

Lake Villa Public Library District Decennial Committee Report 2023



I. Unit of Government submitting this report:

**Lake Villa Public Library District
140 N. Munn Rd. Lindenhurst, IL 60046**

II. General Information

- a. Lake Villa Public Library District is located in Lake County.
- b. The population of the Library District is 39,809 as of the 2020 Census.
- c. We have 62 staff members (not including board members).
- d. Our annual budget for FY24 is \$5,264,580.
- e. Our library's equalized assessed evaluation (EAV) for 2023 is \$1,045,114,735.
- f. The library's property tax rate for FY24 is .469519.

III. Information about the Committee

- a. Committee Members
 - i. Board President Schreck
 - ii. Trustee Villarreal
 - iii. Trustee Smith
 - iv. Trustee Gass
 - v. Trustee Durot
 - vi. Trustee Beverley
 - vii. Trustee Swan
 - viii. Director Mikael Jacobsen
 - ix. Library Resident Barbara Venturi
 - x. Library Resident Doug Nieman
- b. Dates the Committee Met
 - i. May 15, 2023
 - ii. June 12, 2023
 - iii. July 10, 2023

IV. Core Programs or Services Offered by Our Library:

Lake Villa District Library's mission statement is "We enrich lives by connecting people with resources, services, spaces, and each other." Below is a general and brief review of library core services.

a. **Resources**

- a. Loaning out materials such as books, magazines, newspapers, audio-visual materials, literacy kits, eBooks, eAudiobooks, streaming music and movies, telescopes, internet hotspots, and many other items.
- b. Providing access to technology such as desktop computers, laptop computers, WiFi, copiers, printers, scanners, faxing services, projection systems, and software such as Microsoft and Apple products.
- c. Providing research options such as print and online reference materials, online magazines, online newspapers, reputable online research resources, etc.

b. Services

- a. Hundreds of programs and events for people of all ages.
- b. Voter registration services.
- c. Notary services.
- d. Test proctoring.
- e. Delivery of items to residents.
- f. Delivery and selection of items for homebound residents.
- g. Delivery of items for local schools and preschools.
- h. Excellent customer service at multiple access points and online.
- i. Extensive research assistance on a wide array of informational needs.
- j. Helping teachers and caregivers to emphasize reading to children.
- k. Assistance in selecting the best materials such as books and movies for a variety of tastes.
- l. Extensive digital literacy training and technology help on a wide range of needs.
- m. Assisting individuals and local businesses with copying, scanning, faxing, and other business services.
- n. Access to State and Federal tax forms.
- o. Extensive partnerships with local agencies and groups (detailed in depth later in this report).

c. Spaces

- a. 7 meeting rooms.
- b. 10 study rooms.
- c. Areas for play such the Imaginative Play Area and the Video Gaming room.
- d. Online spaces such as the library's website.
- e. Quiet spaces such as our fireplace area.
- f. Spaces for children and their caregivers to read and explore together.
- g. Large lobby for exhibit experiences and tabling opportunities for community partners.
- h. Information Display Bulletin Board.
- i. Outdoor balconies and patios.

d. Each Other

- a. Shared experiences such as crafts and puzzles.
- b. Social media.
- c. Opportunities for children and teens to display personal collections.

V. Other Core Services/Programs We Could Possibly Offer:

- a. Additional mobile services such as bookmobile or other type of vehicle that is out and about in the district.

- b. The library is built on a large beautiful plot of natural land and this space could be more utilized to provide outdoor library experiences.
- c. The library could consider providing services such as processing passports, license plate stickers or selling US Mail stamps.
- d. The library is currently exploring if and how to provide museum-like exhibit experiences.
- e. The library could add a makerspace/digital creation space.

VI. Intergovernmental Agreements

<u>IGA</u>	<u>Description</u>
CCS (Cooperative Computer Services)	An agreement to provide a shared online catalog to facilitate patron access to 2 million resources by 29 area libraries and growing.
LIMRiCC (Library Insurance Management and Risk Control Combination)	Unemployment compensation group account. Libraries are pooled together as one organization in order to provide lower costs in the case of unemployment claims.
School District 117	The school district has the ability to check out materials, reserve study rooms, request book bags, request booktalks, request storytimes, request class room lessons, and receives teacher CPDU workshops.
School District 24	The school district has the ability to check out materials, reserve study rooms, request book bags, request booktalks, request storytimes, request class room lessons, and receives teacher CPDU workshops.
School District 34	The school district has the ability to check out materials, reserve study rooms, request book bags, request booktalks, request storytimes, request class room lessons, and receives teacher CPDU workshops.
School District 41	The school district has the ability to check out materials, reserve study rooms, request book bags, request booktalks, request storytimes, request class room lessons, and receives teacher CPDU workshops.
Summer Concert Series	IGA between Lake Villa District Library, Lake Villa Township, the Village of Lindenhurst, the Village of Lake Villa, and the Lindenhurst Park District to put together a series of concerts during the summer months.
WIN (Wellness Insurance Network)	An agreement by a number of libraries to pool purchasing power for health, dental, and vision insurance.

