

LIBRARY DAYS AND DATES TO REMEMBER
2025-2026

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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://dhr.illinois.gov/training/state-of-illinois-sexual-harassment-prevention-training-model.html>

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://foiাপac.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://foiাপac.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.

NAME	DATE	REMARKS
		DISREGARD THIS TABLE

II. Township Libraries

2025	2026	EVENT
[11/12/2024]		First day (141 before the 4/1/25 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). <i>11/11/24 is a holiday.</i>
[11/18/2024]		Last day (134 days before the 4/1/25 consolidated election) to file certificates of nomination papers for the Library Board of Trustees with local election officials. (10 ILCS 5/10-6).
[11/25/2024]		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).
[11/27/2024]		Last day the simultaneous filing ballot lottery if necessary can take place. (10 ILCS 5/10-6.2).
[12/30/2024]		Last day (92 days prior to the 4/1/25 consolidated election) to file petition for submission of public questions to referendum. (10 ILCS 5/28-2).
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 the meeting. (5 ILCS 120/2.02).
1/7		Last day (5 business days after the last day for filing) to object to petition for public question (10 ILCS 5/10-8).
	1/8	Last day (68 days before 3/17/26 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).
1/10		Last day (79 days before the 4/1/25 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 1/12 which is a Sunday. The law allows you to file on the 13th but we err on the side of caution so as not to miss a deadline.</i>

2025	2026	EVENT
1/23		Last day (68 days before the 4/1/25 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).
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).
2/1	2/1	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.
2/25		CONSOLIDATED PRIMARY ELECTION (if used) for referenda only. (10 ILCS 5/2A-1.1b)
3/1	3/1	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).
	3/17	GENERAL PRIMARY ELECTION for referenda only. (10 ILCS 5/2A1.1a)
3/31	3/31	*End of fiscal year for most township libraries.
		*Beginning of fiscal year for most township libraries.
4/1	4/1	*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-1.1b and 5/2A-1.2c7).
4/8	4/14	Annual Town Meeting (Second Tuesday in April after 5:00 p.m.). (60 ILCS 1/30-5a and c and 1/40-5a).

2025	2026	EVENT
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 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).
5/30	5/30	*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).
5/30		Last day (within 60 days after the 4/1/25 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 5/31, which is a Saturday, erring on the side of caution, 5/30 should be utilized.</i>
5/31	5/31	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).
6/29	6/29	*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).
6/30	6/30	*Last day (within 1 st quarter of fiscal year) for corporate authorities to hold public hearing on and pass annual budget and appropriation ordinance. (50 ILCS 330/3).
6/30	6/30	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)
	7/2	Last day (122 days before) the 11/3/26 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 7/4, which is a Saturday so 7/2 should be used as the office is, likely, not open on 7/3 and we err on the side of caution.</i>

2025	2026	EVENT
	7/2	Last day (122 days before) the 11/3/26 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>The actual date is 7/4, which is a Saturday so 7/2 should be used as the office is, likely, not open on 7/3 and we err on the side of caution.</i> [SEE B & M NOTE]
7/30	7/30	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).
	8/3	Last day (92 days before the 11/3/26 general election) to file petition for submission of public question to referendum (10 ILCS 5/28-2).
	8/7	Last day (5 business days after the last day for filing) to object to petition for public question. (10 ILCS 5/10-8). <i>The actual date, 8/8, is a Saturday. The law allows you to use the next business day, 8/10, but we advise you to err on the side of caution.</i>
	8/14	Last day (79 days before the 11/3/26 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, 8/16. As a result, the statute will allow the last day of filing to be 8/17, but we advise you err on the side of caution.</i>
	8/25	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, 2027 election] (10 ILCS 5/10-4).
	8/27	Last day (68 days before 11/3/26 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).
8/30	8/30	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).

2025	2026	EVENT
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 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).
10/10	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).
10/31	10/30	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).
	11/3	GENERAL ELECTION (for referenda only). (10 ILCS 5/3A-1.1a).
11/14		Last day (122 days before the 3/17/26 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 11/15, a Saturday. The statute allows you to file on Monday 11/17, however, we err on the side of caution.</i>
11/14		Last day (122 days before the 3/17/26 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) <i>Again, the actual date is 11/15, a Saturday. The statute allows you to file on Monday 11/17, however, we err on the side of caution.</i> [SEE B & M NOTE]
	11/16	First day (141 days before 4/6/27 consolidated election) to file certificates of nomination and nomination papers for Library Board of Trustees with local election officials (10 ILCS 5/10-6).
	11/23	Last day (92 days before the 2/23/27 consolidated primary election) to file petition for submission of public question to referendum (10 ILCS 5/28-2).

2025	2026	EVENT
	11/23	Last day (134 days before 4/6/27 consolidated election) to file certificates of nomination papers for Library Board of Trustees with local election officials (10 ILCS 5/10-6).
	11/30	Last day (5 business days after the last day for filing) to object to petition for public question. (10 ILCS 5/10-8).
	12/4	Last day (122 days before the 4/6/27 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>Actual day is 12/6. You have until 12/7 by statute, but we advise you use the 12/4 date.</i> [SEE B & M NOTE]
	12/4	Last day (79 days before the 2/23/27 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>Actual date is 12/6. You have until 12/7 by statute.</i>
12/10	12/9	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]
12/16-12/23	12/15-12/22	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). [SEE TIT NOTE]
	12/17	Last day (68 days before 2/23/27 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).

2025	2026	EVENT
12/26		Last day (79 days before the 3/17/26 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 12/28, which is a Sunday. Your best bet would be to use 12/26.</i>
12/30	12/29	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]
12/30	12/29	Last day (Last Tuesday in December) for corporate authorities to certify and file with the County Clerk the several amounts that are 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).
12/31	12/31	Last day to file Certificate of Exempt Status for any real estate acquired for library purposes during the calendar year.