILCS 1/30-5a and c and 1/40-5a).
30-Apr	30-Apr	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 and 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 corporate authorities to file copy of annual audit with Township and County Clerks. (60 ILCS 5/13.5).
30-May	30-May	*Last day (60 days after end of fiscal year) for Library Board of Trustees to file annual report with the corporate authorities and the Illinois State Library. (75 ILCS 5/4-10).
31-May	31-May	Last day (30 days before adoption of ordinance and hearing) for corporate authorities to make the tentative budget and appropriation ordinance available for public inspection and provide notice of hearing. (50 ILCS 330/3).

2023	2024	EVENT
2-Jun		Last day (within 60 days after the 4/4/2023 consolidated election) for organization meeting of the Library Board, election of officers and taking oaths (75 ILCS 5/4-6). <i>The actual date is 6/3/2023, which is a Saturday, erring on the side of caution, 6/2 should be utilized.</i>
29-Jun	29-Jun	*Last Day, (90 days after the end of the 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 the building reserve fund (75 ILCS 5/4-15, 5/5-1, and 5/5-8).
30-Jun	30-Jun	*Last day (within 1 <sup>st</sup> quarter of fiscal year) for corporate authorities to hold public hearing on and pass annual budget and appropriation ordinance. (50 ILCS 330/3).
30-Jun	30-Jun	Last day for employers to report to Illinois Department of Human Rights, adverse judgments or administrative rulings on sexual harassment or illegal discrimination claims. 775 ILCS 5/2-108(B)
	5-Jul	<p>Last day (122 days before) the 11/5/24 general 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). <i>The actual date is 7/6, which is a Saturday. The statute allows filing on the next business day, which is 7/8; however, we err on the side of caution.</i></p> <p>Last day (122 days before) the 11/5/2024 general election to adopt and publish resolution to levy additional .02 percent tax (75 ILCS 5/3-1 and 10 ILCS 5/28-2). <i>Again, the actual date is 7/6- so 7/5 should be used as the office is, likely, not open on the 6<sup>th</sup>.</i></p> <p><b>[SEE B &amp; M NOTE]</b></p>
30-Jul	30-Jul	Last day (30 days after passage) for corporate authorities to publish and file with the County Clerk and annual budget and appropriation ordinance. (50 ILCS 330/3; 35 ILCS 200/18-50).
	5-Aug	Last day (92 days before the 11/5/2024 general election) to file petition for submission of public question to referendum (10 ILCS 5/28-2).

2023	2024	EVENT
	12-Aug	Last day (5 business days after the last day for filing) to object to petition for public question. (10 ILCS 5/10-8).
	16-Aug	Last day (79 days before the 11/5/2024 general election for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2). This does not account for the special time periods which must be met for “back door” referenda. <i>The actual date is Sunday, 8/18. As a result, the statute will allow the last day of filing to be 8/19, but we advise you err on the side of caution.</i>
	29-Aug	Last day (68 days before 11/5/2024 general 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).
30-Aug	30-Aug	Last day (within 60 days from July 1) for corporate authorities and treasurers WHEN REQUESTED to file a sworn, detailed and itemized statement of all receipts and expenditures for 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).
	20-Aug	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 1, 2025 election] (10 ILCS 5/10-4).
27-Sep	27-Sep	*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).
30-Sep	30-Sep	*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 such reports, if necessary. (30 ILCS 15/1 and 15/2).
10-Oct	10-Oct	*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).

