

**Matteson Area Public Library District
Board of Trustees Regular Meeting
February 14, 2023
7:00 p.m.**

Items that are not listed on the agenda are for discussion only.

- A. **Call to Order**
Our Mission: The library enables discovery, engages imagination, inspires innovation, and connects with our community.
Theme: Visioning as a Board the Library of the Future
- B. **Roll Call**
- C. **Pledge of Allegiance**
- D. **Opportunity for Public Comment**
- E. **Consent Agenda: ROLL CALL VOTE REQUIRED**
All items on the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board member so requests, in which event, the item will be removed from the Consent Agenda and considered before the Active Agenda segment begins.
1. Approval of the Agenda for February 14, 2023
 2. Approval of Minutes for the Regular Board Meeting of Jan. 10, 2022
 3. Approval of the Minutes for the Finance Committee Meeting of February 2, 2023
 4. Approval of the Minutes for the Building, Grounds & Equipment Meeting of February 8, 2023
- F. **Items removed from the Consent Agenda**
- G. **Consideration of Financial Reports and related Financial Concerns**
1. Motion to approve December disbursements of **\$43,194.79** for operating invoices, and **\$138,893.49** for payroll related expenses, for a total disbursement of **\$182,088.28.**
 2. Other
- H. **Director and Assistant Director's Report**
1. Strategic Plan Update
 2. Electrical Room Update
 3. Black History Month Activities
 4. Certification of Ballot
 5. Update Personnel Policy to reflect new IL. Paid Leave For All Workers Act

- I. **President's Report**
 - 1. Concept of student representative on our Board of Trustees **(Hand-out)**
 - 2. Review of By-Laws **Article V: Officers (Hand-out)**
 - 3. Board Written Self Evaluation **(Bd. Policy 2.11)** Completed at the Bd. Retreat (October 29, 2022)
 - 4. Decennial (recurring every 10 years)committees on Local Government Efficiency **(Hand-out)**
 - 5. LACONI Trustees Banquet/May 19,2023**(Hand Out)**
 - 6. Committees Updates
- J. **Open Items**
- K. **New Business**
- L. **Correspondence**
- M. **Next Month Meeting (Possible Agenda Items)**
 - Computer Services Presentation
 - Auditors Report
 - Review of Working Budget
 - Action on closed session minutes
 - Any other suggested items?
- N. **Closed Session**
Motion to enter into Closed Session under Section 2(c)(1) of the Open Meeting Act for as mandated by Section 2.06 of the Open Meeting Act. (21) Review the minutes of meetings of closed sessions. (2)Deliberations concerning salary schedules.
- O. **Return to Open Session**
- P. **Actions to be taken based on the results of the Closed Session**
- Q. **Adjournment**

Note: Individuals having questions regarding accessibility of the meeting or facilities are requested to contact the Library Administrative offices promptly at (708) 748-4431 to allow the Library to make reasonable accommodations.

CHECK SIGNING SCHEDULE

February 14	Harold Gillis	Jonathan Currin	Andrea Williams
February 28	Andrea Williams	Donna Brumfield	Beverly Coleman

Trustees who will be out of town during the next month should notify the library's Business Office and provide their contact information.

**Matteson Area Public Library District
Board of Trustees
Meeting Minutes
January 10, 2023
7:00 pm**

I. Call to Order

- President Hunigan called the meeting to order at 7:00 pm.

II. Roll Call

- Present were Trustees Howard Hunigan, Harold Gillis, Temitope Babayode, Andrea Williams, and Donna Brumfield. Also present were Director Nikeda Webb, Assistant Director Thom Webb, and Administrative Assistant Loretta Benford. Present via Zoom was Trustees Beverly Coleman and Jonathan Currin.

III. Pledge of Allegiance

IV. Opportunity for Public Comment

- No public present.

V. Consent Agenda

- Trustee Hunigan made a motion to approve the consent agenda. Seconded by Trustee Brumfield. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Donna Brumfield-yes	❖ Johnathan Currin-yes
❖ Andrea Williams – yes	❖ Temitope Babayode –yes
❖ Beverly Coleman - yes	

Motion carried.

VI. Consideration of Financial Reports and Related Financial Concerns

- Trustee Coleman made a motion to approve December disbursements of \$36,536.52 for operating invoices, and \$152,999.72 for payroll related expenses, for a total disbursement of \$189,536.24. Seconded by Trustee Babayode. Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Donna Brumfield-yes	❖ Jonathan Currin-yes
❖ Temitope Babayode-yes	❖ Andrea Williams – yes
❖ Beverly Coleman - yes	

Motion carried.

VII. Director Report

- Director Nikeda Webb reported on the Black History Month programs.
 - o Mobile Museum showcasing black history artifacts.
 - o A Black History reception.
 - o The 1619 Project; docuseries on the history of slavery.
 - o Other activities to include, cooking, genealogy, movies and a reading program, a few things that will be presented in the month of February for Black History Month.

- Dan Ellandro the Independent Consultant representative, will be out to investigate the electrical room.

- Will need to form a committee consisting of Board members and residents for the Government Oversight.

VIII. President's Report

- Trustee Coleman addressed the working budget and scheduled a meeting for February 2 at 6:00 pm to discuss finalizing the space audit costs and the working budget.

- Discussion about closed session minutes.

- Building, Grounds and Equipment Chair Trustee Babayode recapped their meeting. He indicated the proposal that was presented and what it included in the price of that proposal.

- In the February newsletter the Board will announce to the public the appointment of Nikeda Webb as the new Library Director.

- General Policy and Board By-Laws will be reviewed in the odd numbered years.

IX. New Business

- Reviewing the Board By-Laws chapters 1-4, there are no changes.

- Trustee Gillis made a motion to go into closed session under Section 2 (c) (1) of the Open Meeting Act for the performance of a specific employee as mandated by Section 2.06 of the Open Meeting Act. Seconded by Trustee Babayode, Roll call vote.

