iLEAD Public Library Resources

Illinois Public Library District Annexation Information Gathering Checklist

For Use with Professional Legal Counsel, Library Consultants, and County Filing Officials

Purpose

This checklist consolidates information commonly required to prepare library district annexation petitions, ordinances, notices, maps, acknowledgements, and county filing documents under 75 ILCS 16/15-10, 15-15, 15-25, 15-30, and 15-35. Gather the information below before meeting with your attorney, consultant, surveyor, or county officials.

Important Disclosure

This checklist is provided as an educational resource only and is not legal advice. Illinois annexation requirements vary based on the type of annexation, local circumstances, county practices, and statutory requirements. Libraries should consult qualified legal counsel and other professional advisors before taking action.

1. Library Information

■ Library district name

■ County or counties involved

■ Library mailing address

■ Library contact person, phone number, and email

■ Library board president and secretary names

■ Applicable annexation statute or annexation method (if known)

2. Property Information

■ Street address(es) of territory

■ Parcel Identification Number(s) (PINs)

■ Legal description for each parcel

■ Current property use

■ Plat, survey, or subdivision information

■ Map showing property boundaries and library district boundaries

■ Confirmation that territory is contiguous to the library district

3. Property Ownership Information

■ Owner name(s) exactly as shown on deed

■ Mailing address of each owner

■ Contact information for owners

■ Copy of deed or ownership documentation

■ Notarized signatures if required

4. Voter and Residency Information

■ Whether legal voters reside on the property

■ Number of residences, if any

■ Documentation supporting voter status when required

■ Whether the territory currently receives tax-supported library service

5. Municipal and Jurisdictional Information

■ Municipality name (city or village)

■ County name

■ School district (if referendum annexation is contemplated)

■ Road district, township, or highway jurisdiction information if applicable

■ Whether the territory lies within another library district

6. Mapping and Survey Documents

■ Current survey or plat

■ GIS map or county parcel map

■ Map identifying territory to be annexed

■ Map suitable for recording with the County Clerk and Recorder

■ Any preliminary subdivision plats

7. Annexation Type Documentation

■ Individual parcel annexation

■ Multiple parcel annexation

■ Voluntary owner petition

■ 60-day notice annexation

■ Municipal property annexation

■ Street or highway annexation

■ Referendum annexation (if applicable)

8. County Filing Information

■ County Clerk contact information

■ Recorder of Deeds contact information

■ Recording requirements

■ Recording fees and filing deadlines

■ Required map format and certification requirements

9. Board Action Information

■ Board meeting date(s)

■ Agenda posting dates

■ Public comment opportunities

■ Ordinance numbers

■ Adoption dates

■ Certification of board actions

10. Supporting Documents to Share with Counsel

■ Existing library district boundary maps

■ Previous annexation ordinances

■ Petitions received from property owners

■ Municipal annexation records

■ Surveyor reports

■ County GIS information

■ Relevant correspondence and notices

Professional Consultant Preparation Packet

Before your consultation, organize documents in the following order: Library information, property ownership documents, legal descriptions, maps and surveys, municipal records, draft petitions, notices, and any previous annexation materials.

Recommended Questions for Your Consultant

■ Which annexation method is most appropriate?

■ Are there voter, notice, or referendum requirements?

■ What county-specific filing requirements apply?

■ What maps or surveys must be prepared?

■ What recording documents must be filed after adoption?

■ What timeline should the library follow?