2023	2024	EVENT
1-Nov	30-Oct	Last day (60 days prior to tax levy certification deadline) for Board of Trustees to file financial requirements to the corporate authorities and the Illinois State Library for tax levy purposes. (75 ILCS 5/4-10).
	5-Nov	GENERAL ELECTION (for referenda only). (10 ILCS 5/3A-1.1a).
17-Nov		Last day (122 days before the 3/19/2024 general primary election) to file a Petition to create or form a political subdivision and file affidavit of publication of notice and intention where trustees are elected. (10 ILCS 5/28-2). <i>The actual date is 11/18, a Saturday. The code gives you to the next business day, 11/20, to file. We suggest erring on the side of caution.</i>
18-Nov		Last day (122 days before the 3/19/2024 general primary election to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2) <b>[SEE B &amp; M NOTE]</b>
	25-Nov	Last day (92 days before the 2/25/2025 consolidated primary election) to file petition for submission of public question to referendum (10 ILCS 5/28-2).
	30-Nov	Last day (122 days before the 4/1/2025 consolidated election) to adopt and publish resolution to levy additional .02 percent tax (75 ILCS 5/3-1 and 10 ILCS 5/28-2). <b>[SEE B &amp; M NOTE]</b>
	30-Nov	Last day (122 days before the 4/1/2025 consolidated election) to file petition to create or form a political subdivision and file affidavit of publication of notice and intention. (10 ILCS 5/28-2).
	6-Dec	Last day (79 days before the 2/25/2025 consolidated primary 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. <i>12/8 is a Saturday so 12/6 should be used.</i>
	9-Dec	First day (113 days before 4/1/2025 consolidated election) to file certificates of nomination and nomination papers for Library Board of Trustees with local election officials (10 ILCS 5/10-6).



2023	2024	EVENT
	11-Dec	<p>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).</p> <p><b>[SEE TIT NOTE]</b></p>
12-Dec through 19-Dec	17-Dec through 24-Dec	<p>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 100/18-56 and 200/18-80).</p> <p><b>[SEE TIT NOTE]</b></p>
	16-Dec	<p>Last day (106 days before the 4/1/2025 consolidated election) to file certificates of nomination papers for Library Board of Trustees with local election official. (10 ILCS 5/10-6).</p>
	19-Dec	<p>Last day (68 days before 2/25/25 consolidated primary 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).</p>
	23-Dec	<p>Last day (5 business days after the last day for filing) to object to certificates of nomination and nomination papers (10 ILCS 5/10-8)</p>
26-Dec		<p>Last day for corporate authorities to hold Truth in Taxation hearing (if held with levy adoption meeting. (35 ILCS 200/18-65).</p> <p><b>[SEE TIT NOTE]</b></p> <p>Last day (Last Tuesday in December) for corporate authorities to adopt tax levy, to certify and file with the County Clerk the several amounts that are levied (35 ILCS 200/18-15).</p>
	27-Dec	<p>Last day (5 business days after the last day for filing) to object to petition for public question. (10 ILCS 5/10-8).</p>
29-Dec		<p>Last day (79 days before the 3/19/2024 general primary 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. <i>Note, the actual date is 12/31 which is a Sunday. New Year’s Day, 1/1/2024 is a holiday so the last date you may statutorily file is 1/2/2024.</i></p>

2023	2024	EVENT
	31-Dec	<p>Last day for corporate authorities to hold Truth in Taxation hearing (if held with levy adoption meeting. (35 ILCS 200/18-65).</p> <p><b>[SEE TIT NOTE]</b></p> <p>Last day (Last Tuesday in December) for corporate authorities to adopt tax levy, to certify and file with the County Clerk the several amounts that are levied (35 ILCS 200/18-15).</p>
31-Dec	31-Dec	<p>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).</p>
31-Dec	31-Dec	<p>Last day to file Certificate of Exempt Status for any real estate acquired for library purposes during the calendar year.</p>

### III. Library Districts

2023	2024	EVENT
[12/12/2022]		First day (113 before the 4/4/23 consolidated election) to file certificates of nomination and nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6).
[12/19/2022]		Last day (106 days before the 4/4/23 consolidated election) to file certificates of nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6).
[12/27/2022]		Last day to object to certificates of nomination and nomination papers (5 business days after the last day for filing – note, in 2022, the 12/26/2022 is a state holiday so the deadline moves to the next business day, 12/27/2022. (10 ILCS 5/10-8).
[12/28/2022]		Last day the simultaneous filing ballot lottery if necessary can take place. (10 ILCS 5/10-6.2).
[12/30/2022]		Last day (92 days prior to the 4/4/23 consolidated election) to file petition for submission of public questions to referendum. (10 ILCS 5/28-2). <i>The date itself falls on 1/1/2023, as that date is a Sunday, and Monday, 1/2/2023, is a state holiday, you may file on the 3<sup>rd</sup>, but we err on the side of caution.</i>
1-Jan	1-Jan	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 the meeting. (5 ILCS 120/2.02).
		Deadline for adoption and implementation of written, local investment policy in compliance with the Public Funds Investment Act (30 ILCS 235/2.5)
10-Jan	10-Jan	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)

