

Office of the Village Clerk FY24 Budget

Executive Overview

The Office of the Village Clerk records the proceedings of all Village Board meetings, including committee and special meetings; maintains all official records of the Village Board (including minutes and ordinances), is the keeper of the Village Seal; and monitors Village compliance with the Open Meetings Act and Freedom of Information Act. The Village Clerk's office also serves as the local election authority and registrar for voters.

FY24 Priorities

- **Digitize Village archives**, including ordinances, resolutions, Board of Trustees meeting agendas and minutes to promote transparency and create efficiencies within the Freedom of Information Act Request process.
- **Increase voter engagement** for municipal elections through voter registration events, facilitating voter education programs and spreading awareness of upcoming elections and volunteer opportunities.
- **Collaborate with the Citizen Involvement Commission** to recruit volunteers to serve on advisory boards, commission and committees.

Office of the Village Clerk – 2023 at a Glance



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Executive Overview

MISSION STATEMENT

Our Purpose is to keep official records in an independently managed and publicly accessible elected office.

Our Business is to provide meticulous and professional records management and to facilitate public participation in open government.

Our Values are to provide gracious, diplomatic customer service and serve with fairness and accuracy.

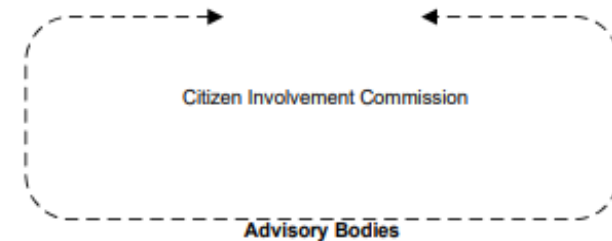
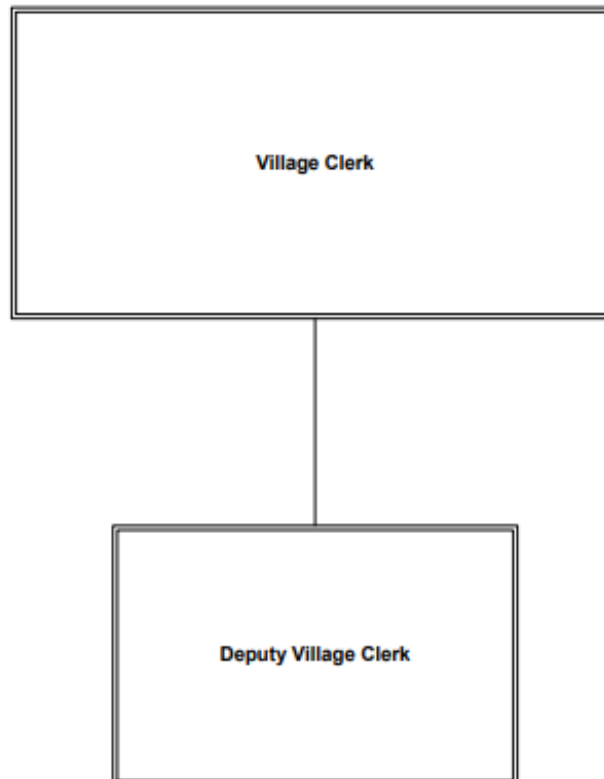
The statutory requirements of the Village Clerk's Office include:

- Attend all meetings of the Corporate Authorities (Village Board) and keep a full journal of its proceedings. 65 ILCS 5/3.1-35-90(a).
- Keep the corporate seal of the Village, and keep all books, records, ordinances, resolutions, and papers belonging to the Village, the custody and control of which are not given to other officers.
- Prepare for and supervise all Village elections. 65 ILCS 5/1-1.8.
- Issue all notices under the Open Meetings Act, including the annual notice and notices of special meetings. 5 ILCS 120/2.02(a).
- Administer oaths. 65 ILCS 5/5-3-9.
- Administer the Freedom of Information Act and the Local Records Act, which provides for the preservation and destruction of public records. 5 ILCS 140/3.5; 50 ILCS 205/4.
- Manage all reports, filings, notices and publications made on behalf of the Village, including the filing of a certified copy of the tax levy ordinance, copies of annexation or disconnection ordinances, copies of subdivision plats and other documents with the county clerk and county recorder. 65 ILCS 5/5-3-2.
- Prepare a certification of the authenticity of the annual report and further attest that it was published or posted as required by state statute. 50 ILCS 305/1.
- Receive service of process in litigation filed against the Village. 735 ILCS 5/2-211.

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Department:

Office of the Village Clerk



Original FY23 vs FY24 Requested Budgets

- **Conferences & Training (p 53) #530650**
 - FY23 \$1,915 vs FY24 \$2,800
 - \$1,300 increase
 - Community-based cohort
- **External Support (p 53) #530667**
 - FY23 \$17,800 vs FY24 *\$74,500
 - *to be included in the next round*
 - \$56,700 increase
 - One-time Digitization project

Office of the Village Clerk FY24 Project

- **One-time Record Digitization project**

Digitization of Board meeting agendas, minutes, Board approved ordinances, resolutions, corresponding agreements and proclamations.

- Transparency & accessibility through enhanced online access
- Preservation
- Efficiencies

Office of the Village Clerk FY24 Project

- [Illinois State Historical Records Advisory Board](#)
 - Funds to assist Illinois archival repositories and government agencies with preserving and making accessible records of historical importance
 - Grants awarded up to \$5,000
 - All grants require a \$1 to \$1 in-kind and/or cash match
 - Application Period: January – March
 - All grant projects will run for one year
 - 2016 Oak Park Public Library awarded \$2,900
 - Implementation of ArchivesSpace, an archives information management application with hosted service and support from Lyrasis. This will ensure that ArchivesSpace will be launched in the most effective way for internal workflows and greatest public access.

Office of the Village Clerk's Budget Overview

Thank you
Questions?