❖ Howard Hunigan-yes	❖ Harold Gillis-yes
❖ Donna Brumfield-yes	❖ Jonathan Currin-yes
❖ Temitope Babayode-yes	❖ Andrea Williams – yes

❖ Beverly Coleman - yes	
-------------------------	--

Motion carried.

The Board went into closed session at 7:40 pm.

The Board reconvened at 7:50 pm.

X. No action to be taken as result of the closed session.

Trustee Brumfield made a motion to adjourn the meeting. Seconded by Trustee Babayode.
Ayes 7. Nays 0. Motion carried.

The Board adjourned at 7:55 pm.

Andrea Williams, Board Secretary

Lauretta Benford, Administrative Assistant

Matteson Area Public Library District
Board of Trustees
Finance Committee
February 2, 2023
6:00 pm.

I. Call to Order

The meeting called to order at 6:04 PM by Beverly Coleman

II. Roll Call

Present: Temitope Babayode, Jonathan Currin, Howard Hunigan, and on Zoom-Beverly Coleman Also present: Nikeda Webb and Thom Webb

III. Opportunity for Public Comments

None

IV. Finalizing the Space Audit costs

The Board discussed the need to get 2 more proposals from architectural firms for the furniture update project. The board discussed what would be priorities of the project. The board discussed what other projects would need to be completed before the furniture is ordered such as painting, moving shelves, carpeting, and possibly electrical work. The board discussed the next steps.

V. Working Budget

Nikeda gave a recap of her meeting with Beverly on the working budget. At this time, it was decided no changes were needed. Nikeda will work on cleaning up Quickbooks and setting up a meeting with the auditors.

VI. Other

Board President Howard Hunigan discussed board expenses and the need to determine the amount for each fund line. He also reminded the board that it was time to discuss salary increases for the next fiscal year.

Ken Casper from the Facilities Department gave a recap of Dan Eallonardo's visit to investigate the electrical room.

VII. Final Thoughts

VIII. Motion to Adjourn

The meeting adjourned at 7:08 PM by unanimous vote

Matteson Area Public Library District
Board of Trustees
Building, Grounds & Equipment Committee
February 8, 2023
6:30 pm.

I. Call to Order

The meeting called to order at 7:04 PM by Temitope Babayode

II. Roll Call

Present Temitope Babayode, Jonathan Currin, and Howard Hunigan.
Also present: Nikeda Webb and Thom Webb

III. Opportunity for Public Comments

None

IV. Space Audit

Nikeda updated the Board on her conversation with Kristin Richardson and Joe Huberty from Engberg Anderson and David Vinjamuri from Thirdway about the next steps.

V. RFP-Request for Proposal talking points

Temitope Babayode went over what should be included in a "Request for Proposals" for the furniture project. The committee discussed ways to keep the project moving and the next steps.

VI. Other

VII. Final Thoughts

VIII. Motion to Adjourn

The meeting ended at 8:10 PM by unanimous vote

**Matteson Area Public Library District
Bank Statements
January 2023**

Chase Operating Checking (3159)

Beginning Balance	\$220,804.73	
Deposits	\$0.00	
Checks & Payments	\$43,169.79	
Uncleared Transactions	\$56,940.50	
Fees	\$25.00	
Ending Balance		<u>\$120,669.44</u>

Chase Payroll Checking (8526)

Beginning Balance	\$304,458.09	
Deposits	\$0.00	
Interest	\$0.00	
Checks & Payments	\$138,893.49	
Uncleared Transactions	\$559.94	
Ending Balance		<u>\$165,004.66</u>

First American - Cash Fund

Beginning Balance	\$250,303.64	
Deposits	\$23,370.60	
Debits	\$0.00	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$273,674.24</u>

First American - Plates

Beginning Balance	\$992.10	
Deposits	\$0.00	
Debits	\$3.95	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$988.15</u>

Emergency Cash Fund (4880)

Beginning Balance	\$230,460.91	
Deposits	\$0.00	
Interest	\$10.03	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$230,470.94</u>

Corporate Fund (4773)

Beginning Balance	\$924,272.71	
Deposits	\$615,267.66	
Interest	\$61.56	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,539,601.93</u>

Equipment Fund (4898)

Beginning Balance	\$25,257.21	
Deposits	\$0.00	
Interest	\$1.10	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$25,258.31</u>

Special Reserve Fund (4906)

Beginning Balance	\$1,639,376.41	
Deposits	\$0.00	
Interest	\$71.35	
Checks Issued/transfer out	\$0.00	
Ending Balance		<u>\$1,639,447.76</u>

