

**Fox River Valley Public Library District
Decennial Committee Meeting**

**October 17, 2023
6:30 PM**

**Dundee Library Meeting Room
555 Barrington Avenue
East Dundee, IL**

AGENDA

Call to Order—President Kristina Weber

Pledge of Allegiance

Roll Call—Secretary Christine L. Evans

Public Comment

The Board, recognizing its responsibilities to conduct business in an orderly and efficient manner, asks that anyone wishing to address the Board sign in on the Public Comment sheet prior to the start of the meeting by name, town, and organization (if applicable).

New Business

Exhibit 1 Approval of Minutes from the September 12, 2023 Decennial Committee Meeting

Exhibit 2 Decennial Committee Report – Discussion and Approval

Adjournment

Exhibit 1 Approval of Minutes from the September 12, 2023 Decennial Committee Meeting

RECOMMENDED **MOTION**: I move to Approve the Minutes from the September 12, 2023 Decennial Committee Meeting as presented.

BACKGROUND INFORMATION:

In accordance with 5 ILCS 120/2.06(b) of the Open Meetings Act, a public body shall approve of the Minutes of its open meeting in accordance with the timetable set forth in statute.

**Fox River Valley Public Library District
Decennial Committee Meeting
September 12, 2023**

MINUTES

Call to Order

The meeting was called to order by President Kristina Weber at 7:00 PM. Weber noted both she and Secretary Evans have been approved to attend remotely. All present rose to recite the Pledge of Allegiance.

Roll Call

| | | |
|------------------|--------------------|--|
| Members present: | President | Kristina Weber (attended remotely) |
| | Vice President | Maryann Dellamaria |
| | Secretary | Christine L. Evans (attended remotely) |
| | Treasurer | Tara Finn |
| | Trustee | Matthew Goyke |
| | Trustee | Paula Lauer |
| | Trustee | Dan Wisniewski |
| | Executive Director | Amy Dodson |
| | Citizen Member | Cintia Hernandez |
| | Citizen Member | Jonathan Roth (arrived 7:20 PM) |

Members absent: none

Others present: Deputy Director Heather Zabski, Karen Werle

Public Comment

There was no public comment.

New Business

C.1 Efficiency and Effective Analysis - Discussion

Weber outlined various areas of discussion and Committee members offered feedback. The Committee's findings will be detailed in its final report to Kane County, which will be reviewed and approved at their October 17, 2023 meeting. Areas of the Library District's efficiency, inefficiency, effectiveness, and ineffectiveness were discussed. Committee members had a robust discussion on recommendations for the District's next steps with a focus on new methods to maximize visibility in the Library District.

Determine Next Meeting Date

Committee members will meet for the third time to review the final draft report at 6:30 PM on Tuesday, October 17, 2023.

Adjournment

No further business was discussed, Weber called for a motion to *ADJOURN*. Moved by Goyke and seconded by Finn, Weber called for a roll call vote.

Roll Call Vote: Hernandez, Roth, Dodson, Goyke, Lauer, Wisniewski, Finn, Evans, Dellamaria, Weber – aye. 10 ayes, 0 nays, 0 absent. Motion carried.

Meeting adjourned at 9:04 PM.

Christine L. Evans, Secretary

**Exhibit 2 Fox River Valley Public Library District Report for Compliance with Decennial
Committees on Local Government Efficiency Act**

RECOMMENDED **MOTION**: I move to Approve the Fox River Valley Public Library District Report for Compliance with Decennial Committees on Local Government Efficiency Act.

BACKGROUND INFORMATION:

In accordance with 50 ILCS 70/1 *et seq.*, the Decennial Committee for FRVPLD has researched areas in which the Library District performs well and assesses areas in which to look for ways to increase efficiency. Findings of the Committee are presented in the final report. Once approved, the report will be sent to Kane County per statute.