2023	2024	EVENT
10-Jan		Last day (5 business days after the last day for filing) to object to petition for public question (10 ILCS 5/10-8).
	11-Jan	Last day (68 days before 3/19/2024 general primary 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).
13-Jan		Last day (79 days before the 4/4/23 consolidated election) for local governing board to adopt resolution or ordinance which initiates the submission of public question (10 ILCS 5/28-2) This does not account for special time periods, which must be met for “back door” referenda). <i>The actual date is 1/15, which is a Sunday. The law allows you to file on the 17<sup>th</sup>, as the 14 &amp; 15<sup>th</sup> fall on the weekend, and the 16<sup>th</sup> is a state holiday, but we err on the side of caution so as not to miss a deadline.</i>
26-Jan		Last day (68 days before the 4/4/2023 consolidated 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).
26-Jan		Last day (68 days before the 4/4/2023 consolidated election) for local election official to certify the Board of Trustees candidates to each election authority having jurisdiction of the election. (10 ILCS 5/7-13.1).
31-Jan	31-Jan	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).
1-Feb	1-Feb	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.
28-Feb		CONSOLIDATED PRIMARY ELECTION (if used) for referenda only. (10 ILCS 5/2A-1.1b)

2023	2024	EVENT
1-Mar	1-Mar	Last day (within 60 days from January 1) for corporate authorities and treasurers WHEN REQUESTED to file a sworn, detailed, and itemized statement of all receipts and expenditures for the preceding six months 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).
	19-Mar	GENERAL PRIMARY ELECTION for referenda only. (10 ILCS 5/2A1.1a)
4-Apr		CONSOLIDATED ELECTION (Library Board of Trustees and referenda). (10 ILCS 5/2A-1.1b and 5/2A-1.2c5).
30-Apr	30-Apr	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).
15-May		First day for new trustees to begin their terms, if sworn (third Monday of the month next following the month of election). (75 ILCS 15/30-10b).
17-Jun		Last day (within 74 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).
30-Jun	30-Jun	Fiscal year ends (75 ILCS 16/35-40).
		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)
30-Jun	30-Jun	Last day for employers to report to Illinois Department of Human Rights, adverse judgments or administrative rulings on sexual harassment or illegal discrimination claims. 775 ILCS 5/2-108(B)

2023	2024	EVENT
1-Jul	1-Jul	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)
	5-Jul	Last day (122 days before) the 11/5/24 general 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). <i>The actual date is 7/6, which is a Saturday. The statute allows filing on the next business day, which is 7/8; however, we err on the side of caution.</i>
		Last day (122 days before) the 11/5/2024 general election to adopt and publish resolution to levy additional .02 percent tax (75 ILCS 5/3-1 and 10 ILCS 5/28-2). <i>Again, the actual date is 7/6- so 7/5 should be used as the office is, likely, not open on the 6<sup>th</sup>.</i> <b>[SEE B &amp; M NOTE]</b>
	5-Aug	Last day (92 days before the 11/5/2024 general election) to file petition for submission of public question to referendum (10 ILCS 5/28-2).
	12-Aug	Last day (5 business days after the last day for filing) to object to petition for public question. (10 ILCS 5/10-8).
16-Aug		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).

