



WEST CHICAGO PUBLIC LIBRARY DISTRICT

MEETING AGENDA
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY
MAIN PROGRAM ROOM
MONDAY, FEBRUARY 26, 2024
6:00 PM

Any person needing an accommodation for a disability in order to attend a meeting at the Library should contact the Administration Office by telephone at (630) 231-1552, by email at admin@wcpld.info or in writing, not less than five (5) working days prior to the meeting.

- A. Call to Order
 - B. Roll Call
 - C. Approval of the Minutes
 - 1. November 27, 2023
 - D. Recognition of the Public
 - E. Public Comments -- Limited to 3 Minutes
 - F. Agenda – Additions/Deletions
 - G. Unfinished Business
 - H. New Business
 - 1. Decennial Committee Report
 - 2. Establish Date and Time for Next Meeting
 - I. Adjournment
- ACTION
ACTION



WEST CHICAGO PUBLIC LIBRARY DISTRICT

DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY
MAIN PROGRAM ROOM
MONDAY, NOVEMBER 27, 2023

MEETING MINUTES

A. Call to Order

The meeting was called to order at 6:02 p.m. by Pat Weninger, President

B. Roll Call

PRESENT: Pat Weninger, President, Corrine Jakacki-Dattomo, Treasurer, Diane Kelsey, Secretary, Richard Bloom, Trustee, Laura Finch, Heidi Kuharich, Melissa Spyrison, Community Members.

ABSENT: Frank Fokta, Vice-President, Scott Grotto, Maureen Navadomskis, Trustees.

C. Approval of Minutes of September 25, 2023, Decennial Committee

Motion to approve made by Jakacki; Bloom seconded. Motion passed.

D. Recognition of the Public

Community member Mary Seidel

E. Public Comments – Limited to 3 minutes

None

F. Agenda - Additions/Deletions

None

G. Unfinished Business

None.

H. New Business

1. Decennial Template overview Report

Ben stated he was completing template items as he reviewed the form. He believes he will be able to complete the initial portion of template after this meeting.

2. Review Committee Input – Sections IV.B & IX-XI.

Pat distributed a compiled list of Committee members' responses.

Richard suggested staff input might be a more accurate source of information in certain areas.

Review of Committee's responses indicated:

- **Strategic Plan** recently completed is already responding to several areas of concern brought forward through community surveys and community leader interviews.
- **Children's Programming** is one of the Library's strengths, strong attendance numbers, number and variety of programs offered.
- **Community Partnerships** are varied and numerous.

3. Next meeting date will be Monday February 26, 2024, at 6:00 PM, prior to the regularly scheduled Board meeting.

I. Meeting was adjourned at 6:31 PM.

WEST CHICAGO PUBLIC LIBRARY DISTRICT

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

I. Unit of government submitting this report:

Name of Library: West Chicago Public Library District

Address of Main Library Office: 118 W. Washington St., West Chicago, IL 60185

II. Information about our Library

- A. We are located in DuPage County. There are 15 libraries in our County.
- B. The population of the territory in which our Library is located is 28,928 (as of 2020 census).
- C. We have 34 employees (not including board members).
- D. Our annual budget for FY 2024 is: \$2,804,936.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is \$958,068,985.

III. Information about Our Committee

A. Committee Members:

Board President	<u>Patricia Weninger</u>
Trustee	<u>Frank J. Fokta</u>
Trustee	<u>Corrine Jakacki-Dattomo</u>
Trustee	<u>Diane Kelsey</u>
Trustee	<u>Richard J. Bloom</u>
Trustee	<u>Scott Grotto</u>
Trustee	<u>Maureen Navadomskis</u>

Library Director	Benjamin R. Weseloh
Library Resident	Laura Finch
Library Resident	Melissa Spyrison
Library Resident	Heidi Kuharich

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting: May 22, 2023
Second Meeting: September 25, 2023
Third Meeting: November 27, 2023
Fourth Meeting: February 26, 2024

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

- Collections of books, periodicals, newspapers, electronic databases, musical recordings, films, “things”, cultural materials, and other information sources
- Programming for all ages both hands-on and informational including story times, book discussions, musical performances, holiday celebrations, historical subjects, computer instruction, cooking, life planning, financial, medical, English as a second language (ESL), gaming, crafting, and health
- Research assistance and individual instruction
- Printing, copying, scanning, and faxing
- Meeting and study spaces
- Notary services

B. Other core services/programs we could possibly provide:

- Passport Services
- License Plate Renewal Stickers

V. Awards and Recognitions

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

- Earth Flag from SCARCE

VI. Intergovernmental Agreements

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

<u>Entity:</u>	<u>Services Offered:</u>
District 33	Emergency Relocation Agreement
District 94	Emergency Relocation Agreement
City of West Chicago	Lease for space for the LoveEvenMore Sculpture
City of West Chicago	Lease for space for the Railroad Depot
City of West Chicago	Lease for Parking Lot
Greco/DeRosa (Cheese Merchants)	Tax Abatement
OSI Industries	Tax Abatement
Discovery Drive Investors	Tax Abatement
Discovery Drive Investors II	Tax Abatement
Alton Industries	Tax Abatement
Scannell	Tax Abatement
Norix	Tax Abatement
Midwest Industrial Funds	Tax Abatement
Ball Seed Horticultural	Tax Abatement
SWAN	Bibliographic Services and Support, cooperative purchasing
LIMRiCC	Insurance