**FOX RIVER VALLEY PUBLIC LIBRARY DISTRICT
REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON
LOCAL GOVERNMENT EFFICIENCY ACT**

I. Unit of government submitting this report

Name of Library: Fox River Valley Public Library District (FRVPLD)
Address of main Library Office: 555 Barrington Avenue, East Dundee, IL 60118

- Branch location: 500 N. Randall Road, West Dundee, IL 60118

II. Information about FRVPLD

A. FRVPLD is located in Kane County. There are 17 libraries in the County.

- Aurora Public Library
- Batavia Public Library
- Big Rock Public Library
- Elgin Community College Library
- Ella Johnson Memorial Public Library
- Fox River Valley Public Library District
- Gail Borden Public Library
- Geneva Public Library
- Huntley Area Public Library
- Kane County Law Library
- Kaneville Public Library
- Messenger Public Library of North Aurora
- St. Charles Public Library
- Sugar Grove Public Library
- Town & Country Public Library District
- Waubonsee Community College Library

B. The population of the district in which FRVPLD is located is 71,530

C. FRVPLD has 62 employees of the library, board members are not included

D. The District's annual operating budget (general fund) for FY2324 is \$4,417,853

E. The District's equalized assessed value for 2023 is \$3,945,200

III. Information about FRVPLDs Committee

A. Committee Members:

- Board President Kristina Weber, Ph.D.
- Board Vice President Maryann Dellamaria
- Board Treasurer Tara Finn
- Board Secretary Christine L. Evans
- Trustee Matthew Goyke
- Trustee Paula Lauer
- Trustee Dan Wlsniewski
- Executive Director Amy Dodson

- Library District Resident Cintia Hernandez
- Library District Resident Jonathan Roth

B. Dates the Committee met:

- First Meeting: May 16, 2023
- Second Meeting: September 12, 2023
- Third Meeting: October 17, 2023

IV. Core programs or services offered by FRVPLD

A. FRVPLD offers the following Core Services and Programs:

- Home Delivery
- Free Summer Lunches for youth aged 18 and under
- eBook Sharing with CUSD 300, Ella Johnson and Algonquin Area Public Libraries
- Illinois Libraries Present
- Little Free Food Pantry
- Little Free Libraries
- Inter-Library Loan
- Reference Services
- Youth Vision Screening with Dundee Lions Club
- Reading Programs (seasonal and themed, i.e., Summer Reading Challenge)
- Paws to Read
- Nontraditional collections: *American Girl Dolls, Craft Card Kits, Book Club in a Bag, Caregiver Kits, Early Learning Kits, Games, Gardening Tool Kit, Guitars, Laptops, WiFi Hotspots, Metal Detector, PlayStation VR Kit, Portable CD Player, Sensory Backpack, Snowshoes, STEAM Kits, and Telescope*
- Robotic Therapy Pets
- Maker Space with 3D printers
- Tablets for Seniors
- Outreach to Seniors
- Computer Classes
- ESL Classes
- Citizenship Classes
- Bilingual Events: *Tech Classes, Storytimes, Programs*
- Immigration Assistance
- Adopt-a-Pet Events
- Storytimes
- Book Clubs
- Homeschool Support
- Library Cards for Teachers (Eligibility for all D300 teachers to receive FRVPLD library card)
- License Plate Renewals
- Research Databases: *Early Learning, Encyclopedias, Genealogy, Homework Help, News sources, Consumer Reports, Driving Test preparation, Spanish Language Encyclopedia, Medical Information, Reading Recommendations, Physician's Desk Reference, Pre-K to 8th grade lessons, Industrial Information, Investment Insight*
- Voter Registration
- One-on-One Tech Appointments

- Faxing
- Wireless Printing

B. Other Core Services/Programs FRVPLD could possibly provide:

- Coding Club for youth
- Outdoor Learning Garden
- Cooking Demonstrations
- GED Preparation
- Creative Writing Club

V. **Awards and Recognitions**

FRVPLD has received the following awards, distinctions and recognitions:

- Government Finance Officers Association award for Excellence in Financial Reporting
- Association of Bookmobile & Outreach Services Senior Services Superstar award to Cari Poweziak
- Northern Kane County Chamber recognized FRVPLD for going above and beyond the call of duty during a challenging pandemic year (2020)

Available to pursue:

- ILA and ALA offer a number of scholarships, recognitions, and awards annually

VI. **Intergovernmental Agreements**

FRVPLD partners with or has Intergovernmental Agreements with the following other governments:

| <u>Entity</u> | <u>Services Offered</u> |
|--|---|
| CCS Consortium | Provides resource sharing, cost sharing |
| Community Share Program | Provides eBook access to D300 students |
| DTPD | IGA for leased space for library branch |
| Illinois Libraries Present | Access to programs through cost sharing |
| RAILS | Resource sharing, education, guidance, networking, training |
| Age Guide/IL Dept on Aging | Tablets to Seniors program |
| Network National Library of Medicine (NLM) | Conduct minimum 3 events approved by NLM; stay current with NLM/NIH resources |