Total of all Bank Accounts

\$3,995,115.43

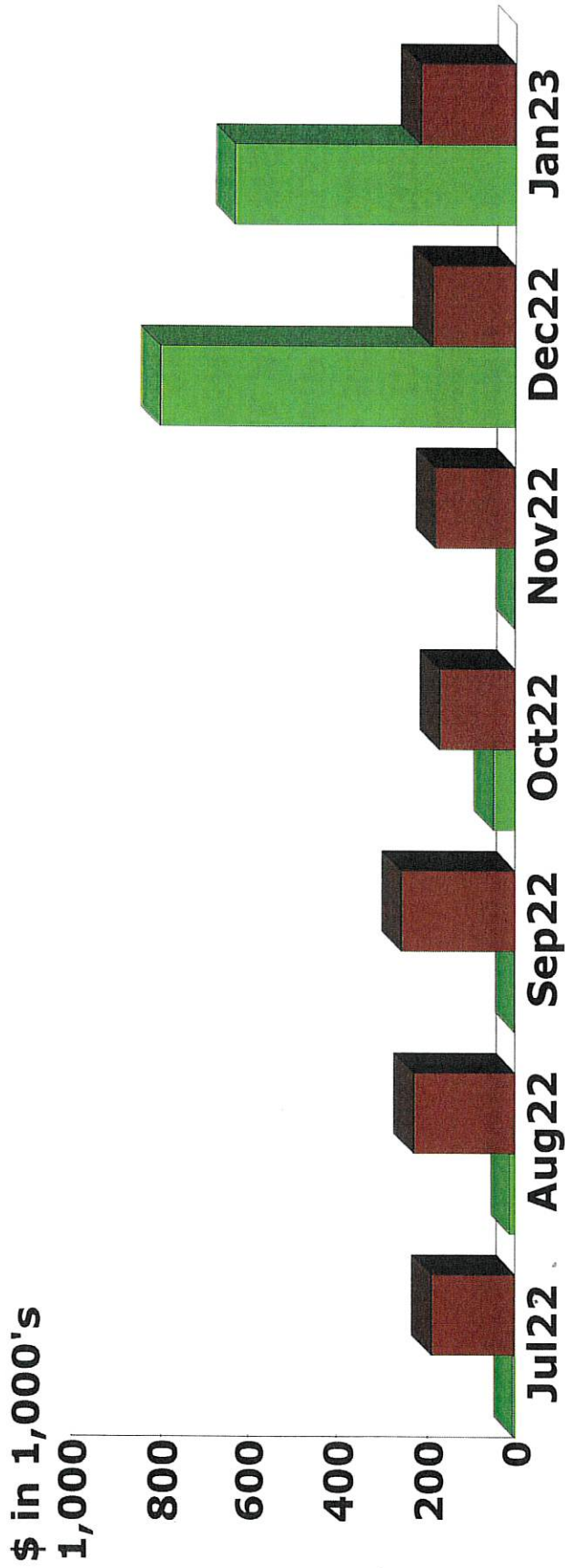
Matteson Area Public Library District
Checks Issued January 2023
Operating

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>	<u>Frequency</u>
01/31/2023			Service Charge	-25.00	
01/06/2023	eft	Chase Card Services	CE, Supplies, Books, Postage	-5,038.01	
01/24/2023	EFT	Village of Matteson	UTILITIES - WATER	-262.91	
01/10/2023	20231	Alliance Entertainment	AV	-854.08	
01/10/2023	20232	Alphagraphics	BUSINESS CARDS	-160.50	
01/10/2023	20233	Amazon.com	PNG & YS Prg. Supplies	-340.51	
01/10/2023	20234	AT & T	INTERNET	-381.36	M
01/10/2023	20235	AT Business Solutions, Inc.	Copier Maintenance	-7,258.13	A
01/10/2023	20236	Computers Nationwide, LLC	Camera Support	-90.00	
01/10/2023	20237	Enterprise Office	Copier Supplies	-555.00	
01/10/2023	20238	Findaway World LLC	Audiobooks	-742.38	
01/10/2023	20239	Gale/Cengage Learning	Books	-155.50	
01/10/2023	20240	Hayes Mechanical	Maintenane	-1,865.00	Q
01/10/2023	20241	Homewood Disposal	Garbaage Disposal	-192.71	M
01/10/2023	20242	IL Library Assoc.	3 Conference Registration	-600.00	
01/10/2023	20243	iREAD	Summer Shirts	-467.48	
01/10/2023	20244	Julia Driscoll	Marketing	-300.00	
01/10/2023	20245	NICOR	Utilites	-5,347.51	M
01/10/2023	20246	Orkin Pest Control	PEST CONTROL	-102.95	M
01/10/2023	20247	Otis Elevator Comp.	Maintenane	-220.26	Q
01/10/2023	20248	Overdrive, Inc.	eBooks	-3,480.12	
01/10/2023	20249	Quill Corp.	Office Supplies	-79.18	
01/10/2023	20250	Rivisitas LLC	Magazine Renewal	-1,879.04	
01/10/2023	20251	Shavonne Mack	Fanfest Bouncehouse	-200.00	
01/10/2023	20252	Sprint	Hotspots & Cellphone	-44.68	M
01/10/2023	20253	Susan Fulcher	YS & Spec. Prg. Supplies	-160.49	
01/10/2023	20254	Tiffany Henderson	Winter Reading Prize	-25.00	
01/10/2023	20255	A-1 Roofing Company	Maintenane	-595.00	Q
01/10/2023	20256	Bob Hayes	Facilities Repairs & Service	-72.78	
01/10/2023	20257	Cintas	AED (3) Maintenance	-357.00	M
01/10/2023	20258	Findaway World LLC	eBooks	-150.07	
01/10/2023	20259	Naeir	Library & Prg Supplies	-77.18	
01/10/2023	20260	Unique Management	Collection Services	-108.35	
01/24/2023	20261	3rd Dimension Prfmnc Grp	Prg. 1619 Musical	-1,400.00	
01/24/2023	20262	Alliance Entertainment	AV	-1,126.61	
01/24/2023	20263	Amazon.com	Books, Office & Prg Supplies	-904.97	
01/24/2023	20264	Anne J. Newman	YS Puppet Program	-350.00	
01/24/2023	20265	Barrette Seibert	PS Yoga Prg	-120.00	

