



Warrenville Public Library District

28W751 Stafford Place, Warrenville IL 60555-3002 • 630/393-1171 • warrenville.com

WARRENVILLE PUBLIC LIBRARY DISTRICT
Meeting of the Decennial Committee on Local Governmental Efficiency
Pursuant to Public Act 102-1088
Wednesday, February 21, 2024, 6:30 p.m.
Location: Library Meeting Room

This meeting will be broadcast live online at: <https://us02web.zoom.us/j/87362469620>. The public may also listen to the meeting by calling 312-626-6799 and entering the Meeting ID number 873 6246 9620. (There is no participant ID or password.)

Public comments may be shared in person at the meeting or emailed to trustees@warrenville.com. Please use the subject line to indicate the email is a public comment for the Board Meeting. Emailed comments will be read during the meeting if they include the commenter's first and last name, are received at the above email address prior to the meeting's start time, are no more than 500 words in length and are free of any abusive or obscene language. While the Board appreciates all questions and comments, they will not respond at the meeting, but may choose to do so at a later time.

AGENDA

1. Call to order
2. Roll Call
3. Approval of the agenda **(ACTION)**
4. Public comments
5. New Business
 - a. Approve Minutes of the October 18, 2023 Decennial Committee Meeting **(ACTION)**
 - b. Review & approve final report for submission to DuPage County **(ACTION)**
6. Survey members of the public in attendance for matters discussed at this meeting of the Warrenville Public Library District's Decennial Committee on Local Governmental Efficiency
7. Adjournment **(ACTION)**

5a. APPROVE MINUTES

Approve Minutes of the October 18, 2023 Decennial Committee Meeting
(ACTION)

Suggested motion: Move to approve the minutes of the October 18, 2023 meeting of the Decennial Committee on Local Governmental Efficiency.



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Meeting of the Decennial Committee on Local Government Efficiency
Wednesday, October 18, 2023, 6:30 p.m.

MINUTES

1. Call to order – Chair DuRocher called the meeting to order at 6:32 pm.
2. Roll Call

Attending: Executive Director Stuhlmann, Resident Arlowe, and Trustees DuRocher, Picha, Richardson, Schmidt and Stull

Absent: Trustee Lezon; Trustee Warren, Resident Ruzicka

3. Approval of the agenda **(ACTION)**

MOTION: Trustee Stull moved to approve the agenda as presented. Trustee Richardson seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Lezon, Trustee Warren, Resident Ruzicka

Motion carried

4. Public comments – None

5. New Business

- a. Approve Minutes of the May 17, 2023 Decennial Committee Meeting **(ACTION)**

MOTION: Trustee Schmidt moved to approve the Minutes of the May 17, 2023 Decennial Committee Meeting. Trustee Stull seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Lezon, Trustee Warren, Resident Ruzicka

Motion carried

b. Review compiled information & preliminary draft of final report (discussion)

Executive Director Stuhlmann and committee members reviewed section by section the data he had collected and compiled into a draft report.

In Section IV, committee members suggested adding Movie Matinees to Programs & Events, Self-Checkout Stations to Technology, and Museum Passes to Collections.

In Section V, committee members suggested adding the awards the Library has given to its Members, including for Summer Reading programs. ED Stuhlmann replied that while that is a nice thought, he doesn't think that is really the intent or focus of the Awards section, and that it is about the awards that the Library has received.

In Section VI, there was a question about the parking across the street on Stafford Place and whether the Library had an IGA regarding it. No one could remember exactly, and ED Stuhlmann stated that he had not come across any paperwork or mention of that during his research.

In Section VI, it was also suggested that the "couple of IGAs and a memo of understanding" with the City needed more clarifying details.

In Section VIII, under the FOIA section, ED Stuhlmann suggested that the Library's FOIA information on the website should be more robust. Committee members suggested fixing this before completing the final Decennial report.

In Section IX, it was suggested that board games and the community puzzle table be added to the list of expanded program offerings.

In Section X, it was suggested that for next steps we might add a section to our Strategic Plan for continual review of our efficiencies.

In Section XI, it was suggested that we could add exploring the potential of green initiatives or other building projects that might help reduce waste and energy costs.

