

DECENNIAL COMMITTEE REPORT ON LOCAL GOVERNMENT EFFICIENCY:

SUMMARY:

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, into law. As required by this law, the Anne West Lindsey District Library assembled its Board of Trustees, two community members, and the Library Director to form the Decennial Committee.

The committee convened three times in the Anne West Lindsey District Library's Board Room:

- May 23, 2023 at 5:30pm
- August 22, 2023 at 5:30pm
- September 26, 2023 at 6pm

At each of the three required meetings, the committee members studied and discussed the efficiencies of the local government entity known as the Anne West Lindsey District Library. The community members were surveyed at the end of each meeting.

The following is the prepared written report with recommendations on efficiencies and increased accountability. This report will be filed with the Williamson County board. The report will be available on the library's website as well as copies readily available for the public per request.

- I. Unit of government submitting this report:**
 - A. Name of government entity: Anne West Lindsey District Library**
 - B. Address of government entity: 600 North Division Street, Carterville, Illinois 62918**
- II. Information about our Library:**
 - A. We are located in Williamson County. There are six libraries in our county.**
 - B. The population of our territory in which our library is located is 11,508.**
 - C. There are seven library employees. This does not include the Board members.**
 - D. Our annual budget for FY 23/24 is \$639,613.**
 - E. Our library's equalized assessed valuation (EAV) for 2023 is \$539,283.20.**

III. Information about Our Committee:

A. COMMITTEE MEMBERS:

- Heather Abell Castlebery, Library Board President
- Sheri Hunter, Library Board Vice-President
- Elaine Miskell, Library Board Treasurer
- Nancy Schmidt, Library Board Secretary
- Bill Slider, Library Board Trustee
- Jim Koonce, Library Board Trustee
- Paula Buritsch, Library Board Trustee
- Allison Owen, Community Member
- Teri Ingram, Community Member
- Mary Stoner, Library (Executive) Director and Committee Chairperson

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

1. First Meeting (must occur prior to June 10, 2023): May 23, 2023
2. Second Meeting: August 22, 2023
3. Third Meeting: September 26, 2023
4. Additional Meetings: None

IV. Core Programs or Services Offered by Our Library:

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

- Circulation of materials
- Public Access to Computer Usage
- Reference Transactions
- Meeting space availability
- Curbside services
- Educational, informational, and recreational programming (See Appendix A for specific programs provided)

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

Scholarship application program

Resume writing workshops

Streaming access devices and databases such as Roku and Hoopla

Video gaming room

Foreign Language Classes

Promote the library more throughout the community or by newsletter

Lectures on topics such as Southern Illinois history or how to navigate the

Social Security process

V. Awards and Recognitions:

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

- **Carterville Heritage and Preservation Foundation Recognition**
- **Carterville Chamber of Commerce Community Partner**
- **Carterville Chamber of Commerce Member of the Year**

VI. Intergovernmental Agreements:

A. Entity and Services Provided:

- **Illinois Libraries Present – for the purpose of facilitating the joint purchasing of programming, events, and services**
- **LIMRiCC (Library Insurance Management and Risk Control Combination) – the purpose of LIMRiCC is to provide conventional insurance coverage and/or self-insurance for claims against its members**

B. The Library’s Efficiency Has Increased through Intergovernmental Cooperation in the following ways:

- **Cost savings**
- **Avoid duplicated services**

VII. Community Partnerships:

The library partners with the following organizations:

Organization Name:	Services Offered:
Rotary Club of the Carterville Area	Funding of telescopes & assisting in stargazing program
Chamber of Commerce	Free promotion of programs & services
Friends of the Anne West Lindsey District Library	Fundraising and advocacy for library
Carterville Lions Club	Family Reading Night program
Carterville Garden Club	Trees and bushes for library grounds
Cornerstone Church	SoIL Volunteer project each May
Carterville Heritage and Preservation Foundation	Donation of book binding machine & equipment; stamped concrete recognizing the library by the Carterville Heritage and Preservation Foundation
Bruce-Harrison Foundations	Monetary donation for expansion project

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

The following list of laws, policies, training materials, and other documents applicable to the library have been reviewed:

Law, Policy, or Other Documents:	Is the library compliant? If not, how can this be improved upon?
State laws applicable to libraries	Yes
Illinois Open Meetings Act	Yes
Policy on Public Comment	Yes
Designation of Open Meetings Act Officers	Yes
All Board Members Have Completed OMA Training	Yes
Schedule of Regular Meetings of the Library Board	Yes
Illinois Freedom of Information Act (FOIA)	Yes
Designation of FOIA Officers	Yes
FOIA Officer Training	Yes
Computation and Retention of FOIA Requests	Yes
Posting Other Required FOIA Information	Yes
List of Types or Categories of FOIA Records under Library Control	Yes
Periodic Meetings to Review Closed Meeting Minutes	Yes
IMRF Total Compensation Postings	N/A; no staff member makes \$75,000 or more
Designation of Whistleblower Auditing Official	Yes
All Applicable Officials Have Filed Statement of Economic Interests	Yes
Sexual Harassment Prevention Training	Yes
Our Intergovernmental Agreements	Yes
Our Budget and Financial Documents	Yes
State Ethics Law, including, but not limited to the State Officials and Employees Ethics Act	Yes
Reports on Government Efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016)	Yes

IX. What Have We Done Well?

The Anne West Lindsey District Library has continued to grow since its opening in 2010. Everything from the number of library patrons to library programs and services have increased every year (excluding 2020 to 2021, due to Covid). We have not only increased the number of programs and services, but also, the number of targeted audiences. For example, we have been awarded the Project Next Generation grant for the last six years. This grant helps pay the salary of our Teen librarian as well as the purchasing of materials to engage our teen patrons in STEM activities. Studies have shown that teens who are exposed to these types of activities gain better employment opportunities with higher salaries than those who have not. The library tailors its programs to meet the needs of our community.

The library has not only increased the number of programs and services, but has increased the size of the building and parking availability as well. By adding on 5000 more square feet, the library was able to provide more opportunities for its patrons. For example, the Community Room was once used both for programs and our perpetual book sale. With the addition of three new rooms, the book sale was moved out of the Community Room and the space became open to more programs and services. By moving the books for the book sale, this allowed library patrons to more easily access books for purchase, resulting in an increase in library revenue. Adding more meeting spaces has also allowed for more community groups to have access to a free meeting space.

Another area the library has seen a lot of progress in is bringing about awareness of library programs and services. Due to our marketing strategies, the library has been able to increase this awareness in all three of the communities represented.

Our patrons enjoy many things about their library. Recently they have enjoyed our library displays. The library staff works hard to keep the displays light-hearted and informational. Some of the displays are interactive and the patrons particularly enjoy them.

The library has been blessed with a dedicated and supportive Board of Trustees. The Trustees make sure we stay compliant with all of our laws and policies, especially those involving the Freedom of Information Act and the Open Meetings Act.

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

- More stability with employee turnover--adapt with today's job market, add better benefits and competitive pay
- Increase turn around time for obtaining books loaned from other libraries—create a discussion with the library system and their delivery department
- Increase Children's Librarian's hours to full-time—the position will be advertised as a full-time position only

XI. What Can We Do Better or More Efficiently?

- Provide patrons with more information on the CloudLibrary app
- Reduce the numbers of steps in renewing materials online
- Lower the age for library cards to 16 years
- Increase programs that relate to the general population, such as, legal services, insurance recommendations, and technology classes for seniors
- Promote the library and the importance of reading at the schools
- Increase the number of grants
- Continue to increase circulation of materials
- Highlight services offered by the library
- Poll the community for needed/wanted services
- Establish an email that patrons can use to contact library staff with questions

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. Also, the average library's return on investment is \$3 to \$7 for every \$1 in taxes.

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

- Add more information on the library's website
- Continue the way we are
- Make renewal process easier
- Add an email account for patrons' suggestions for e-books

APPENDIX A:

Our library offers the following programs:

- Story Hour:
 - In-Person
 - Virtual
 - Off-site (Headstart; John A. Logan)
 - Interactive (offered 2 times a year for patrons on the Autism spectrum)

- Teen Crafts (STEAM Crafternoons-part of the Project Next Generation Grant)
- Among Us (virtual game)
- Lego Club
- Camping 101 for Families
- STEAM Stations
- Author Visits/Signings
- Summer Reading
 - Thursday Performers
 - Tween Book Club
 - American Sign Language Class
 - Yoga

- True Crime Book Club
- Not Your Mama's Book Club
- Chocolate Book Club
- Write Out (Adult Writing program)
- E-Kit Loans
- Cultivated Collection Boxes
- Nailed It! Cookie Competition
- Cricut Classes
- Stonesoup Shakespeare
 - Story Hour
 - Performance
- Vaccine Clinics
- Agatha Christie program
- Community programs with local service organizations
- Passive Programs
 - Post-It Art
 - Would You Rather Question Chart
 - 1000 Books Before Kindergarten
 - 100 Books Before Graduation
 - Teen Take & Makes
 - Staff Picks
 - 100 Books to Read in a Lifetime
 - Displays
 - Sticker Mosaic
 - Adult Summer Reading Challenge
 - And much, much more!