Sandwich Public Library District
2023 Decennial Committee Report

I. UNIT OF GOVERNMENT SUBMITTING THIS REPORT:

Name of Library: Sandwich Public Library District

Address of Main Library Office: 925 Main St. Sandwich IL, 60548

II. INFORMATION ABOUT OUR LIBRARY:

a. We are located in **DeKalb** County, and serve **DeKalb, Kendall & LaSalle** Counties. There are **13** public library districts in DeKalb County.

b. The population of the territory in which our Library is located is **7,714** (as of 2020 census).

c. We have **10** employees of the Library (not including board members).

d. Our annual budget for **FY2023–2024** is: **$708,454.61**

e. Our Library's equalized assessed valuation (EAV) for 2023 is **$189,894,694.**

III. INFORMATION ABOUT OUR COMMITTEE:

a. Committee Members:

Note: Per 50 ILCS 70/10(b), the committee membership must include all the elected or appointed members of the library board of trustees (President and Trustees), the Executive Director or other official of the Library, and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

TITLE:	NAME:
Board President	Emily Assell
Board Vice President	Jane Wolf
Board Treasurer	Jennifer Penn
Board Secretary	Julie Koesler
Board Trustee	Nancy Sanders
Board Trustee	Heather Lee
Board Trustee	Stacy Wendt
Director	Barbara Posinger
Resident	Denise li

Resident	Jennifer Boring

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

SCHEDULE:	DATE:
Established	May 9th, 2023
First Meeting	June 6th, 2023
Second Meeting	June 27th, 2023
Third Meeting	August 29th, 2023
Additional Meetings	n/a

IV. <u>CORE PROGRAMS OR SERVICES OFFERED BY OUR LIBRARY</u>

a. Our Library offers the following core services and programs:
   i. Partnerships with RAILS and PrairieCat library consortium
   ii. Access to physical resources such as books, movies, music, reference guides, magazines,
   iii. Access to digital resources such as wifi, public computers, online catalog, reference databases, readers' advisory resources, streaming content, ePrinting, eBooks and audiobooks
   iv. Access to faxing, copying, scanning, laminating and printing services
   v. Access to local history documents
   vi. Homebound delivery services
   vii. Educational and recreational programming on-site and offsite for all ages including, but not limited to, book clubs, virtual reality interactive gaming, summer reading events, technology education, bilingual events, and story times.
   viii. License Plate Renewals
   ix. Free Summer lunches for youth
   x. Community Podcast
   xi. Access to free & discounted museum, adventure, theater, store and more tickets
   xii. Career Online High school Diploma Scholarships
   xiii. Notary and Voter registration services
   xiv. Proctor service
   xv. Recycling services
   xvi. Public warming and cooling center services
   xvii. Talking books & Zoomtext software availability for the visually impaired
   xviii. Interlibrary loan services
   xix. Study rooms
   xx. Public meeting room rentals for outside organizations
   xxi. Volunteer opportunities for all ages

b. Other core services/programs we could possibly provide:
   i. Passport services
   ii. ESL/SSL services
   iii. Outdoor Story Walk

       iv.   Addition of another programming room

V.   AWARDS AND RECOGNITIONS CORE PROGRAMS OR SERVICES OFFERED BY OUR LIBRARY
Our Library has received the following awards, distinctions and recognitions:

       i.   Nominated for the Sandwich Chamber of Commerce's 2022 Business of the Year Award.

VI.   INTERGOVERNMENTAL AGREEMENTS
We partner with or have Intergovernmental Agreements with the following other governments (list as many as you have):

ENTITY:	SERVICES OFFERED:
Illinois Libraries Present	Joint purchasing of library programs, events and services

VII.   COMMUNITY PARTNERSHIPS
Our Library's efficiency has increased through communal cooperation in the following ways (list cost savings, avoiding duplicated services, etc.):