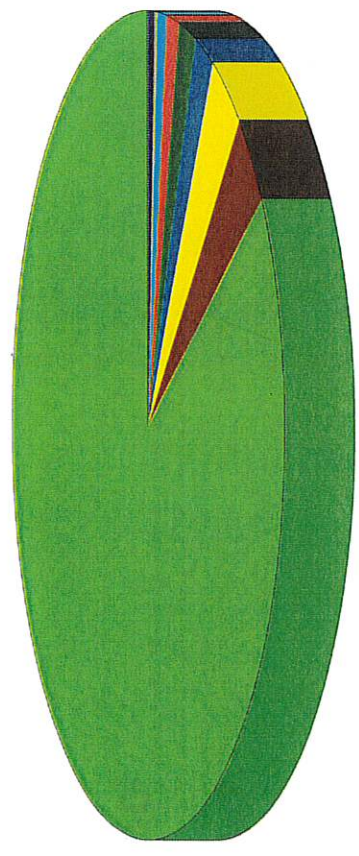
01/24/2023	20266	Better Containers Mfg.	Library Supplies	-417.80	
01/24/2023	20267	Central Technology Inc	- MYPROMO Receipt	-419.40	A
01/24/2023	20268	Connie Martin	BHM Prg. Quilts	-418.60	
01/24/2023	20269	Cooking Cavas Café Co.	YS Soul Food Prg	-675.00	
01/24/2023	20270	Demco	Sign Up Renewal	-766.24	A
01/24/2023	20271	Dot Kane	YS Storytime	-250.00	
01/24/2023	20272	Findaway World LLC	Books	-119.68	
01/24/2023	20273	Gale/Cengage Learning	Books	-318.64	
01/24/2023	20274	IL Library Assoc.	Dues-Institution & A. Williams	-300.00	
01/24/2023	20275	Khalid El-Hakim Enterprise	BHM Museum	-6,200.00	
01/24/2023	20276	Mernards	Building Supplies	-294.03	
01/24/2023	20277	O'Neill Gaspardo	Audit	-8,000.00	
01/24/2023	20278	Orkin Pest Control	PEST CONTROL	-102.95	M
01/24/2023	20279	Peerless Network	Phone -	-724.14	M
01/24/2023	20280	RAILS	Movie License Fee	-448.00	A
01/24/2023	20281	Susan Fulcher	PROGRAM SUPPLIES	-201.67	
01/24/2023	20282	SWAN	SWAN Fees	-8,972.50	Q
01/24/2023	20283	Warehouse Direct	Building Supplies	-138.99	
01/24/2023	20284	Amazon.com	Library Supplies	-83.96	
01/24/2023	20285	US Post Office	Postage Newsletter	-1,801.56	
01/24/2023	20286	Baker & Taylor	Books	-3,493.14	
01/24/2023	20287	AT & T	INTERNET	-382.58	M
01/24/2023	20288	CDW Government Inc	Computer Supplies	-387.36	
01/24/2023	20289	Cynthia Morse	PS Prg. Line Dancing	-50.00	
01/24/2023	20290	Findaway World LLC	Books	-407.47	
01/24/2023	20291	Gale/Cengage Learning	Books	-98.96	
01/24/2023	20292	Harlene Friedman	BHM Reception	-100.00	
01/24/2023	20293	Hidden Manna Café	BHM Reception	-535.86	
01/24/2023	20294	Marla Cole Wieringa	Vending & Homebound	-184.04	
01/24/2023	20295	NICOR	Utilities-Gase	-4,884.67	M
01/24/2023	20296	Q's Catering	Deposit BHM Reception	-1,000.00	
01/24/2023	20297	Quill Corp.	Library & Board Supplies	-129.27	
01/24/2023	20298	Technology Mgmt Fund	INTERNET	-450.00	M
01/24/2023	20299	Village of Matteson	Elevator Inspection	-98.00	
01/24/2023	20300	Q's Catering	Balance-BHM Reception	-1,000.00	
				<u>-79,944.27</u>	
				<u>-79,944.27</u>	

Income and Expense by Month July 2022 through January 2023

Income
Expense



Income Summary July 2022 through January 2023



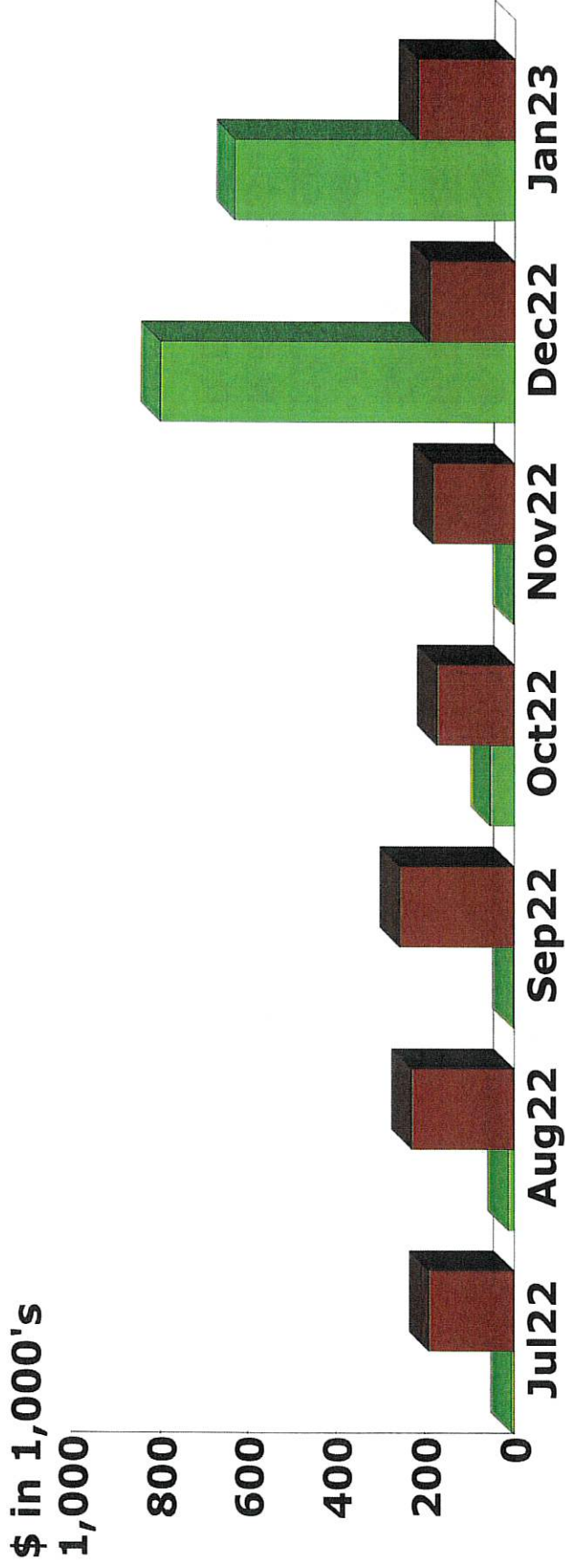
Income Account	Percentage
64000 · R.E. TAXES - SS FUND	4.12
54000 · R.E. TAXES - IMRF FUND	3.95
14600 · GRANTS	2.26
94000 · R.E. Taxes - Building Mai	2.22
14620 · PATRON SALES/FEES	1.48
84000 · R.E. TAXES - INSURANCE	1.25
74000 · R.E. TAXES - AUDIT FUNI	0.37
2.0 · Special Reserve	0.03
14540 · DONATIONS	0.03
Other	0.04
Total	84.25%