2023	2024	EVENT
	16-Aug	<p>Last day (79 days before the 11/5/2024 general election for local governing board to adopt resolution or ordinance which initiates the submission of public question. (10 ILCS 5/28-2). This does not account for the special time periods which must be met for “back door” referenda. <i>The actual date is Sunday, 8/18. As a result, the statute will allow the last day of filing to be 8/19, but we advise you err on the side of caution.</i></p> <p><b>[SEE B &amp; M NOTE]</b></p>
28-Aug	26-Aug	<p>Last day (30 days before adoption of ordinance and hearing) to make the tentative budget and appropriation ordinance available for public inspection and publish notice for the hearing. (50 ILCS 330/3 and 75 ILCS 16/30-85).</p>
	29-Aug	<p>Last day (68 days before 11/5/2024 general 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).</p>
30-Aug	30-Aug	<p>Last day (within 60 days from July 1) for corporate authorities and treasurers WHEN REQUESTED to file a sworn, detailed and itemized statement of all receipts and expenditures for 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).</p> <p>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).</p>
1-Sep	1-Sep	<p>Last day to prepare and file written report including Secretary’s audit, boundary changes, outstanding liabilities, and bonds, etc. to State Librarian. (75 ILCS16/30-65).</p>
	17-Sep	<p>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 1, 2025, consolidated election] (10 ILCS 5/10-4).</p>

2023	2024	EVENT
26-Sep	24-Sep	Last day (no later than the fourth Tuesday in September) for board to enact a budget and appropriation ordinance which shall be published once thereafter. (75 ILCS 16/30-85) <b>[NOTE:</b> 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.]
28-Sep	28-Sep	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).
30-Sep	30-Sep	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).
	5-Nov	<b>GENERAL ELECTION</b> (for referenda only). (10 ILCS 5/2A-1.1a)
15-Nov	13-Nov	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 5, 2023 and December 3, 2024 hearing and passage. <b>[SEE TIT NOTE]</b>
17-Nov		Last day (122 days before the 3/19/2024 general primary election) to file a Petition to create or form a political subdivision and file affidavit of publication of notice and intention where trustees are elected. (10 ILCS 5/28-2). <i>The actual date is 11/18, a Saturday. The code gives you to the next business day, 11/20, to file. We suggest erring on the side of caution.</i>
18-Nov		Last day (122 days before the 3/19/2024 general primary election to adopt and publish resolution to levy additional .02 percent tax. (75 ILCS 5/3-1 and 10 ILCS 5/28-2)  <b>[SEE B &amp; M NOTE]</b>



2023	2024	EVENT
21-Nov through 28-Nov	19-Nov through 26-Nov	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 levy of the preceding year. (35 ILCS 200/18-17 and 200/18-80).
	25-Nov	Last day (92 days before 2/25/2025 consolidated primary election) to file petition for submission of public question to referendum (10 ILCS 5/28-2).
	30-Nov	Last day (122 days before the 4/1/2025 consolidated election) to adopt and publish resolution to levy additional .02 percent tax (75 ILCS 5/3-1 and 10 ILCS 5/28-2). <b>[SEE B &amp; M NOTE]</b>
5-Dec	3-Dec	Last day (first Tuesday in December) to adopt the tax levy ordinance (75 ILCS 16/30-85).
	4-Dec	Last day (5 business days after last day for filing) to object to petition for public question. (10 ILCS 5/10-8).
	8-Dec	Last day (79 days before the 2/25/2025 consolidated primary 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.
	9-Dec	First day (113 days before 4/1/2025 consolidated election) to file certificates of nomination and nomination papers for Library Board of Trustees with local election officials (10 ILCS 5/10-6).
	16-Dec	Last day (106 days before the 4/1/2025 consolidated election) to file certificates of nomination papers for Library Board of Trustees with local election official. (10 ILCS 5/10-6).
20-Dec	18-Dec	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).
	19-Dec	Last day (68 days before 2/25/2025 consolidated primary 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).

2023	2024	EVENT
27-Dec	27-Dec	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).
28-Dec		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 (last Tuesday of December) to file certificate of compliance with Truth in Taxation Act. (35 ILCS 300/18-90).
29-Dec		Last day (79 days before the 3/19/2024 general primary 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. <i>Note, the actual date is 12/31 which is a Sunday. New Year’s Day, 1/1/2024 is a holiday so the last date you may statutorily file is 1/2/2024. However, we advise erring on the side of caution and filing earlier.</i>
	31-Dec	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 (last Tuesday of December) to file certificate of compliance with Truth in Taxation Act. (35 ILCS 300/18-90).
31-Dec	31-Dec	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 the 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.