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

| <u>Entity</u> | <u>Benefit</u> |
|---------------|--|
| CCS | Significant cost savings on ILS (Polaris); more materials to patrons |
| RAILS | Significant cost savings; discount pricing on resources; resource for training and information |

VII. **Community Partnerships**

FRVPLD partners with the following organizations:

| <u>Organization</u> | <u>Services Offered</u> |
|--------------------------|-------------------------|
| Dundee Lions Club | Youth Vision Screening |
| Elgin YWCA | ESL Classes |
| Alianza Hispanoamericano | Immigration Assistance |

| | |
|---------------------------------------|--|
| Kane Cty Northern IL Food Bank | Summer Lunches program |
| FISH Food Pantry | Donations (shared) for Little Free Food Pantry |
| Dundee & Carpentersville Rotary Clubs | Event sponsorships, donation drives |
| Community Crisis Center | Shared information, information for public, staff training |
| Brightpoint/Children's Home & Aid | Service agency, providing services and resources for families & children |

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

The Committee has reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents:

- ✓ State Laws Applicable to Libraries
- ✓ Illinois Open Meetings Act (OMA) 5 ILCS 120/1 *et seq.*
- ✓ Policy on Public Comment
- ✓ Designation of OMA officer 5 ILCS 120/1.05
- ✓ All Board Members have completed OMA Training 5 ILCS 120/1.05(b)
- ✓ Schedule of regular meetings of Library Board 5 ILCS 120/2.03
- ✓ Freedom of Information Act (FOIA) 5 ILCS 140/1 *et seq.*
- ✓ 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)(b)
- ✓ List of Types or Categories of FOIA Records under Library's Control 5 ILCS 140/5
- ✓ Periodic Meetings to Review Closed Meeting Minutes 5 ILCS 120/2.06(d)
- ✓ Illinois Municipal Retirement Fund (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, 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.*
- ✓ Reports on government efficiency

IX. What has FRVPLD done well

- Number of open hours despite insufficient staffing
- Maximum utilization of space, staff, and funds
- Outreach to the senior community highly successful
- Consistent attendance for Adult Programming
- FOIA compliance is 100%
- Excellence in Financial Reporting
- Reference referrals highly valued
- Increase in bilingual programming for all ages
- Museum passes
- Provides latest technology
- Community feedback
- Book drops and branch location when traffic makes main library visit difficult
- Newsletter in English and Spanish

FRVPLD participates in the following cost-saving cooperatives:

- Library Insurance Management and Risk Control Combination (LIMRiCC); unemployment insurance cooperative
- Libraries of Illinois Risk Agency (LIRA); liability and worker's compensation insurance cooperative
- Wellness Insurance Network (WIN); health insurance cooperative
- CCS Consortium; patron access to materials from multiple libraries

X. What inefficiencies were identified /What are FRVPLDs next steps?

- 7th largest of 340 library districts in Illinois; #313 in sq. ft. per capita
- Tax rate one of lowest; failed referendums
- Aging building; lack of space for programs and staff

Next steps include re-evaluating lower-level spaces to optimize use; seek out opportunities to increase exposure and support; cultivate community members willing to speak about and post online their experiences at the library; explore new social media opportunities

XI. What can be done better or more efficiently?

- Investigate possible cooperation with nearby libraries to eliminate need for same services offered by multiple libraries
- Evaluate data on library visits, peak times, program attendance vs signups, and collection circulation to maximize resources

XII. Studies on governmental efficiencies

- "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016)
<https://www.toi.org/Resources/233dd69f-b58c-471c-9c26-290460a3502b/Local%20Government%20Efficiency%20%202016%20Cox%20report.pdf>

- “Considerations and Practices of Local Government Consolidation”; Chicago Metropolitan Agency for Planning (2016)
https://www.cmap.illinois.gov/updates/all/-/asset_publisher/UIMfSLnFfMB6/content/considerations-and-practices-of-local-government-consolidation

XIII. Committee recommendations

- Explore additional social media avenues, such as Tik Tok (targeting younger audience)
- Emphasize value of services
- Create lists of services offered; display at both locations and outreach events
- Gather more data on demographics and community
- Seek feedback from residents outside the library industry and non-users

Submitted by:

Kristina Weber, Ph.D., Chair
Decennial Committee/Library Board President

Approval date:
