



## **LISLE LIBRARY DISTRICT REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

### **Introduction**

On June 10, 2022, Governor Pritzker signed the Decennial Committee on Local Government Efficiency Act into law. This law requires all Illinois local governments that impose a tax to convene a committee to study and report on local government efficiency.

Under this law, impacted local governments must:

- Form a Committee to study local efficiencies and meet for the first time no later than June 10, 2023
- Have the Committee meet at least three times
- Prepare a written report with recommendations (if any) on efficiencies and increased accountability
- File the report with the County no later than 18 months after the first Committee meeting.

The Committee's membership must include the elected or appointed members of the governing body. It must include the chief executive officer and another officer of the local government. The Committee must also include at least two residents within the District served by the local government who are appointed by the Committee Chair. Committee members are not compensated but can be reimbursed for any Committee-related expenses.

The Committee is required to meet at least three times, with the first meeting occurring no later than June 10, 2023. The committee meeting can be the same day as the governing body's board meeting and be a part of the regular board meeting. All requirements of the Open Meetings Act apply.

### **LLD Decennial Committee Report**

#### **1. Unit of government**

- a. Name of Library: Lisle Library District (LLD)
- b. Address of Library Office: 777 Front Street, Lisle, IL 60532

**2. Information about the Library**

- a. The LLD is located in DuPage County.
- b. The population of the District is 30,281 (2020 Census).
- c. We currently have 48 employees.
- d. Our annual budget for FY23/24 is: \$4,649,560.00.
- e. The LLD owns the following properties:
  - 777 Front Street- 3.32 acres – Library facility
  - 4931 Kingston- .73 acres – vacant lot
  - 725 Front Street- 1.05 acres – vacant lot

**3. Information about the LLD Decennial Committee**

a. Committee Members:

- Board President: Marjorie Bartelli
- Trustee: Vice President, Emily Swistak
- Trustee: Treasurer, Karen Larson
- Trustee: Secretary, Liz Sullivan
- Trustee: Debbie Breihan
- Trustee: Vanessa Berry
- Trustee: Josh Martin
- Executive Director: Tatiana Weinstein
- Assistant Director: William Savage
- District Resident: Lorna Turner
- District Resident: John McCabe

b. Meeting Dates

- First Meeting (*must have occurred prior to June 10, 2023*): May 17, 2023
- Second Meeting: August 16, 2023
- Third Meeting: November 15, 2023
- Fourth Meeting: March 20, 2024

**4. Core Programs or Services Offered by the LLD**

The LLD offers the following core services and programs: Library cards, WiFi access and printing, Voter registration, Notary public, Readers Advisory/Reference, Book groups, Storytimes for children, Home delivery, Low-vision support equipment, Interlibrary loan, Meeting room use, Public computers, Public scanners, Programming for all ages, Outreach services, English language development services, Instructional classes, Art gallery, Seed collection, Community pass programs, Pick-up window service, Digital and physical materials, Youth indoor play area, Teen Space, Vehicle license sticker program, Study spaces, and Outdoor seating/programming space.

**5. Awards and Recognitions**

The LLD has received the following recent awards, distinctions, and recognitions:

Annual Illinois Per Capita Grant funding, DuPage Foundation Arts grant (2022), Lisle Community Service Corporation grant via Friends of the Lisle Public Library District (2022).

**6. Intergovernmental/System Partnerships/ Pools**

The LLD partners with the following entities:

- RAILS – Reaching Across Illinois Libraries System -- includes Interlibrary delivery, Continuing education and consulting resources to library employees and trustees, Shared catalog and cataloging support, e-content services, Museum and attractions pass program, Group purchases and vendor discounts, Networking opportunities for library employees, Targeted grant funding to member libraries.
- OCLC -- Online Computer Library Center, a, "nonprofit, membership, computer library service and research organization dedicated to the public purposes of furthering access to the world's information and reducing information costs."
- Village of Lisle, Lisle Park District, Lisle School District 202, Naperville School District 203, Lisle Woodridge Fire District, Lisle Police, Lisle Township, College of DuPage
- LIMRiCC (Library Insurance Management and Risk Control Combination) Unemployment compensation and health insurance pool to receive optimal rates.
- LIRA (Libraries of Illinois Risk Agency) worker's compensation and property insurance pool to receive optimal rates.
- Inet – intergovernmental internet access pool to receive optimal rates.
- DuPage County – promotion of county-wide initiatives via posters, flyers, social media and other relevant public information campaigns.

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

- Interlibrary loans via resource sharing using OCLC, SWAN system services
- Cost sharing on programs and internet access with intergovernmental partners
- Library pools offer better rates for insurance and other operational costs
- Quarterly meetings with intergovernmental partners: sharing community information, emergency planning, and future partnership opportunities

**7. Community Partnerships**

The LLD partners with the following organizations:

Friends of the Lisle Public Library District, Lisle Woman's Club, Lisle Heritage Society, Lisle Library Foundation, Lisle Community Service Corporation, Lisle Lions Club, Lisle Kiwanis Club, local legislative offices, Better World Books, St. Joan of Arc School, local pre-schools, Giant Steps Autism Organization, Versiti Blood Center, and various local businesses.