6. Set date for next meeting of the Warrenville Public Library District's Decennial Committee on Local Governmental Efficiency (**ACTION**)

MOTION: Trustee Stull moved to approve February 21, 2024 at 6:30 pm as the date for the next meeting of the Warrenville Public Library District's Decennial Committee.

Meeting. Trustee Picha seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Lezon, Trustee Warren, Resident Ruzicka

Motion carried

7. Survey members of the public in attendance for matters discussed at this meeting of the Warrentville Public Library District's Decennial Committee on Local Governmental Efficiency

There were no members of the public to survey.

8. Adjournment (**ACTION**)

MOTION: Trustee Stull moved to adjourn the meeting at 7:01 pm. Trustee Richardson seconded.

Voice vote:

Ayes – all

Nays – none

Absent – Trustee Lezon, Trustee Warren, Resident Ruzicka

Motion carried

Respectfully submitted,

Jason Stuhlmann, Executive Director

Warrentville Public Library District

5b. NEW BUSINESS

Review & approve final report for submission to DuPage County **(ACTION)**

Suggested motion: Move to approve the final report of the Warrenville Public Library District's Decennial Committee on Local Governmental Efficiency for submission to DuPage County.

In the packet is a final draft of the report for your review. In addition to the changes and suggestions from October's meeting, the following updates have been made to the report:

- **Section VI: Partnerships & Intergovernmental Agreements** – I clarified the details of some of the items in this list, and also added our two new upcoming IGAs for the Alibrijes artwork and social media archival.
- **Section VIII: Review of Laws, Policies, Rules and Procedures, and Other Documents** – After October's meeting, I updated the posting of FOIA information on our website to include all the required information.

I also added the annual Interlibrary Loan Survey to the State Requirements Section.

- **Section IX: What We Have Done Well** – I added a new category of Staff Benefits. This highlights the improvements of benefits to increase staff retention, satisfaction and engagement, all helping to better serve the community.
- **Section X: What Inefficiencies Have We Identified / What Are Our Next Steps** – I updated this section with the previously mentioned FOIA information, but also added two new ideas that, while not necessarily inefficiencies, are certainly two items that can help us better serve the community and ourselves.
- **Section XI: What Can We Do Better or More Efficiently?** - I added two sections, one for exploring building improvements and green initiatives, and a second for reviewing and updating internal procedures.

As stated in our last meeting, this is a comprehensive list of all the services we provide and the value we bring to the community, all while meeting laws and requirements from the state and other organizations. While there is always room for evaluation, changes, and improvements, I generally think we are fiscally responsible and are good stewards of our taxpayers' money.

I believe we have covered all the bases, and that the report is complete and ready for approval. But please tell me if you have final comments or suggestions to add to the report.

Warrenville Public Library District

Decennial Committee on Local Government Efficiency

Report compiled February 21, 2024 by Executive Director Jason Stuhlmann

I. Unit of Government Submitting This Report

Warrenville Public Library District
28W751 Stafford Place
Warrenville, IL 60555

II. Information About Warrenville Public Library District

- We are located in DuPage County. There are over 30 public libraries in DuPage County.
- As of the 2020 Census, the Library serves a population of 14,096.
- We have 27 library employees (not including trustees).
- The library's FY24 working budget is \$2,564,868.
- The library's EAV for 2022 is \$589,288,190.

III. Committee Information

Committee Members:

- Library Trustees:
 - Barbara DuRocher (President)
 - Sandy Lezon
 - Jerri Picha
 - Jill Richardson
 - Connie Schmidt
 - Heather Stull
 - Rick Warren
- Executive Director
 - Jason Stuhlmann
- Appointed Members of the Public
 - Resident Cindy Ruzicka
 - Resident Amy Arlowe

Committee Meeting Dates:

- May 17, 2023
- October 18, 2023
- February 21, 2024

IV. Core Programs & Services

Our library offers the following core programs & services:

- Professional Staff that can create, develop, and maintain collections, programs, outreach, and other services and resources that benefit the community. Staff also assist community members in accessing these services and resources, as well helping with other questions and needs that arise.
- Collections
 - Physical books, audiobooks, magazines, video, music
 - Digital books, audiobooks, magazines, video, music
 - Tech to Go items including hotspots, laptops, items for home maintenance, travel items, accessories for phones and computers, audio and visual items, and more
 - Games, puzzles, learning kits for children
 - Access to consortium of 100+ libraries and their collections
 - Museum Adventure Passes available for suburban attractions
- Digital Resources
 - Databases and resources for research & article searching, language learning, finance, literacy, science, news, vocational & career, hobbies & crafts, test prep, and more
- Programs & Events
 - Story times
 - STEAM programming for youth
 - Music concerts
 - Technology classes
 - Craft and game programming
 - History, genealogy, finance, etc. programming
 - Teen programming
 - Book clubs and reading programs
 - Movie Matinees
- Reservable Study Rooms and Meeting Rooms
- Technology
 - WiFi
 - Internet computer access
 - Printing, scanning, faxing
 - Self-Checkout stations
- 1-on-1 Librarian Help
- Community Engagement
 - Participation in community events & celebrations
 - Support of local schools, with focus on literacy
 - Outreach to seniors and Spanish-speaking residents
- Homebound Delivery & Curbside Pickup

Other programs or services we could possibly provide:

- Citizenship courses

- Customer services
 - DMV vehicle sticker
 - Notary
 - Passport
- Makerspace (which we are planning on doing)
- Better visibility of Spanish and Large Type collections
- EV Charging in the parking lot

V. Awards & Recognitions

Our library has received the following awards, distinctions, and recognitions:

- Warrenville Friends of the 4th Parade 2018: Judge's Participation award
- Warrenville Friends of the 4th Parade 2019: Parade Winner
- Earned SCARCE's "Earth Flag" recognition in June 2012 for efforts towards recycling, planting, etc.

VI. Partnerships & Intergovernmental Agreements

We have partnered with or have/had Intergovernmental Agreements with the following entities:

Entity & Agreements:	Services:	Benefits:
City of Warrenville		
IGA for Bob Walters Commons	Improvement, maintenance, and use agreement for the property on the common area between the Library and City Hall, allowing each to do programs and events on the commons area, such as our annual summer concerts.	While hard to put a monetary value on this agreement, our concerts draw between 200-450 people, and so having this space for the concerts is invaluable in providing a popular, loved program during the summer months.
IGA for loan of art	The Library receives a piece of artwork on loan for public display.	Provided by the Tourism & Arts Commission, this contributes to the goal of having interesting art around the City for the community to enjoy and helps strengthen Library as a destination place.
IGA for sharing of social media archival	The City and Library will share an account for archiving social media content.	As government entities, this helps both parties keep a public record of their social media & engagement. Rather than two separate burdens, this creates a cost-sharing opportunity to save tax-payer money.

IGA for Equipment sharing	Allows each City and Library to borrow needed equipment from the other for free, based on permission.	Renting lifts for high spaces can cost ~\$500 a day, or \$1000 weekly, so being able to borrow from the city on occasion saves the library on this expensive rental cost. Also avoids unnecessary expensive equipment duplication when the library's need is not that frequent and the City has this equipment already.
TIF Districts	The City provides the Library with TIF District annual disbursements in lieu of full value property taxes for those developments for the duration of the TIF.	While the Library is entitled to this money under the IL TIF Act, the City is very cooperative and has provided tens of thousands of dollars and will continue to do so. This is beneficial for the library's budget until it can realize the full tax value once the TIF is over.
Hotel Tax Grant	The City's Tourism & Arts Commission awards the Library, along with other applicants, a hotel tax funded grant each year that pays for the Library's popular outdoor summer concerts and indoor winter Sunday matinee concerts.	This grant has provided between \$10-15k each year since 2007 to put on these concerts. The outdoor concerts draw between 200-450 people, and the indoor concerts draw between 30-60 people. So having this funding enables the library to provide these popular, loved programs.
IGA for Developer Donations	The City distributes portions of developer cash contributions donated in lieu of land for library purposes to the District from time to time.	This has provided the Library with tens of thousands of dollars that it would not have otherwise seen.
Transfer of Land	The Library gave a small transfer of land where a fire hydrant and light post are located.	This means the City can better control and maintain those utilities, and the Library does not need to worry about them.
Utility Easement	The Library grants the City an easement so that the City can maintain streetlights and other underground utilities.	This allows the Library to have working streetlights without having to maintain them, which saves the library thousands of dollars over the long term.
Resolution of Understanding with City	Resolution and agreement for transfer and swap of tiny parcels of adjoining land with the city for future development.	This land swap allowed the City to better package and sell vacant formerly industrial land to a developer to build single family homes, creating a nicer neighborhood.
Resolution of Agreement with City and Airhart Construction	Agreement to cooperate with the City and Airhart Construction to develop land.	This allowed for easier development of land next to the library to grow more neighborhood and create more tax revenue for the library.

