

Checklist of Annual Requirements for Public Libraries



_____	Approve board meeting dates, times, and locations and post as appropriate (at the start of the fiscal or calendar year). Post the agenda and minutes for each meeting at the location no later than 48 hours before the meeting.
_____	Complete Illinois State Library Annual Library Certification to maintain ILLINET and system membership (January-March). _____ Meet system membership criteria outlined in 23 Ill. Adm. Code 3030.200 _____ Comply with ILLINET Interlibrary Loan Code _____ Provide in-system reciprocal borrowing
_____	Submit the Illinois Public Library Annual Report (IPLAR) to the Illinois State Library within 60 days of the end of the fiscal year (date varies).
_____	Determine if the library will offer nonresident card service and determine the fee for the next 12 months (each June).
_____	Prepare the budget and appropriation ordinance (district libraries) or prepare the budget and appropriation request (local libraries) and submit it as appropriate.
_____	If an Illinois Municipal Retirement Fund (IMRF) participant, post salaries of \$75,000 or more by six days after the budget is approved (5 ILCS 120/7.3).
_____	File Statements of Economic Interest. The statement of economic interests for all board members and the library director must be filed before May 1st of each year. For each candidate for the Board of Trustees, running for election, it must be filed with the County prior to the deadline for filing candidate petitions, and the receipt must be filed with the petition.
_____	Review semi-annual minutes of all Closed Sessions and release minutes as appropriate.
_____	The library treasurer prepares a sworn Report of Receipts and Disbursements and files them with the County Clerk within six months after the end of the fiscal year.
_____	File Annual Financial Report with Illinois Comptroller and County Clerk.
_____	File salaries, names, addresses, and positions (of every employee) with corporate authorities as required (local libraries).
_____	Annually designate FOIA and OMA Officer (FOIA and OMA Officers take FOIA/OMA training annually).
_____	Complete FOIA/OMA training. Board members are required to complete OMA training once each term within 90 days of taking office. FOIA training for all board members (non-FOIA officers) is recommended but not required.
_____	Apply for Illinois State Library Public Library Per Capita Grant.