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

The Committee has reviewed the following, non-exhaustive list of laws, policies, and training materials applicable to the Library and its compliance with Decennial Committee on Local Government Efficiency Act:

State laws applicable to Libraries, Illinois Local Government Efficiency Act, Illinois Open Meetings Act (LLD Trustees have completed OMA training), LLD Policy 907: Public Comment, Reports on government efficiency, including "*Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments*" by Wendell Cox (2016), Article re Cox report: <https://www.sj-r.com/story/opinion/columns/2019/08/24/local-government-consolidation-would-not/4393507007/>;

Other training includes:

- All LLD Trustees and staff complete sexual harassment prevention training annually
- The LLD has two FOIA Officers who receive training annually

**9. Efficiency implementations/projects:**

- Reduced tax levy in 2017, 2018, 2019 – flat in 2020
- Fiscally responsible renovation in 2023; complete renovation with financial plan
- Record all meetings; provides access to public who cannot physically attend meetings

- Extensive financial/operational information accessible via LLD website
- Optimized parking/entrances; dual entrances with majority of parking spaces near doors
- Pickup window; providing safe, convenient access for patrons in vehicles
- Replaced all Library lighting with LED efficient systems
- Installed automated material handler (AMH) to sort returned materials
- Have 4 self-check kiosks for patron use
- Utilize outsourced Financial Advisor; board reporting and accounting
- Utilize outsourced Technology; network monitoring, cloud, and managed services
- Improved access: two elevators, automatic door openers
- Enhanced security system to connect with emergency services and to surveil property
- Annual audit performed by outsourced vendor; comprehensive reporting to Board of Trustees.
- Separation of powers procedures for bills: Invoices and payments are reviewed and approved by Department Heads, Assistant Director, Director, and authorized by Trustees, ensuring accuracy and accountability.
- Library has weekly leadership team meetings with Department Directors where policies and procedures are reviewed, and has monthly all-staff meetings where relevant operational information is shared. All-staff meetings also offer an opportunity for staff feedback.

**10. Recently modernized policies:** 430 Equity, Diversity, & Inclusion, 201 Trustee Code of Conduct & Ethics, 901 Sexual Harassment, 705 Construction, Capital Improvements, and Contractual Services, 710 Fund Balances, 720 Investments, 735 Donations & Gifts, 340 Internet Access & Public Computer Use, 610 Patron Code of Conduct, and 650 Use of Meeting & Study Rooms, 850 Employee Handbook, 315 Loan Periods, 365/910 Confidentiality of Library Records, 375 Search Warrant, 380 Request by a Sworn Law Enforcement Officer, 370 Freedom of Information Act.

**11. Additional ideas for improving efficiencies**

- During the course of four LLD Decennial Committee Meetings, the Committee and LLD Board of Trustees agreed to implement an automatic card renewal system. Having an automatic renewal service greatly improves staff productivity and provides a more efficient card renewal process for our patrons. The auto-renewal service is facilitated by a vetted, outside vendor. This service contract includes a confidentiality clause for security. The service checks for current residency, expired cards, and for citizens who may have moved out of the District or who have passed away. Prior to this service, LLD staff performed this verification activity. Staff are now better positioned to serve patrons and conduct more productive tasks than residency verifications for renewals. This service was activated in February 2024.

- The LLD Board of Trustees is currently reviewing its options for optimizing the use of vacant land that the Library owns. Discussions and planning are in the early stages. Ideas include creating an improved programming space to allow for more efficient parking during large-scale programs as well as creating a native plant or park space to enhance the campus and provide an outdoor learning and recreation space. The LLD is also exploring grant opportunities in relation to developing the vacant land.

12. **Summary of Committee's Recommendations Regarding Increased Accountability and Efficiency:**

As part of the process to create a Decennial Report, the LLD Decennial Committee finds that the LLD has significantly improved its operations through efficiency efforts that accompanied its most recent renovation in 2023. The Report outlines various features and services that have modernized and enhanced a patron's experience as well as increased accessibility.

The Committee has also identified various internal financial processes that increase accountability and transparency. The Report reminds the public that the LLD has reduced the property tax levy between 2017 and 2020, which resulted in a consolidation of certain job duties and outsourcing certain operational/financial responsibilities.

The Report recognizes LLD's valuable relationships with intergovernmental groups, system partners, and community organizations that frequently offer reduced expenses and/or cost-sharing opportunities.

The Committee lauds the LLD's focus on improving and updating its operational polices to better manage and operate the Library with efficient, productive, and transparent approaches.

In conclusion, the Committee and entire Board of Trustees looks forward to continuing to discuss ways to improve efficiencies while ensuring that the LLD provides high quality, pertinent services, resources, and programs for all its patrons.

Submitted by: Marjorie Bartelli  
Chairwoman Marjorie Bartelli, LLD Decennial Committee  
President, LLD Board of Trustees

Date of Committee Approval of Report March 20, 2024