Total \$1,522,966.10

By Account

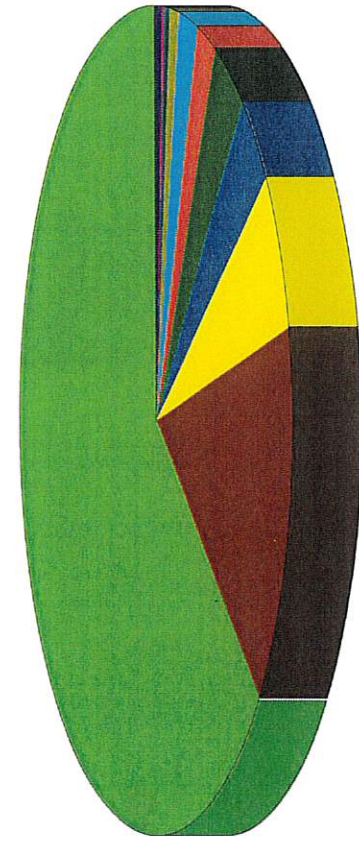
Income and Expense by Month July 2022 through January 2023

Income
Expense



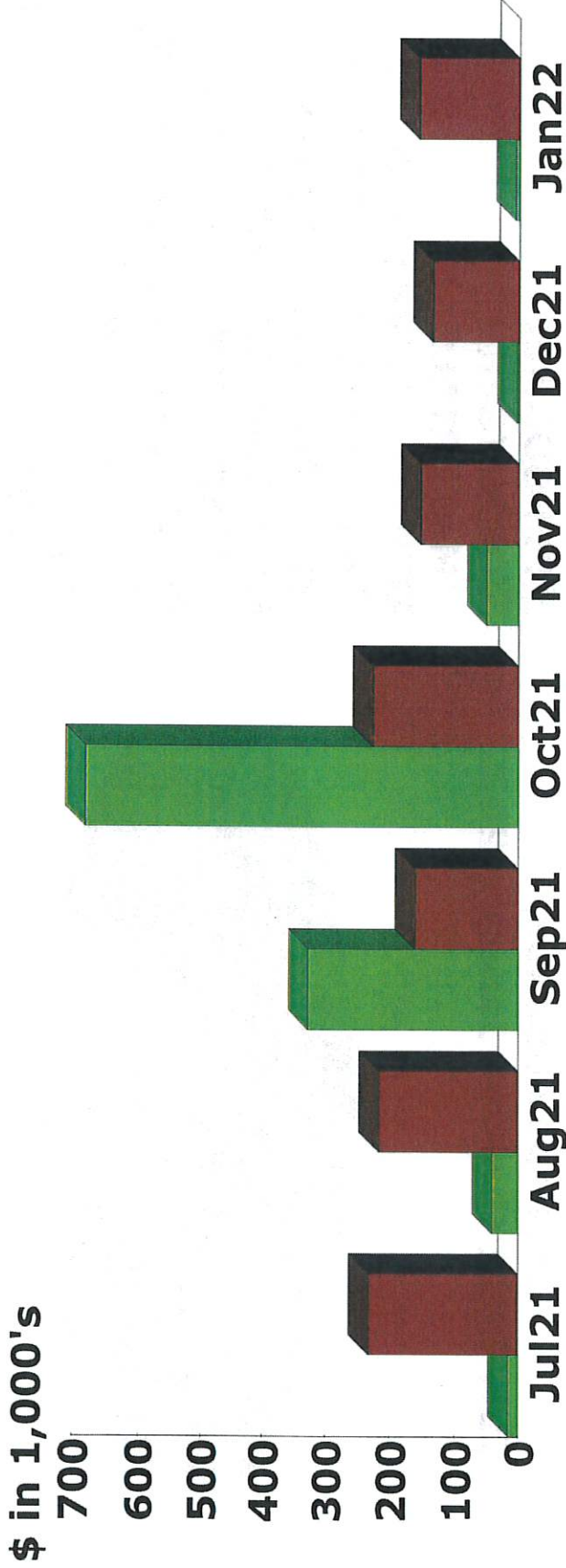
Expense Summary July 2022 through January 2023

PERSONNEL	63.35%
OPER/SERV	15.30
MATERIALS	6.51
55141 - IMRF FUND - EXPENSE	4.06
65161 - SOCIAL SECURITY FUND	3.90
8 - UNEMP/LIABILITY INSURAN	2.30
SPECIAL ACCOUNTS	2.29
OPERATING SUPPLIES	1.21
74001 - AUDIT EXPENSE	0.77
17100.1 - .1 Board Expense	0.28
29100 - FURNISHINGS/EQUIPMI	0.04
Total	\$1,447,966.28