Temporary Construction Easement Agreement	Construction easement for development after above land swap and sale of land.	This allowed for easier development of land next to the library to grow more neighborhood and create more tax revenue for the library.
IGA for storm drainage work	IGA for storm drainage work between Library and developer property.	This allowed for the development of land next to the library to grow more neighborhood and create more tax revenue for the library.
LIMRiCC (Library Insurance Management and Risk Control Combination)		
IGA for Insurance Membership	Participation in pool of health insurance for libraries, which offers a better discount than if we secured insurance on our own.	Being part of a large pool that regularly evaluates prices so that the group has the best policies saves the library thousands.
SWAN (System Wide Area Network)		
IGA for SWAN Membership	SWAN membership provides our public online catalog with access to over 8 million items, inter-library loan services & delivery, circulation software, support, e-commerce, reporting, and other library services.	As part of this IGA we do pay membership, but this membership, as stated previously, provides a lot. As a smaller library, having access to over 8 million items from 100 libraries is invaluable in providing more resources and a better experience for our residents.
Libraries of Illinois Risk Agency (LIRA)		
Insurance Membership	Participation in pool of liability insurance for libraries, which offers a better discount than if we secured insurance on our own.	Being part of a large pool that regularly evaluates prices so that the group has the best policies saves the library thousands.
eMedia Library – Libby/Overdrive		
Membership in eBook consortium	Membership with 23 other libraries provides access to a shared pool of eBooks and other digital material.	Membership provides access to vastly more eBooks and other digital material than the library would be able to afford on its own, thus creating a better experience for our residents.
Reaching Across Illinois Library System (RAILS)		
Membership in library system	Free membership provides inter-library loan services & delivery, continuing education opportunities, group package purchasing	Belonging to RAILS is part of being an Illinois library and being part of a larger community of resources and support.

	discounts, professional resources, etc.	
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Our library's efficiency has increased through local and regional intergovernmental cooperation in the following ways:

- By working with local government on various grants and other alternative funding, the library is able to provide additional popular programs that we would not otherwise be able to afford.
- By working with local government on various intergovernmental agreements, the library over time was able to find the land to grow and expand as necessary, while also allowing the city the opportunity to more effectively expand residential homes and grow the community. The library and city also benefit in cost savings by sharing space, tools, and resources.
- By belonging to various library insurance pools offering discounts, the library has been able to stay insured and offer insurance to staff while saving thousands of dollars every year.
- By belonging to various library consortiums, the library can provide access to collections, databases, and resource sharing for the community that we would otherwise not be able to provide. With millions of books and other library material made available, these partnerships are invaluable. In addition to better serving the community, these partnerships also provide numerous professional resources and support that we would otherwise not have access to.

VII. Community Partnerships

We partner with the following organizations:

Entity & Agreements:	Services:	Benefits:
Immanuel Presbyterian Church Food Pantry	The library collects food and other items needed for the local food pantry, which supports the local residents in need.	This benefits the community by helping support those in need.
School District	Staff support teachers and students with classroom collections for projects, as well as booktalking, literacy promotion, story times, and library tours.	This helps support teachers with their curriculum for the local students, as well as generally promoting literacy, reading, and all the books, programs, and other resources the library has available than can benefit students.
Park District	Allows library staff to conduct story times at the parks, along with working jointly on other events	Both library and park districts aim to educate and entertain, so working together to conduct events towards that goal is a wonderful partnership.
Various local multi-family residence locations	Staff promote the library, its resources, and all the benefits of having a library	This benefits those residents in that they get informed about the resources available to them at the library.