ORGANZATION:	SERVICES OFFERED:
Sandwich Area Chamber of Commerce	Shared marketing, networking and collaborating with local businesses and nonprofits, hosting biz expos
Local Schools CUSD #430: *Haskin Elementary, Prairie View Elementary, Woodbury Elemetary, Dummer Elementary, Sandwich Middle School, Sandwich High School*	Library Tours, School Visits, Booths during community events
Open Door	Volunteer collaborations
DeKalb County Health Department	Annual Emergency Preparedness Training
Pavilion on Main	Offsite programming
Fox Valley Community Services	Collaborative programming
Sandwich Park District	Collaborative programming
Sandwich City Hall	Potential project developments, city-related necessities
Local Individuals – Volunteers	At-will & Court-ordered volunteer opportunities
Local Businesses: *A&B Exteriors, Rosatis, McDonalds, Subway, Johnny K's, Brendas, Classic Cinemas, Shady Cat Club, and more*	Partner and collaborate with local businesses for programming opportunities and funding
Northern Illinois Food Bank (NIFB)	Collaboration with NIFB to provide free summer lunches to youth aged 18 and under

Sandwich Opera House	Collaborative Programming
Stone Mill Museum	Collaborative Programming
Thriftbooks	We send Thriftbooks book donations the library cannot keep in-house.

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.

REVIEWED:	POLICY, TRAINING MATERIALS, OTHER DOCUMENTS
X	State laws applicable to Libraries
X	Illinois Open Meetings Act (5 ILCS 120/1 et seq.)
X	Policy on public comment
X	Designation of OMA officer (5 ILCS 120/1.05(a))
X	All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
X	Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
X	Illinois Freedom of Information Act (5 ILCS 140/1 et seq.)
X	Designation of FOIA Officer (5 ILCS 140/3.5(a))
X	FOIA Officer Training (5 ILCS 140/3.5(b))
X	Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
X	Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
X	List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
X	Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
X	IMRF Total Compensation Postings (5 ILCS 120/7.3)
X	Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 et seq.)
X	All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 et seq.)
X	Sexual harassment prevention training (775 ILCS 5/2-109(C)
X	Our Intergovernmental Agreements
X	Our budget and financial documents
X	State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.)
X	Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016)
	Others (List Below or Attach): • Attached Policy Calendar • Attached annual statistics from last three years.

IX. WHAT HAVE WE DONE WELL?

(List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

i. Refinanced library bonds in FY 2021-2022 – reduced taxpayers burden
ii. FOIA responses are answered in the appropriate timely fashion within past three years
iii. Initiated License Plate Renewals in April of 2022. Since beginning, library has provided this service to 305 individuals.
iv. Career Online High School – library purchased 10 scholarships through a grant in 2019. Since then, we have had one graduate and two additional students well on their way to graduating with a legitimate High School Diploma
v. Added new databases – Encyclopedia Britannica (reference) and BookBrowse (Readers' advisory)
vi. The library became an early voting site in 2021 and has remained one since.
   April 2023 = 89 voters ; November 2022 = 609 voters ; June 2022 = 180 voters
vii. The library collaborates with NIFB to offer a free Summer Lunch Program to youths aged 18 and under. We have offered this annually since 2015 apart from pandemic years.
viii. The library provided access to materials and services during the pandemic in a safe manner for staff and patrons.
ix. The library successfully built a new building that opened in 2015.
x. The library entered into an IGA with Illinois Libraries Present to offer more opportunities for popular programming we otherwise would not have been able to provide.
xi. The library offers Notary and Voter Registration Services to the public within the past decade
xii. The library has hosted two Blood Drives in the past decade.
xiii. The library hosts an annual Summer Reading Program for all ages that encourages reading and reduces summer slide. The program has grown in attendance over the past few years.
xiv. The library has created circulating accessibility kits themed for autism and dementia. We have also purchased and installed ZoomText software on a public computer to offer accessibility for low-vision users.
xv. The library has offered plastic bag recycling to our community since 2018.
xvi. The library has offered an electronics recycling program to the public twice within the past five years. We are planning to offer this once annually.
xvii. The library has offered a shredding program to the public once in the past 5 years. This was not as successful as we hoped, but we will be trying again. We suspect weather and time of service caused low attendance.
xviii. The library has worked with local government officials to provide office hours onsite for the past 4 years, apart from pandemic years.
xix. The library has partnered with Chicago's *Reason to Give* organization and Sandwich's *Christmas Angels* organization to provide giving trees that offer gifts to families in need for the holidays since 2018, apart from pandemic years.
xx. The library offers to receive materials donations from the public and sorts through donations to either add to the collection, place in our ongoing book sale and/or donate to ThriftBooks.
xxi. The library offers volunteer opportunities for all ages, including court-mandated requirements.
xxii. The library created a new, more user-friendly website in 2016, and updated again in 2023
xxiii. The library has hosted a community business expo that brought more people into the building that may not normally have visited

X.   WHAT INEFFICIENCIES DID WE IDENTIFY/WHAT ARE OUR NEXT STEPS?

We realized our library does not have a Whistleblower policy and will be working to develop and approve one in the coming months. We will also be sure to include it with staff End of Year Notices in order to comply with the annual rule.

We also realized our FOIA page on the library website was not updated with current information and was unclear regarding the form. This will be updated immediately along with a plan to review and update annually.

XI.   STUDIES ON GOVERNMENTAL EFFICIENCIES

The committee reviewed "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016) and concluded the following:

Contrary to popular belief, smaller organizations tend to be more responsive to their community, respectful of taxpayer funds, more efficient with taxpayer money, and more accountable with the delegation of public reserves. Learning this, we understood that our library is in a prime position to explore, research and address the more specific needs present within the population we serve in order to provide services and materials that would be the most beneficial to our direct community.

XII.   OUR COMMITTEE'S RECOMMENDATIONS REGARDING INCREASED ACCOUNTABILITY AND EFFICIENCY:

We plan to continue to review and reflect library procedures and policies or order to maintain effective, consistent and up-to-date service.

We plan to create a new Strategic Plan that will include surveys of our community in order to better understand community needs and implement updated procedures, processes, materials, and services that reflect those needs.

We plan to create calendars that reflect areas in which we were incompliant in order to ensure consistent future compliance.

We plan to continually be mindful of accountability, efficiency, productivity, and compliance so we may uncover and address unknown gaps in our current processes, avoid future inefficiencies, and maintain the ability to evolve and/or adjust efficiencies as they may arise.

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: _____

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: ___8/29/23_____

POLICY REVIEW CALENDER — Updated 08/10/23

Review	Policies	Date Est.	Date Reviewed	Date Updated	Expired?
Jan / Feb	Authority to Spend	1/2014	1/2016	1/2016	
	Budget & Finance	3/2014	3/2016	3/2016	
	Bylaws	10/2005	6/2021	6/2021	
Mar / Apr	Calendar of Closings	Annual Recreation	6/2023	6/2023	
	Collection Development Policy	11/2021			
	Confidentiality of Records Policy	5/1/2019 (?)			
May / Jun	Coronavirus Employee Safety Policy	9/2020			
	Disaster & Emergency	10/2007			
	Display Space Policy	10/2013			
Jul / Aug	**Division of Responsibility**	8/2014	3/2016	3/2016	
	Donation Recognition	10/2013	1/2016	1/2016	
	~~FMLA Leave Expansion and Emergency Paid Sick Leave Policy~~	~~9/2020~~	~~9/2020~~		Yes
Sep / Oct	Freedom of Information Act (FOIA) & Form	9/2014	5/2019	5/2019	
	Guidelines for Database and Internet Use by Library Staff	10/2013	10/2013	10/2013	
	Indemnification & Insurance	1/2015	3/2016	3/2016	
Nov / Dec	Internet & Computer Use Policy	10/2012	5/2019	5/2019	
	Investment of Public Funds	11/2013	1/2014	1/2014	
	Laminating Policy & Application	9/1/2018 (?)	10/2021	11/2021	
Jan / Feb	Library Services Policy	4/2010	5/2019	5/2019	
	Lightning Detection Policy	9/2016			
	Loan Regulations & Fees Policy	5/1/2019 (?)			