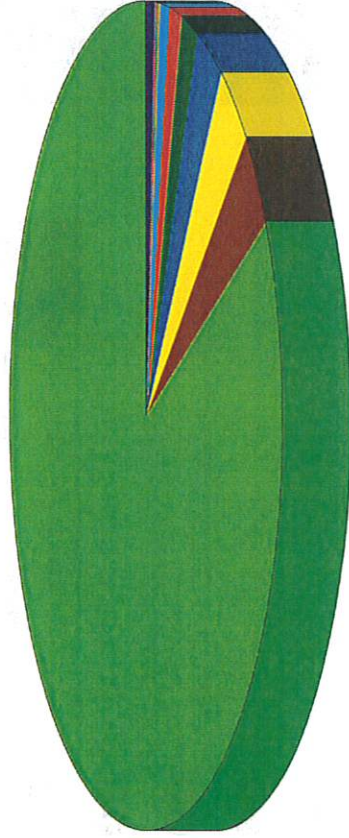


By Account

Income and Expense by Month July 2021 through January 2022



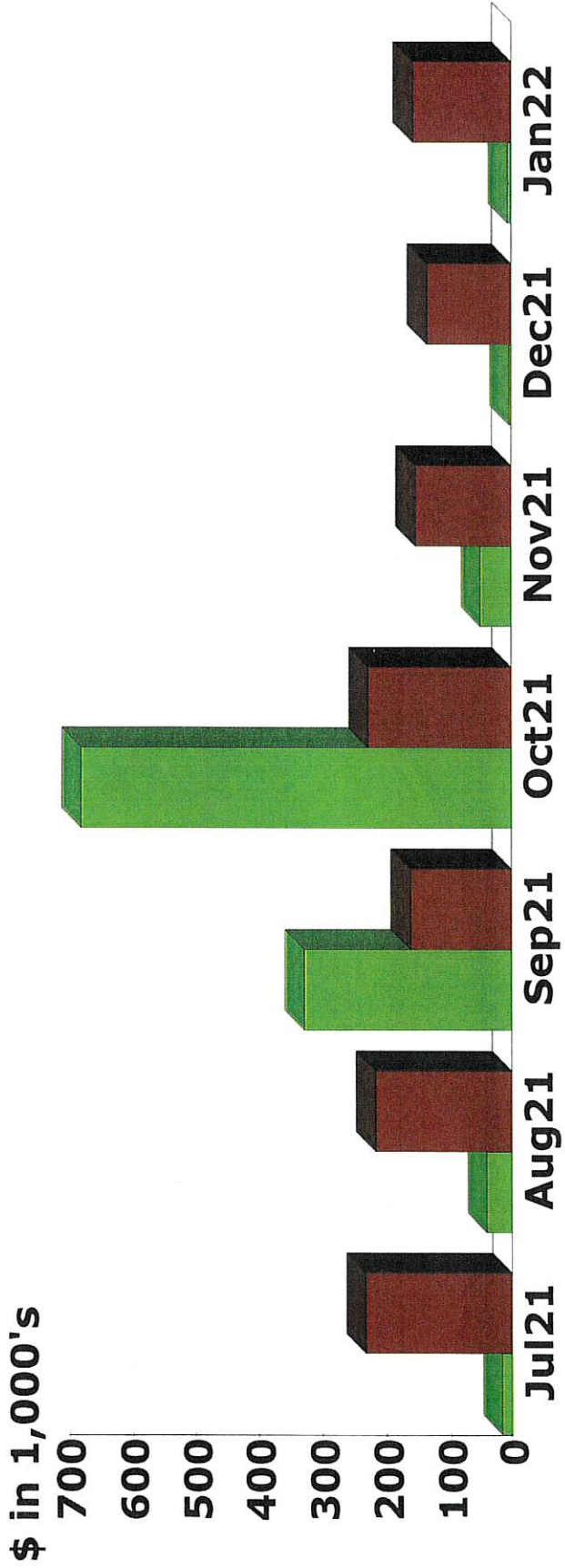
Income Summary July 2021 through January 2022



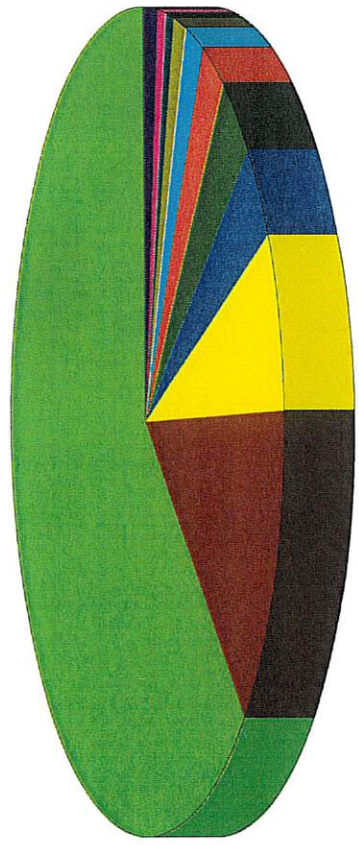
Income Account	Percentage
64000 · R.E. TAXES - SS FUND	82.91%
54000 · R.E. TAXES - IMRF FUND	4.07
14600 · GRANTS	3.90
94000 · R.E.Taxes -Building Mai	3.22
84000 · R.E.TAXES - INSURANCE	2.19
14620 · PATRON SALES/FEES	1.47
74000 · R.E.TAXES - AUDIT FUNI	1.25
14661 · OTHER REIMBURSEMENT	0.36
1466 · 1466-REIMBURSEMENTS	0.24
Other	0.21
Total	\$1,128,648.43

By Account

Income and Expense by Month July 2021 through January 2022



Expense Summary July 2021 through January 2022



Account	Percentage
PERSONNEL	62.42%
OPER/SERV	13.12
MATERIALS	7.06
55141 · IMRF FUND - EXPENSE	3.99
65161 · SOCIAL SECURITY FUND	3.89
8 · UNEMP/LIABILITY INSURAN	2.76
SPECIAL ACCOUNTS	2.18
OPERATING SUPPLIES	1.58
94001 · Building & Maint. Fund E	1.11
2 · Special Reserve - EXPENSE	0.97
Other	0.91
Total	\$1,283,434.33