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

Most of these intergovernmental agreements have not increased the library's efficiency in any way, but working together with the other governmental agencies has provided a symbiotic environment where each of the organizations benefit from the agreement. The exceptions to that statement include SWAN and LIMRiCC, both organizations which save the library money through its group purchasing power.

VII. Community Partnerships

We partner with the following organizations (*list as many as you have*):

<u>Organization:</u>	<u>Services Offered:</u>
Park District	Programming
Chamber of Commerce	Programming/Information/Business Opportunities
Cantigny Park	Programming
Little Prince Day Care	Programming
Kindred Coffee	Programming
People Made Visible	Programming
Healthy West Chicago	Programming
DuPage Literacy	Programming
WeGo Together for Kids	Programming/Information/Grant Opportunities
District 33	Programming
District 94	Programming
Kiddie Academy	Programming
City of West Chicago	Intergovernmental Cooperation
State Representative's Office	Information/Programming

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and other Documents

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.

- State laws applicable to Libraries
- Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- Policy on public comment
- Designation of OMA officer (5 ILCS 120/1.05(a))
- All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
- Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
- Designation of FOIA Officer (5 ILCS 140/3.5(a))
- FOIA Officer Training (5 ILCS 140/3.5(b))

- Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
- Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
- All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
- Sexual harassment prevention training (775 ILCS 5/2-109(C))
- Our Intergovernmental Agreements
- Our budget and financial documents
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)
- Our budget and financial documents
- Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016);
- Serving Our Public 4.0: Standards for Illinois Public Libraries by the Illinois Library Association, 2020.

IX. What Have We Done Well?

- The library has maintained a very knowledgeable and responsive staff with relatively low turnover. This provides a consistent level of service to the community.
- Youth Services programming for birth – six years old are creative, culturally sensitive, and convenient and attendance numbers are substantial.
- The implementation of curbside service and a drive through book drop provides convenience for community members to pickup and drop off materials.
- The addition of new collections to the library including the Library of Things (various non-traditional library objects that patrons can check out) e.g. blood pressure monitor, tool kit, sound system, etc. New digital collections include working with the local high school to digitize and make available the school newspaper online.
- The creation of a new strategic plan, which reflects the community’s comments, concerns, and

suggestions, and provides guidance for where and how the library can grow and continue to improve its engagement within the community.

- The library executed intergovernmental agreements in cooperation with several other governmental agencies providing tax abatements to new industries, which creates more jobs and revenue now with the promise of even greater revenue at the end of the tax abatement process.
- The library routinely updates its policies and considers new policies as necessary.
- Family and large scale programming has been very successful in most cases for the library, recording hundreds of attendees.
- FOIA compliance with requests.
- Implementation of a fine free policy for patrons
- Offering regular opportunities for community input via staff and Ben or at board and committee meetings.
- Partnership with the high school transition program has been beneficial for the students to gain hands-on experience while helping with library tasks that need to be completed.
- Library staff have been very open to new partnerships and programming opportunities.
- The implementation of a self-check out machine to provide patrons with a self service option.

X. What Inefficiencies Did We Identify/What Are our Next Steps?

- A lack of meeting room spaces for individuals and various group sizes.
- A self-service option for materials holds.
- The provision of a maker space where patrons can learn, create, and engage with like-minded community members.
- Improved organization and navigation of the web site and online resources. The library is currently working with a web design company to create a new and engaging, well organized web site with improved navigation.
- Improved communication of information provided to the community.
- Onboarding and training for staff and trustees regarding the history of the library, policies and procedures, and expectations of each respective position. In addition, for continuity of service and management, the library should create a succession plan.

XI. What Can We Do Better or More Efficiently?

- Utilize the library's lawn space in a more productive way to provide exterior opportunities to enjoy the library.
- Educate patrons and improve communication about all services offered by the library including promotion of the vast variety of databases available.
- Provide a better variety of programming in general, but particularly programming that would improve adult and young adult attendance and engagement while being culturally and demographically responsive.
- Improve communication options for patrons to contact the staff, the Library Director, and the Library Board. Increase visibility of the Library Board, which may assist in recruiting new members.
- We need to consistently and constantly monitor the climate in which the library functions and adapt operations to accommodate the changing environment by implementing changes which may include patron diversity, materials and programs, new technologies available, building space(s) and amenities used to deliver services and meet the needs of the patrons.
- Create more space(s) that is/are inviting to patrons for reading and enjoyment.

XII. Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals.

Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

Submitted by: .

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____