Mar / Apr	**Maintenance Plan**	8/2009			
	~~Materials Selection Policy~~	~~5/2019 (?)~~			Yes as of 11.09.21
	Notary Policy	8/2023			
May / Jun	Patron Conduct Policy	1/2014	8/2023	8/2023	
	Personnel Policy	4/2010	8/2021	8/2021	
	Photo & Recording Policy	1/2020	7/2023	8/2023	
Jul / Aug	**Public Comment Policy**	5/2015	5/2015	5/2015	
	Purchasing Policy	4/2014			
	Room Use Policy	12/2015	7/1905		
Sep/Oct	Safety (masks) Policy	7/2020	9/2021	9/2021	
	Security Camera Policy	9/2016			
	Sexual Harassment Resolution & Policy	5/2019 (?)	3/2020	3/2020	
Nov / Dec	Unattended Children Policy	4/2014	5/2019	5/2019	
	Whistleblower	8/2023			

ALA Library Bill of Rights	n/a	Pers. Policy	Pers. Policy	
ALA Freedom to Read Statement	n/a	Pers. Policy	Pers. Policy	
Social Media Policy	n/a	Pers. Policy	Pers. Policy	

Sandwich Public Library District Monthly Statistics
Annual • FY July 2020- June 2021

CIRCULATION

Monthly Statistics	Total		
Items Added	2451	Registrations	121
Items Deleted	1757		
Total items	**41697**	**Total Patrons**	**2788**

Circulation Activity	Total
Items Checked Out	20429
Item Renewals	1151
Total	**21580**

Interlibrary Loan Activity	Total
ILL Lent	5902
ILL Borrowed	6381
Total	**12283**

Circulation Statistics - MATERIALS	Check Outs	Percentage
Books	15376	71.36%
Periodicals/Magazines	379	1.76%
Audiorecordings- Books	823	3.82%
Audiorecordings- Music	436	2.02%
Videorecordings	4352	20.20%
Videogames	182	0.84%
Total	**21548**	**100.00%**

Circulation Statistics - AGE GROUP	Check Outs	Percentage
Adults	13094	60.87%
Juvenile	7441	34.59%
Young Adult	977	4.54%
Total	**21512**	**100.00%**

Reference Statistics	Total
In-Person Queries	917
Phone Queries	1426
Technology Queries / Use	553
Study Room/PMR Usage	37
Curbside/Book Locker	1139
Voter Registration	7
Notary	83
Total	**4162**

Digital Resources	Check Outs	Percent

OMNI Books- ebooks	2897	33.22%
OMNI Audio- Audio	1737	19.92%
eRead Illinois- eBook	956	10.96%
eRead Illinois- Audio	592	6.79%
Newsbank	273	3.13%
Museum Adventure Pass	10	0.11%
Ancestry	79	0.91%
Heritage Quest	0	0.00%
Explore More Illinois	0	0.00%
Kanopy	131	1.50% *began 01.21
Mobile App Hits	1965	22.53% *began 03.21
Mobile App User Set-ups	79	0.91% *began 03.22
Scolastic Teachables	2	0.02% *began collecting in 04.21
Total	**8721**	**100.00%**

Computer Usage	Adult	Youth	Total
Website Visits (began collecting in 12.20)	--	--	97425
Wi-fi Sessions (began collecting in 12.20)	--	--	758
Public Computer Use	1027	67	1094

Patron Door Count	12581

PROGRAMMING

Adult Programs	Attendence	Sessions
Total	1572	104

Children Programs	Attendence	Sessions
Total	1448	129

Teen Programs	Attendence	Sessions
Total	399	61

Family Programs	Attendance	Sessions
Total	320	12

Programming Totals	Attendance	Sessions
	3739	306

Sandwich Public Library District Monthly Statistics
ANNUAL FY2122

CIRCULATION

Monthly Statistics	Total		
Items Added	2624	Registrations	274
Items Deleted	744		
Total items	**3368**	**Total Patrons**	**2667**

Circulation Activity			SPLD ROI	Total Value	
Items Checked Out	28267		Reg. Circ	$	145,099.40
Item Renewals	1423		SelfCheck	$	33,192.72
Total	**29690**		**Total**	**$**	**178,292.12**

Interlibrary Loan Activity	Total
ILL Lent	5579
ILL Borrowed	6236
Total	**11815**

Circulation Statistics - MATERIALS	Check Outs	Percentage
Books	36906	83.33%
Periodicals/Magazines	410	0.93%
Audiorecordings- Books	929	2.10%
Audiorecordings- Music	409	0.92%
Videorecordings	5309	11.99%
Videogames	325	0.73%
Total	**44288**	**100.00%**