By Account

Matteson Area Public Library District Statistics

January 2023

Card Holders
3,443

Active
607

Unexpired
2862

Curbside
Patrons 0
Items 0

Visits
Patrons 5,011

Lockers
Patrons 6 Items 25


Homebound
Patrons 6
Items 32


Rooms
Patrons 183
Used 136


Computer Usage
5,911

AS Lab 664
YS Lab 44
Website Hits 4,283
Wi-Fi 920

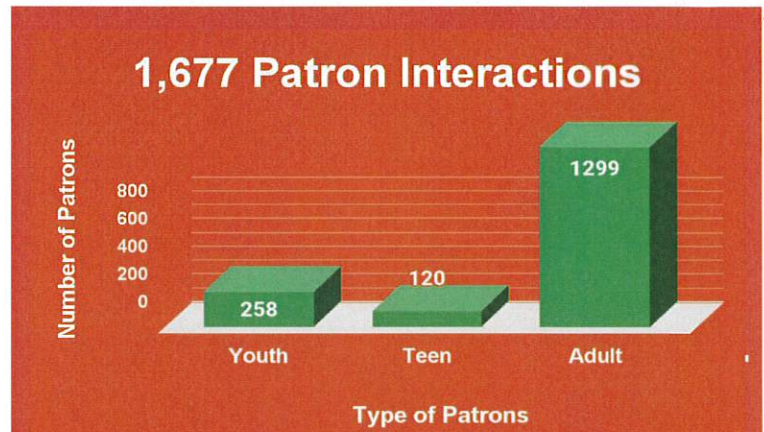

Social Media

Instagram  Followers 548

Twitter  Followers 674

Facebook  Followers 2,428

YouTube  Subscribers 296

Interlibrary Loans
2,555

OCLC Received 10
OCLC Sent 26
SWAN Received 786
SWAN Sent 1694

Collections 1,515,836

1436416

- Print
- Digital

Checkouts 6,419

- Digital 891
- Print 3,881
- Non-Print 1,647

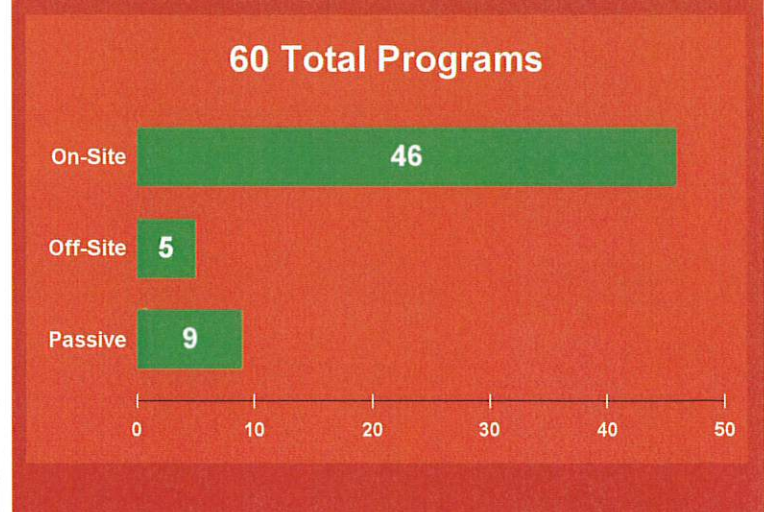


Volunteers

of Sessions 16
of Students 18
Total Hours 66

Databases

of databases owned 39
databases accessed 267
of times accessed 2,024



Student Trustee Representative

Of the

Matteson Area Public Library District

The Matteson Area Public Library District seeks to add a student advisor to its Board of Trustees. The intention of this position is to gain insight from a population of our community that is not currently represented on our board of trustees. In addition, we feel the experience of participating on a volunteer governing board will provide an educational experience that will encourage students to be more engaged and enlightened adults.

The purpose of this Student Trustee Representative is:

- To serve as a non-voting advisory member of the Board of Trustees, on the existing governing body of the Matteson Area Public Library District
- To foster a better relationship between the Matteson Area Public Library and the youth in the community it serves
- To serve as a liaison between the district library and the local school districts it serves
- To provide more diverse input in the development and the direction of the Matteson Area Public Library District
- To foster more engaged and involved citizens of all ages in the Matteson Area Public Library District
- To gain experience as to the duties and responsibilities of serving on a volunteer board
- To provide insight to and support of topics of interest to the governing board of the Matteson Area Public Library District
- To advocate for the Matteson Area Public Library District

The term of office for this Student Trustee Representative will be:

- The representative will be chosen from students at the Local High School District and/or homeschooled who resides within the library service area.
- The representative will remain in the position until his or her graduation or they no longer reside in the library's service area.
- Any vacancy will be filled with a newly recruited student from the high school district who fits the criteria and qualifications for this position.
- The student must have an interest in the process of governing by a board of the trustees as well as an interest and willingness to actively participate in the decision-making process along with the other trustees.
- The student must be willing to convey opinions of himself, herself or those of the student body to the Board of Trustees and report relevant actions by this board to the student body.
- The student must have a willingness and ability to attend one monthly meeting per month.

The Student Trustee Representatives will:

- Adhere to all the rules and regulations pertaining to Board members.
- Notify the library director if he or she cannot attend a scheduled meeting.
- Review the Board of Trustees Board packet, read materials prior to all regular board meetings.
- Participate in discussions at regular, **open meetings** of the Board when applicable, however, the student representative may not make any motions or vote.

The Student Trustee Representatives serve at the discretion of the Board of Directors and will be removed for the following reasons:

- Failure to fulfill his or her duties.
- Behaviors that the Board deems unacceptable as a member of the Board of Trustees or any action that could harm the image of the Matteson Area Public Library
- Failure to attend meetings on a regular basis.

