

PLAINFIELD AREA PUBLIC LIBRARY  
DECENNIAL COMMITTEE  
MAY 17, 2023  
6:30 P.M.  
SMALL MEETING ROOM

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Discussion Items
  - Introduce members
  - Discuss timeline, assignments, and working report
  - Schedule second meeting date
4. Recommendations for Board Action
5. Adjournment

## DECENNIAL COMMITTEE PROPOSED RESPONSIBILITIES

<p>General Admin / Legal Track</p>	<ul style="list-style-type: none"> <li>• Designation of Whistleblower Auditing Official</li> <li>• All applicable officials have filed statement of economic interests</li> <li>• Designation of Election officer</li> <li>• Sexual harassment prevention training</li> <li>• Bloodborne pathogen</li> <li>• Designation of ADA coordinator</li> </ul>	<p>Lisa Schmidt Alicia Malec Sharon Kinley</p>
<p>OMA Track/IGA</p>	<ul style="list-style-type: none"> <li>• Illinois Open Meetings Act</li> <li>• Policy on public comment</li> <li>• Designation of OMA officer</li> <li>• Schedule of Regular Meetings of the Library Board</li> <li>• Periodic Meetings to Review Closed Meeting Minutes</li> <li>• Board Members OMA Training</li> <li>• Half of IGAs</li> </ul>	<p>Carl Gilmore Vicki Knight Zachary Crowner</p>
<p>FOIA Track/IGA</p>	<ul style="list-style-type: none"> <li>• Illinois Freedom of Information Act</li> <li>• Designation of FOIA Officer</li> <li>• Posting Other Required FOIA Information</li> <li>• List of Types or Categories of FOIA Records under Library</li> <li>• FOIA Officer Training Most recent independent audit</li> <li>• Half of IGAs</li> </ul>	<p>Erika Grotto David McMurtrie Vicky Polito</p>

## DECENNIAL COMMITTEE 2023 TENTATIVE TIMELINE

WHEN	WHAT	WHO
May 17, 2023	Organizational meeting, discuss proposed timeline and responsibilities	Committee, Staff
June 21, 2023	Staff will distribute materials from Section 5 to Decennial Committee	Staff
June 21, 2023 – October 11, 2023	Committee will review items assigned to them from Section 5. Email staff with any questions or clarifications needed before meeting.	Committee
June 21, 2023 – October 11, 2023	Complete sections 3 and 4	Staff
October 18, 2023	Second meeting. Discussion of items from Section 5	Committee, Staff
TBD Dates	Committee will review Sections 3 and 4. Email staff with any questions or clarifications needed before the meeting. Prepare suggestions for section 6.	Committee
TBD Dates	Begin section 6.	
TBD	Third meeting. Discussion of Sections 3 and 4. Update section 6. Prepare final report.	Committee, Staff
TBD	Final meeting to approve report if not approved at third meeting.	Committee, Staff

# REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

## 1 LIBRARY

---

### 1.1 UNIT OF GOVERNMENT SUBMITTING THIS REPORT:

Name of Library: PLAINFIELD AREA PUBLIC LIBRARY

Address: 15025 S ILLINOIS ST PLAINFIELD IL 60544

### 1.2 INFORMATION ABOUT OUR LIBRARY

Our County: WILL / KENDALL

Total libraries in our County: 22 / 9

Service population as of the 2020 census: 79,055

Our annual budget:

Our EAV for FY2023:

## 2 DECENNIAL COMMITTEE

---

### 2.1 COMMITTEE MEMBERS

Board President / Committee Chair	Carl F Gilmore
Trustee	Erika Grotto
Trustee	Vicki M Knight
Trustee	Alicia Malec
Trustee	David McMurtrie
Trustee	Lisa Schmidt
Trustee-elect	Zachary Crowner
Library Director	Lisa Y Pappas
Resident	Sharon Kinley
Resident	Vicky Polito

*Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the*

*Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.*

## **2.2 COMMITTEE DATES (50 ILCS 70/20)**

1	May 17, 2023	Organizational Meeting
2	October 18, 2023	Section 5 discussion
3	TBD	Sections 3, 4, 6 discussion
4	TBD	Approve final report for full board if not completed in meeting 3

## **3 LIBRARY SERVICE**

---

### **3.1 CORE PROGRAMS OR SERVICES OFFERED BY OUR LIBRARY**

### **3.2 OTHER CORE SERVICES/PROGRAMS TO CONSIDER:**

### **3.3 AWARDS AND RECOGNITIONS**

## **4 LOCAL RELATIONSHIPS**

---

### **4.1 INTERGOVERNMENTAL AGREEMENTS**

We partner with or have Intergovernmental Agreements with the following other governments:

ENTITY	SERVICE OFFERED

Our Library's efficiency has increased through intergovernmental cooperation in the following ways:

## 4.2 COMMUNITY PARTNERSHIPS

We partner with the following organizations):

ORGANIZATION	SERVICE OFFERED

## 4.3 LIBRARY PARTNERSHIPS / RESOURCE SHARING

ORGANIZATION	SERVICE / RESOURCE

## 5 ADMINISTRATION

---

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and to determine if any of the foregoing should be amended.

### 5.1 REVIEW OF LAWS

1. Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
2. Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
3. State laws applicable to District Libraries

### 5.2 REVIEW OF LIBRARY POLICIES, RULES AND PROCEDURES

1. Policy on public comment
2. Designation of OMA officer (5 ILCS 120/1.05(a))
3. Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
4. Designation of FOIA Officer (5 ILCS 140/3.5(a))
5. Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
6. List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
7. Designation of ADA coordinator 65 ILCS 5/1-1-12

8. Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
9. Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 et seq.)
10. All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 et seq.)
11. Designation of Election officer

### **5.3 TRAINING MATERIALS**

1. Sexual harassment prevention training (775 ILCS 5/2-109(C))
2. FOIA Officer Training (5 ILCS 140/3.5(b))
3. Bloodborne pathogen (29 CFR 1910.1030)
4. Board Members OMA Training (5 ILCS 120/1.05(b))

### **5.4 OTHER DOCUMENTS**

1. Intergovernmental Agreements
2. Most recent independent audit

## **6 FINAL REPORT**

---

### **6.1 WHAT HAVE WE DONE WELL?**

### **6.2 WHAT ARE OUR NEXT STEPS?**

### **6.3 WHAT OPPORTUNITIES ARE THERE TO PURSUE?**

### **6.4 OUR COMMITTEE'S RECOMMENDATIONS:**

Submitted this day:

Submitted by:

---

Carl F Gilmore  
Chair, Decennial Efficiency Committee

*Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.*