VII. Community Partnerships

<u>Partner</u>	<u>Description</u>
5 Purple Oranges	Summer Reading Charity Recipient (Foundation) and providing awareness.
A Safe Place	Program/awareness partnership for Domestic Violence Awareness Month.

AARP	Tax-Aide site and provided training space.
Allendale Association	Participated in Trunk or Treat events, provides book bags, and facilitate book discussions.
Antioch Area Healthcare Accessibility Alliance	Worked with this group to provide programs.
Antioch High School	Hosted various concerts and programs.
Antioch Public Library District	Worked together to provide school services and organize advocacy experiences.
Better World Books	Ships, processes, and sells discards and donations, then donates or recycles what's left for free. For every book sold, Better World Books donates a book to someone in need. Books are sold for what they are truly worth, thereby optimizing the revenue potential and supporting literacy initiatives through book donations.
BJ Hooper School	Hosted various concerts and programs.
Catholic Charities SHIP (Senior Health Insurance Program)	Worked together to provide Medicare Programs.
Chamber of Commerce	The library is an active member, provides assistance with marketing, shared programs, and governance.
College of Lake County Library	National Endowment for the Arts Big Read partner – helped with the program & book distribution.
Community Services Forum	A quarterly forum bringing together a large number of community groups to discuss efforts, organized by the library.
Feed My Starving Children	Staff Volunteer Events.
Grayslake Area Public Library	Worked together to host a joint preschool fair and organize advocacy experiences.
Grayslake North High School	Attended a job fair at GNHS and performed mock interviews.
Job Center of Lake County/Illinois Workforce Development Office	Wonderful partner for all job-search related programs/information.
Lake County Astronomical Club	Outfitted telescopes and instructions with ongoing maintenance provided through the LoanStar Telescope program; Star Maps and suggested objects to view each month and conducted programs.
Lake County Children's Advocacy Center	LVDL is a partner for Child Abuse Awareness Month.
Lake County Clerk	Election polling location.
Lake County Forest Preserve	Work together to provide educational programs.
Lake County Health Department	Work together to provide educational programs; plus we share their Public Health Literature whenever we're asked. At the onset of the ACA, we were a site for navigating/enrolling until the grant ran out. Two LVDL staff members served as Lake County Health Ambassadors during the pandemic until the program was suspended. Hosted early intervention team for a preschool fair.

Lake Villa Historical Society	Work together to provide educational programs; provides them craft kits for events, on-going support to catalog their collections.
Lake Villa Township	Toys for Tots drop-off location; provide early literacy kits to the Food Pantry; and Summer Reading Charity Recipient (Foundation).
Lakes Community High School	Hosted various concerts and programs.
League of Women Voters of Northwest Lake County	Voter registration drive/programs.
Lindenhurst Park District	Provide marketing support when asked; program partner—storytime in the park, hosting field trips, Haunted Trail, Tree Lighting, and many other events. The Park District has recently assisted us during an Outdoor Space Planning process.
Lake Villa Township Lions Club	A collection point for used eyeglasses.
Local Preschools	LVDL provides storytimes, field trips, book bags, and other support as needed. Preschools include FIRST Step Nursery School, Le Petite Academy Round Lake Beach, A Child's Place Lindenhurst, Engle Junction Preschool, Children of America Lindenhurst, Pitter Patter, and STUDYS Ministries.
Mosaic Players	Work with this group to present events at the library.
NIMEC (Northern Illinois Municipal Electric Collaborative)	To purchase energy with other electric and/or natural gas with 186 other municipal and non-profit organizations to achieve savings.
North Suburban Digital Consortium	A consortium of 8 public libraries coming together to purchase digital books and digital audiobooks.
Northern Illinois Food Bank	SNAP sign-up location; plus a Winter Reading Charity Donation Recipient.
One Hope United	School Services.
Prince of Peace School	School Services.
Representative Joyce Mason	Provide space for a lobby table and hosts programs.
Representative Tom Weber	Provide space for a lobby table.
Round Lake WIC	Early Literacy Classes for Parents.
Save-A-Pet	We hosted an adoption event.
Small Business Development Office	1-on-1 counseling for those interested in starting a business in Illinois; plus public programs.
Solid Waste Agency of Lake County	Work together to provide educational programs.; Collection event site.
The Butterfly Effect of Maddox J. Lopiore Foundation	Summer Reading Charity Recipient (Foundation).
United States Census Bureau	Information, training, and job recruiting programs.
University of Illinois Extension Office	Programs on a wide-range of subjects (financial literacy, personal growth, family economics) plus the Master Gardeners.
Versiti Blood Center of IL	Blood drive.