Article V: Officers

Section 6. Treasurer

All Trustees share the responsibility for the District's financial health. The treasurer makes sure that the Board understands the District's financial policies, reports, and procedures. The Treasurer shall serve as the **Chairperson of Finance and Insurance** committee and working with the Director of the library to keep and maintain accounts and records of the District, indicating therein, a record of all receipts and disbursements and balances in all funds which shall be reported monthly to the Board. (75 ILCS 16/30-45) The Director shall disburse District funds only upon authority of the Board.

- A. The Treasurer in conjunction with the Board of Trustees exercises general authority over Library Funds and reviews procedures and records of the Library. The Treasurer reports the state of the Library's funds and causes an annual Certified Public Audit of the Library's funds. A professional opinion of an accountant authorized to practice public accounting under the laws of the State of Illinois shall be obtained with respect to the **financial status** of the District and the **accuracy of its records**. The annual report and audits provided by the Treasurer/Director shall comply with Section 3 of the Illinois Governmental Account Audit Act (75 ILCS 16/30-45 and 50 ILCS 310/3) The audit shall be reviewed at the end of each fiscal years, and a report shall be filed with the Board by the Treasurer/Director not later than ninetieth (90) day following the completion of that fiscal year.

DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY



SB 3789 (Sen. Morrison, D-Lake Forest/Rep. Carroll, D-Northbrook), now Public Act 102-1088 ([available via this link](#)), creates the Decennial Committees on Local Government Efficiency Act.

The Act requires certain (not all) units of local government to establish a committee within one year after the effective date, and at least once every 10 years thereafter, to study local efficiencies and report recommendations to the county board in which the governmental unit is located. The Act applies to units of local government that may levy any tax, except municipalities and counties.

The Act specifically does not apply to municipalities and counties.

However, the Act applies to units of local government whose governing board may include a municipal appointee, as detailed in Table 1, and units of local government whose operations may be of interest to, or may directly impact, municipalities, as detailed in Table 2.

COMMITTEE COMPOSITION

Each committee shall consist of the following members:

- The president or chief elected (or appointed) official, or their designee, of the governing board of the governmental unit, who shall serve as chair of the committee;
- All elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the chair of the board of the governmental unit, with the advice and consent of the board;
- All chief executive officers or other officers of the governmental unit; and,
- Additional members appointed by the chairperson as he or she deems appropriate.

COMMITTEE DUTIES

The duties of each committee include, but are not limited to, the following:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the state;
- Collect data, research and analysis as necessary to prepare a report that summarizes the committee's work, findings and recommendations with respect to increased accountability and efficiency; and,
- Provide a report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.



Each committee is dissolved upon the submission of its report to the county board until it is reestablished with newly appointed members at least once every ten years.

COMMITTEE MEETINGS

The committee is required to meet at least three times and may meet during a regularly-scheduled meeting of the governmental unit, so long as certain conditions are met.

Specifically, the governmental unit must give a separate notice pursuant to the Open Meetings Act (OMA), the committee meeting must be listed as part of the agenda for the regularly-scheduled meeting and a majority of the members of the committee must be present.

The committee is considered a public body under the Freedom of Information Act (FOIA).

At the conclusion of each meeting, the committee shall conduct a survey of residents who attended and ask for input on the matters discussed at the meeting.

Municipal officials are encouraged to monitor these committees for actions and reports that may be of direct interest to the municipality.

iml.org

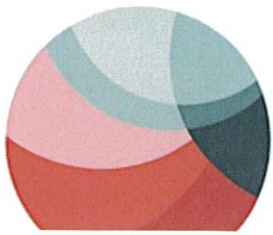
TABLE 1: Units of Local Government Whose Governing Board May Include a Municipal Appointee

Type of Government	Statutory Reference
Airport Authorities	70 ILCS 5/
Cemetery Maintenance Districts	70 ILCS 105/
Civic Centers	70 ILCS 200/
Local Libraries	75 ILCS 5/
Local Mass Transit Districts	70 ILCS 3610/
Mosquito Abatement Districts	70 ILCS 1005/
Municipal Joint Action Water Agencies	5 ILCS 220/3.1
Park Districts	70 ILCS 1205/
Port Districts	70 ILCS 1845/16
Public Health Districts in Towns	70 ILCS 905/
Public Water Districts	70 ILCS 3705/
Rescue Squad Districts	70 ILCS 2005/
River Conservancy Districts	70 ILCS 2105/
Special Recreation Districts	65 ILCS 5/11-95/
Water Authorities	70 ILCS 3715/
Water Commissions	70 ILCS 3720/

TABLE 2: Units of Local Government Whose Operations May Impact Municipalities

Type of Government	Statutory Reference
Drainage Districts	70 ILCS 605/
Fire Protection Districts	70 ILCS 705/
Forest Preserve Districts	70 ILCS 805/
Hospital Districts	70 ILCS 910/
Museum Districts	70 ILCS 1105/
Public Library Districts	75 ILCS 16/
Road Districts and Road and Bridge Districts	605 ILCS 5/6-101 et seq.
Sanitary Districts	70 ILCS 2405/
Soil and Water Conservation Districts	70 ILCS 405/
Surface Water Protection Districts	70 ILCS 3405/
Water Districts	70 ILCS 3710/
Water Reclamation Districts	70 ILCS 2605/





LACONI

May 19

LACONI Trustee Banquet

Join us for the Annual LACONI Trustee Banquet for a evening of networking and conversation with fellow Illinois Library Trustees.

By LACONI Managers & Administrators



23 followers

Follow

When and where



Date and time

Fri, May 19, 2023, 6:00 PM - 11:00 PM CDT



Location

The Nineteenth Century Charitable Association 178 Forest Avenue #1 Oak Park, IL 60301

\$65

Get tickets