	card. Staff have also run book clubs at some of the locations.	
Starbucks	Allows library staff to conduct story times at their location.	This allows the library to offer something a little different and hopefully reach a different part of the community, while at the same time bringing a local business some customers.
Laundry City Express	Allows library staff to conduct Literacy at the Laundromat Story Times at their location.	This allows the library to offer something a little different and hopefully reach a different part of the community, while at the same time bringing a local business some customers.
Wheaton Warrenville Early Childhood Collaborative (WWECC)	The library has received grants and funding for programming.	This has allowed the library to pay for children's concerts, literacy programs, and other programming that educates and entertains children and families.
City of Warrenville	Intergovernmental meetings, collaboration on events, and other community involvement	This has allowed the library to stay informed about the community and have a voice in various initiatives. It also allows the library to participate in city events, showing community involvement. It has also allowed city organizations to be involved in and help enrich library programming, such as our annual Ofrendas for Day of the Dead program, where the Fire Department, Park District, and Middle School were some of the participants.
CAC (Community Advisory Council)	Outreach with this organization allows for programming and volunteer opportunities for teens.	Partnering with a community organization allows for more opportunities to reach teens, which can be a difficult audience to engage.
Various business and organizations	Summer Reading Program sponsorship	Annual sponsorship helps the library save some money and be able to provide some fun and interesting incentives and rewards for literacy programs. Some recent partners included: Main Event, DuPage Children's Museum, Park District, Honey Baked Ham Company, Brookfield Zoo, Chicago Red Stars, Classic Cinemas, Kane County Cougars, Kuipers Family Farm, British Swim School, Eagle Academy of Martial Arts.
Head Start	Library supports the organization with story times, space needs, etc.	The Head Start program assists young children in need, so supporting this organization helps achieve the library's goal of supporting the community and increasing literacy.

Our library's efficiency has increased through these local partnerships in the following ways:

- Partnerships with schools, local businesses, and other organizations allow us to better reach members of the community that may not always be aware of the library and its services. Additionally, it provides the library with opportunities to provide literacy and other educational programming and services to the community's teens and youth. This is a great educational/societal value rather than monetary value.
- Partnerships with local businesses and organizations to sponsor programming, such as summer reading, is valued in the thousands of dollars for all the discounts, tickets, and experiences that these partners are willing to provide as incentives.
- Many of these partnerships do not bring monetary value or efficiency to the library, but rather bring societal value to the community as we support each other in our endeavors to serve and provide for the community. Having multiple agencies assisting each other can bring greater exposure and awareness of the organizations, the services and resources they offer, and the goals they are trying to achieve.

VIII. Review of Laws, Policies, Rules and Procedures, and Other Documents

We reviewed the following non-exhaustive list of laws, policies, rules and procedures, and other documents applicable to the library to evaluate compliance and determine if any of the following should be amended.

Item Reviewed	Tracking: Date/Time
Illinois Open Meetings Act (5 ILCS 120/1 et seq.)	
<ul style="list-style-type: none"> • Policy on Public Comment 	Included in Library Board By-Laws: Article VII, Section 11
<ul style="list-style-type: none"> • Designation of OMA Officer (5 ILCS 120/1.05(a)) 	Currently 1 trustee + library director
<ul style="list-style-type: none"> • All board members have completed OMA training (5 ILCS 120/1.05(b)) 	All board members complete OMA training when elected, and OMA Officer + library director refresh training every year.
<ul style="list-style-type: none"> • Schedule of regular meetings of the library board (5 ILCS 120/2.03) 	An ordinance fixing regular meetings is passed by the board every December.
<ul style="list-style-type: none"> • Periodic review of closed meeting minutes (5 ILCS 120/2.06(d)) 	A review of closed meeting minutes is done twice a year, most recently in March & August of 2023.
<ul style="list-style-type: none"> • IMRF total compensation packages (5 ILCS 120/7.3) 	The public disclosure of total compensation packages are approved annually by the board and posted on the library's website.
Illinois Freedom of Information Act (5 ILCS 140/1 et seq.)	
<ul style="list-style-type: none"> • Designation of a FOIA Officer (5 ILCS 140/3.5(a)) 	The Library Director and Assistant to the Director are designated as the library's FOIA Officers.
<ul style="list-style-type: none"> • FOIA Officer training (5 ILCS 140/3.5(b)) 	Both FOIA Officers take training every year.
<ul style="list-style-type: none"> • Computation and retention of FOIA requests (5 ILCS 140/3.5(a)) 	Request dates, deadlines, communications, and responses are all recorded and filed until our Records Retention Certificate allows for disposal.