Circulation Statistics - AGE GROUP	Check Outs	Percentage
Adults	16911	57.07%
Juvenile	11521	38.88%
Young Adult	1198	4.04%
Total	**29630**	**100.00%**

Reference Statistics	Total
In-Person Queries	1427
Phone Queries	1094
Technology Queries	1237
Study Room/PMR Usage	300
Curbside / Book Locker	195
Notary	129
Voter Registration	11
License Plate Renewals	54
Total	**4447**

Digital Resources	Check Outs	Percent	
OMNI Books- ebooks	2748	19.16%	
OMNI Audio- Audio	1728	12.05%	
eRead Illinois- eBook	780	5.44%	
eRead Illinois- Audio	580	4.04%	
Newsbank	141	0.98%	
Museum Adventure Pass	48	0.33%	
Ancestry	217	1.51%	
Heritage Quest	0	0.00%	
Explore More Illinois	0	0.00%	
Kanopy	163	1.14%	
Mobile App Hits	7771	54.19%	*account menu*
Mobile App User Set-ups	165	1.15%	*account setups*
Total	14341	100.00%	

Computer Usage	Adult	Youth	Total
Website Visits	--	--	155832
Wi-fi Sessions	--	--	1983
Public Computer Use	1772	289	2061

Patron Door Count	26049

PROGRAMMING

Adult Programs	Attendence	Sessions
Total	1715	214

Children Programs	Attendence	Sessions
Total	1018	164

Teen Programs	Attendence	Sessions
Total	206	66

Family Programs	Attendance	Sessions
Total	1292	37

Programming Totals	Attendance	Sessions
	4231	481

Sandwich Public Library District Monthly Statistics
ANNUAL FY2223

CIRCULATION

Monthly Statistics	Total		
Items Added	2060	Registrations	314
Items Deleted	440		
Total items	**45007**	**Total Patrons**	**2667**

Circulation Activity			SPLD ROI	Total Value	
Items Checked Out	28870		Reg. Circ	$	560,501.15
Item Renewals	1549		SelfCheck	$	128,851.15
Total	**30419**		**Total**	**$**	**689,352.30**

Interlibrary Loan Activity	Total
ILL Lent	5755
ILL Borrowed	6164
Total	**11919**

Circulation Statistics - MATERIALS	Check Outs	Percentage
Books	22774	74.87%
Periodicals/Magazines	418	1.37%
Audiorecordings- Books	1043	3.43%
Audiorecordings- Music	438	1.44%
Videorecordings	5424	17.83%
Videogames	321	1.06%
Total	**30418**	**100.00%**

Circulation Statistics - AGE GROUP	Check Outs	Percentage
Adults	18687	62.48%
Juvenile	10066	33.66%
Young Adult	1156	3.87%
Total	**29909**	**100.00%**

Reference Statistics	Total
In-Person Queries	1751
Phone Queries	1298
Technology Queries / Use	1677
Study Room	292
PMR	42
Curbside/Book Locker	119
Voter Registration	2
Notary	153
License Plate Renewals	200

Total		5534

Digital Resources	Check Outs	Percent
OMNI Books- ebooks	2568	34.11%
OMNI Audio- Audio	1915	25.43%
eRead Illinois- eBook	733	9.74%
eRead Illinois- Audio	529	7.03%
Newsbank	204	2.71%
Museum Adventure Pass	47	0.62%
Ancestry	142	1.89%
Heritage Quest	0	0.00%
Explore More Illinois	4	0.05%
Kanopy	131	1.74%
Mobile App Hits	1179	15.66% account menu
Mobile App User Set-ups	77	1.02% account setups
Total	7529	100.00%

Computer Usage	Adult	Youth	Total
Website Unique Visitors	--	--	40073
Website Pageviews	--	--	202121
Wi-fi Sessions	--	--	884
Public Computer Use	1902	251	2153

Patron Door Count		32708

PROGRAMMING

Adult Programs	Attendence	Sessions
Total	1617	203

Children Programs	Attendence	Sessions
Total	2107	193

Teen Programs	Attendence	Sessions
Total	134	52

Family Programs	Attendance	Sessions
Total	1251	11

Programming Totals	Attendance	Sessions
	5109	459