

Checklist of Annual Requirements for Public Libraries

_____ Approve board meeting dates, time, and location and post as appropriate (at start of fiscal or calendar year). Post agenda and minutes for each meeting at location no later than 48 hours before 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 Illinois Public Library Annual Report (IPLAR) to Illinois State Library within 30 days of end of fiscal year (date varies).

_____ Pass Prevailing Wage Ordinance (each June) and file with Illinois Department of Labor.

_____ Determine if library will offer nonresident card service and determine fee for next 12 months (each June).

_____ Prepare budget and appropriation ordinance (district libraries) or prepare budget and appropriation request (local libraries) and submit as appropriate.

_____ If an IMRF participant, by 6 days after budget approved, post salaries of \$75,000 or more (5 ILCS 120/7.3)

_____ File Statements of Economic Interest as appropriate

_____ Review semi-annually minutes of all Closed Sessions and release minutes as appropriate

_____ Library treasurer prepares sworn Report of Receipts and Disbursements and files with County Clerk within 6 months after end of 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 once for each board member within 90 days of taking office

_____ Apply for Illinois State Library Public Library Per Capita Grant