<ul style="list-style-type: none"> • Posting other required FOIA information (5 ILCS 140/4(a)); (5 ILCS 140/4(b)) 	The website posting for FOIA was updated in 2023 to include all required information.
<ul style="list-style-type: none"> • List of types or categories of FOIA records under library control (5 ILCS 140/5) 	The website posting for FOIA was updated in 2023 to include all required information.
Designation of whistleblower auditing official (50 ILCS 105/4.1)	
<ul style="list-style-type: none"> • Designation of whistleblower auditing official (50 ILCS 105/4.1) 	The Library-Director and appointed Board Ethics Advisor serve as the whistleblower auditing officials.
Statements of Economic Interest	
<ul style="list-style-type: none"> • All applicable officials have filed Statements of Economic Interest (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 <i>et seq.</i>) 	All trustees and library managers annually file Statements of Economic Interest.
Sexual harassment training 775 ILCS 5/2-109(C)	
<ul style="list-style-type: none"> • Staff 	All staff annually complete sexual harassment training.
<ul style="list-style-type: none"> • Trustees 	Trustees annually complete sexual harassment training.
Library budget and financial documents	
<ul style="list-style-type: none"> • Working Budget 	Annually approved by the Board and posted to the library's website.
<ul style="list-style-type: none"> • Tentative Budget & Appropriation Ordinance 	Annually approved by the Board, posted to the library's website, submitted to DuPage County.
<ul style="list-style-type: none"> • Budget & Appropriation Ordinance 	After public hearing, annually approved by the Board, posted to the library's website, submitted to DuPage County.
<ul style="list-style-type: none"> • Tax Levy Ordinance 	After public hearing, annually approved by the Board, posted to the library's website, submitted to DuPage County.
<ul style="list-style-type: none"> • Annual Statement of Receipts & Disbursements 	Annually approved by the Board and posted to the library's website.
<ul style="list-style-type: none"> • Annual Financial Report 	Annual audit performed by an outside auditing firm. Annually approved by the Board, posted to the library's website, submitted to DuPage County.
State ethics laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 <i>et seq.</i>)	
<ul style="list-style-type: none"> • Gifts to staff and trustees 	Library Policy #235 Gifts, Donations, Sponsorships – In addition to donations and sponsorships, discusses acceptable and unacceptable gifts to staff and trustees.

<ul style="list-style-type: none"> Political activities and gifts 	Library Policy #450 Regulating political activities and the solicitation and acceptance of gifts – Discusses prohibited political activities and banning of gifts, and states that the library board shall have an ethics advisor, which is appointed every 2 years.
State Library Requirements & Grants	
<ul style="list-style-type: none"> Per Capita Grant 	The library annually reviews the <i>Serving Our Public 4.0: Standard for Illinois Public Libraries</i> and completes the application for the Illinois Per Capita Grant.
<ul style="list-style-type: none"> Illinois Public Library Annual Report (IPLAR) 	The library annually reviews and completes the required IPLAR report.
<ul style="list-style-type: none"> Illinois Interlibrary Loan Survey 	The library annually completes this survey detailing our interlibrary loan participation.
Reaching Across Illinois Library System (RAILS) Annual Requirements	
<ul style="list-style-type: none"> Annual Library Certification 	The library annually completes RAILS' required online library certification.
<ul style="list-style-type: none"> Annual Non-Resident Library Card Participation 	The library board annually approves its method and participation for non-resident library cards, and submits to RAILS.
Other State laws applicable to libraries	
<ul style="list-style-type: none"> Public Act 103-0100 amending (75 ILCS 10/1) and (75 ILCS 10/3) 	In accordance with this law, the library supports intellectual freedom and as has adopted the following statements as part of its Policy #240 Collection Development Policy: ALA Freedom to Read Statement, ALA Library Bill of Rights and the American Film and Video Association Freedom to View Statement.

