

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
January	File annual itemized statement of receipts and expenditures with Board Secretary
February	Receive report of Minutes Review Committee
February	Certify to County Clerk list of those needing to file Statements of Economic Interest
February	Policy Committee Reviews Policy 7 and appendices
March	File annual certification with Illinois State Library
March	Policy Committee Reviews Policy 11 and appendices
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 appendices
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 appendices
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	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
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	Policy Committee Reviews Policy 8 and appendices
November	Public hearing on tax levy over 5%
November	Adopt tax levy ordinance
November	Adopt salary schedule for coming year
November	Policy Committee Reviews Policy 4 and its appendices
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	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

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 Bank Lockbox - (January, even numbered years only)
2027
Conduct appraisal of all Library properties for insurance purposes (last completed in 2022)
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)
Conduct compensation and market study (last completed in 2024)
2028
Conduct community survey (last completed in 2023)
Inventory Contents of Bank Lockbox - (January, even numbered years only)
Conduct Early Retirement Incentive estimate with IMRF (last completed in 2023)



KEY to Success

Palatine Area Chamber of Commerce

THURSDAY, JANUARY 29, 2026 | 6PM
\$80 Individual Tickets | The Cotillion Banquets

"Unlock Your Brand's Potential: Explore Exclusive Sponsorship Opportunities for Our Premier Business Event!"

SPONSORSHIP

\$2,500 Platinum Sponsor

TEN (10) Event Ticket - Premier Seating for Dinner

**LOGO - Event Signage | Program | Presentation Slide Show
Website | Facebook**

SPOTLIGHT- Post on Social Media

**POST EVENT- Thank You Email Blast | Social Media Post | One (1)
Exclusive Email Blast**

\$1,100 Gold Sponsor

EIGHT (8) Event Tickets - Preferred Seating for Dinner

**LOGO - Event Signage | Program | Presentation Slide Show
Website | Facebook**

POST EVENT - Thank You Email Blast | Social Media Post

\$500 Bronze Sponsor

TWO (2) Event Tickets

BUSINESS NAME on Bar Sign | Program

\$250 Signature Sponsor

BUSINESS NAME on Bar Sign (No Event Tickets)

\$80 Individual



Thursday, JANUARY 29, 2026 | 6PM at Cotillion Banquets

DINNER | AWARDS

OPEN BAR | ENTERTAINMENT

Honoring businesses, organizations & individuals

2025 NOMINEES

Community Organization of the Year

Hopeful Beginnings of St Mary's
Palatine Senior Center
Palatine Public Library
Rotary Club of Palatine

Chamber Volunteer of the Year

Nancy Burgess
Doreen Gibrich
Kate Johnson
Hillary Teague
Colleen Zicher

New Business of the Year

The Cork Wine Bar
HairFix Co.
Julie Monacella Photography
Wellbridge Clinical Group PLLC

Small Business of the Year

Connect Pros Inc.
JJ Twig's Pizza & Pub
Rosati's Pizza Palatine
Palatine Dental Associates

Large Business of the Year

A-J & H Transmission
Annie's Restaurant and Pancake House
Cook, Cork & Fork and The Cork
Hampton Inn & Suites by Hilton
Loving Care Animal Hospital
Pan American Bank & Trust

Young Professional of the Year

April Armstrong, Perfectly Painted Places
Amy Casper, Hampton Inn
Tony Ovcina, Total Heating & Air Conditioning
Megan Schofield, Lutheran Home & Services
Tyler Starke, Starke Industries

Business Leader of the Year

Sasha Ivanov, State Farm
John and Mica Mahler, CCF and The Cork
Joe Mazzocchi, Edward Jones
Dick Minar, Designer's Point Inc
Brian Reineking, A J&H Transmission



Event Tickets & Details
palatinechamber.com