Village at Victory Lakes	Supported the Foundation events for many years both as a sponsor and provided wonderful food.
Village of Lake Villa	We sponsor their Teen event; march in parades; Police officers have done programs for the public and staff.
Village of Lindenhurst	We've participated in each other strategic planning efforts; march in parades, etc..
Warren-Newport Library District	Organize advocacy experiences together and combine at shared school events.
Zacharias Center	Program/awareness partnership for Domestic Violence Awareness Month.
Zion-Benton Library District	Organize advocacy experiences together.

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

All library policies are reviewed by administration and the board at least once every three years. Procedures are reviewed by staff on an as needed basis to provide greater efficiency. Training materials are produced and refined consistently.

- ✓ 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.*)

IX. What Have We Done Well?

- Over the last three fiscal years the library has twice lowered and once frozen the annual levy.
- A new 67,000 sq. foot building was designed, constructed, and opened to the public in 2019.
- The library board carried out an extensive data gathering exercises to inform a long-term strategic plan.
- Library staff are pursuing the goals identified in the strategic plan. Staff and board review these goals and tactics consistently and complete activities aligned with them.
- The library has been compliant to all FOIA requests.
- Study room and meeting room use are at all-time record usages.
- Usage of the building is increasing since the end of the COVID pandemic.
- The library is increasing the marketing efforts to inform patrons about services.
- eBook, eAudiobook, and steaming services offered by the library are gaining in popularity with a projected usage of over 120,000 per a fiscal year.
- Total library circulation statistics are bouncing back from the COVID pandemic with a projected check out number of nearly 700,000 per fiscal year.
- Program and event attendance for synchronous events is averaging about 2,700 per a month and asynchronous is averaging about 1,100 per month.
- Summer Reading participation in 2022 was the largest since statistics were being recorded with total sign-ups at 2,778.
- Designed an Outdoor Space Plan to guide improvements over the next several years.
- Commissioned a Capital Improvement Plan to assist in budgeting for end-of-life capital expenses.
- Enhanced the building since occupying in 2019 through dehumidifiers, ADA compliant walking path, sound diminishing construction for study rooms, expanding the preschool play area, added locally sourced artwork, etc.

X. What Inefficiencies Did We Identify and Potential Remedies?

- The library contracts out for various services that current community partners such as the school districts, villages, park district, township, etc. have available. For instance, the library contracts out for landscaping services, snow plowing services, window washing services, etc. Perhaps an agreement could be hammered out to have those services provided by partners allowing library funds to be allocated elsewhere.
- The library currently works with a brokerage firm to procure property and liability insurance. It could be beneficial to explore group purchasing options to provide savings.
- The Lindenhurst Park District and Lake Villa District Library have occasional overlap in programs offered though our boundaries are not the same and funding models are different. Staff from LVDL can work with LPD to create a more cohesive set of events.
- The library has just over 30 acres of land and the community has asked us better utilize this space. The library, over the next several years, can explore how to best utilize outdoor opportunities.

- The library has not moved ahead with exploring adding solar paneling to alleviate electricity costs. The library is likely to consider this in the future.
- The library has not consistently joined with other local libraries to offer larger events to our communities. The library may spearhead this sort of effort if other neighboring libraries are interested in such a partnership.

XI. Studies on Governmental Efficiencies Reviewed

- *Local Government Efficiency and Size in Illinois: Counting Tax Revenues Not Governments* by Wendell Cox. <https://www.toi.org/Resources/233dd69f-b58c-471c-9c26-290460a3502b/Local%20Government%20Efficiency%20-%202016%20Cox%20report.pdf>
- *Local Governments in Illinois: How Many is Too Many?* By Alden Loury. <https://www.metroplanning.org/news/6991/Local-governments-in-Illinois-How-many-is-too-many>