IX. What We Have Done Well

Savings & Building Projects

Between maximizing revenue and spending responsibly each year, the library was able to save enough money over several years to do major needed renovations in 2017 without having to go to referendum. The result is a beautiful building, updated to better appeal to and serve the residents. We are very proud of this project and how it was achieved, and continue to use our budget and savings wisely to keep the building well maintained so that it still appears brand new six years later.

Joining Groups for Increased Efficiency & Savings

Over the years the library has tried to find ways to be fiscally responsible to maximize spending compared to the services received:

- In 2015 the library joined LIMRiCC, an insurance pool of libraries that was able to save the library money while increasing/improving the health insurance benefits offered to staff.
- In 2020 the library joined SWAN, a consortium of 100+ libraries sharing an online catalog and delivery services. This move increased the amount of easily attained library material up to over 8 million items. This was a huge improvement in our services for the community.
- In 2022 the library joined LIRA, an insurance pool of libraries that was able to save the library money while increasing/improving the necessary liability insurance carried by the library.

Expanded Services for Library Members

As mentioned above, the library greatly increased its services to the community by joining SWAN. This expanded access to over 8 million items with a user-friendly catalog, with increased and faster delivery.

Over the years the library has also worked to make other improvements and expand services:

- The library went fine free in 2020, eliminating the extra, unnecessary taxing of our users.
- During the pandemic lockdown the library added curbside pickup of library material, which we continue to offer today as an added convenience.
- In recent years, we added home delivery, a way to bring the library services to those unable to leave their home and come to the library.
- With the help of the City, the library was able to apply for the Hotel Tax Grant to create both an outdoor and indoor concert series and have an IGA that allowed the library to use the space between the library and city hall to conduct the concerts. This is a hugely popular program.
- Over the last decade the library has also expanded its program offerings,
 - Increase STEAM programs, including robotics, computer programming, circuitry, etc.
 - Increased gaming programs aimed at teens and adults, including a board game collection and community puzzle tables
 - Tech programs and one-on-one sessions for assisting library users with technology
 - New literacy focused reading programs, including Winter Reading, 1,000 Books Before Kindergarten, 100 Books Before High School, and Read to the Dogs
 - More culturally focused programs to appeal to our growing Hispanic population, including Day of the Dead, Las Posadas, and other celebrations

- Computer classes in Spanish
- Teen and tween advisory groups to increase input, engagement, and volunteering
- The library has kept up with the expanding digital world and years ago added, and continues to maintain and grow, our eBook platforms and offerings with Libby/Overdrive and Hoopla. We also have cultivated a solid list of online resources and databases for research and learning.
- With the 2017 building project mentioned above, we were able to add additional internet computers for the public, new printing/scanning/faxing technology, self-checkout machines, an interactive play area for young children, dedicated space for teens, additional study rooms, a cozy and quiet space for adults, and more.

Staff Benefits

Continual staff turnover can be costly and time-consuming to address. To address this, in recent years the Library Board has supported increased benefits for staff, including making all positions able to receive sick time, annual leave, floating holidays, and retirement contributions. Additionally, for staff earning insurance, cost-sharing has increased to alleviate the burden on staff. The board has also been committed to having salaries keep up with cost-of-living increases each year. The positive changes help with staff retention, satisfaction and engagement, allowing for better service for our community.

Transparency

The library is diligent in having its FOIA officers refresh their training annually, and are always responsive to requests, responding within the required timeframe. The library is also diligent in having its OMA officers refresh their training annually and uses its website to post all agendas, meeting packets, minutes and video recordings of the meetings. The library also posts all its policies, ordinances, and other financial information on the website to make it readily available to the public.

X. What Inefficiencies Have We Identified / What Are Our Next Steps

As part of this Committee's process of evaluation, we identified:

- Our website posting of FOIA information needed updating, which has since been accomplished.
- It has been suggested that the Library needs to explore potentially better ways of serving teachers and staff of schools, daycares, etc. with respect to group/classroom loans. This is a challenge to find effective solutions while staying within the constraints of Illinois library law but is crucial for supporting local educational institutions.
- Many of our procedure manuals for different departments (circulation, acquisitions & cataloging, administrative assistant, etc.) are currently under the long, slow process of being reviewed and updated. While this was previously identified as a need, and is already being addressed, this Committee's review reinforces the importance of having up-to-date procedures to improve the efficiencies of workflow and staff training.

Beyond the above items, the Committee has identified no substantial deficiencies or important areas of significant improvement pertaining to the material reviewed.

XI. What Can We Do Better or More Efficiently?

The Warrenville Public Library District is always looking for the most efficient and cost-effective way to manage its building, collections, programs, and services. While we feel there are no significant improvements we can make at this time, we can do more regular reviews, as time permits, such as:

Review Contracts

To continually ensure the library is being efficient and fiscally responsible, administration could do more frequent reviews of the library's contracts for cleaning, landscaping, snow removal, HVAC, and other services to see if there is potential for finding better prices and service, or to possibly engage in more service and cost sharing with the City.

Investigate Additional Funding Sources

The library can more frequently investigate alternative funding sources available for building projects, collections, programs, and services. While alternative funding is not always consistently available, attempting to find additional funding sources helps to supplement and maximize the use of tax dollars.

Explore Building Improvements and Green Initiatives:

Warrenville is very environmentally focused, with several forest preserves surrounding the city. The library can explore more options for green initiatives and building improvements that could increase energy efficiency, lower our environmental and ecological impact, and generally support the community in its green efforts.

Update Internal Procedures:

To ensure the proper training of staff, and therefore ensure good service to the community, the library can continue to review and update its internal procedure manuals to ensure that information and workflows are up-to-date, and processes are as efficient as possible.

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed studies on local government efficiency, including:

- "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016)
- "Illinois Leads the Nation in Local Governmental Units" - LINK vol. 12, issue 6 (2021), published by the Illinois Farm Bureau
- "An Inventory of Local Governments in Illinois" by The Civic Foundation (2021)

These studies show that Illinois has the largest amount of local governmental units in the nation, lending towards Illinois taxing, spending, and borrowing more than other states. Due to the high number of government units, it can often be confusing as to what agencies perform what services, and where the taxpayers' money goes.

While these are valid concerns but should not apply to libraries. Libraries do provide unique collections and services that save taxpayers thousands of dollars were they to purchase these items on their own. Libraries provide books, video, music, internet service, computer access, literacy, skills building, career and social assistance, and other services that many people either cannot afford or don't have the skills for, and we provide it in a centralized, community-focused organization with professional staff with the service-oriented drive and skills to provide these services and wear these many hats.

XIII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency

While this committee believes the Warrenville Public Library District has good accountability and efficiency, and that it does an excellent job of managing the tax revenue it receives to provide valuable services to the community, there are always ways to fine-tune and improve.

Continual evaluation of contracts and services for the building and administration of the library is important to ensure that the library is using the most affordable and effective means of running the organization.

More regular and detailed evaluation of collections, programs, services and procedures may also help to ensure staff are maximizing the return on investment of time and money spent trying to serve the community, and determine what changes are needed.

To continue to maximize fiscal responsibility and grow services to the community, the library should always be exploring additional funding sources, new partnerships, and additional services, all to help add, supplement, and consolidate our efforts.

Report Submitted by:

Barbara DuRocher, Chair
Decennial Committee on Local Government Efficiency

Date of Committee Approval of Report: _____

6. SURVEY MEMBERS OF THE PUBLIC IN ATTENDANCE FOR MATTERS DISCUSSED AT THIS MEETING

Surveying the public at the end of each meeting is one of the requirements set by the statute.

Survey:

1. Did you have any questions regarding what we discussed at today's meeting?
2. Do you have any other input or comments regarding what we discussed at today's meeting?