

**PLANO COMMUNITY LIBRARY DISTRICT, PLANO IL
DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY REPORT**

Unit of government submitting this report

Name: Plano Community Library District
Address: 15 W. North Street, Plano, IL 60545

Information about the Library

The Library is located in Kendall County. There are four libraries located in the County, including the Charles B. Phillips Library District (Newark), the Oswego Public Library District, the Plano Community Library District, and the Yorkville Public Library.

The total population of Kendall County is 131,869 (2020 Census). The total population of the Plano Community Library District's service area is 14,092 (2020 Census).

As of 2/15/2024 the Library is staffed by nine employees. This includes two full-time employees and seven part-time employees.

The Library's annual operating budget for FY July 1, 2023-June 30, 2024 is \$864,500.

The Library District's equalized assessed valuation for 2022 is \$374,649,325.

Information about the Committee

Committee members

Board President/Committee Chair:	Jane Voss
Trustee:	Christine Backus
Trustee:	Cecelia Carey
Trustee:	Denise Helmers
Trustee:	Natalie Kollmann
Trustee:	John McCartan
Trustee:	Gayle Severson
Library Resident:	Ruth Morello
Library Resident:	Jeanne Valentine
Library Director:	Deanna Howard

Dates the Committee met

First (Organizational) Meeting:	April 20, 2023
Second Meeting:	October 19, 2023
Third Meeting:	February 15, 2024

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Statement about the value of libraries

Libraries help create a sense of community, and are a place for people of all ages to meet, learn, and enjoy themselves and the company of those around them, promoting a sense of belonging. At the library there is no cost for admission or expectation to purchase anything. Libraries are often the only place in the community where everyone is welcome, including underserved and marginalized populations such as low-income households, individuals experiencing homelessness, immigrants, and non-English speakers. Public libraries serve everyone, regardless of educational level, income, race, age, gender, or sexual orientation.

Programs and services offered by the Plano Community Library District

The Library offers the following core programs and services:

- The Library plays a major role in fostering a love of reading among young children. Free storytime programs promote school readiness by helping children develop language skills as well as social/emotional skills. Storytimes also provide a model for caretakers on how they can share books, songs, and educational play activities with their children.
- The Library provides free programming on a wide range of topics for children of all ages. Many programs expand students' exposure to Science, Technology, Engineering, Art, and Math concepts.
- The Library provides a free summer reading program to combat the "summer slide". Research has proven that children who don't read over the summer can lose up to two months of learning by the time they return to school in the fall. Children who participate in Summer Reading Programs and read a minimum of 6 books over the summer score better in reading and math when they return to school. *Source: Dominican University IMLS-funded research: Public Library Summer Reading Programs Close the Reading Gap*
- The Library provides a variety of free and low-cost activities for adults and seniors. These include educational programs, arts and craft programs, self-help programs, reading programs, and programs that provide volunteer opportunities. Library programs provide a social setting and a connection to the community. They can also help lessen the social isolation felt by many individuals.
- The Library provides free access to computers and one-on-one computer assistance to minimize the digital divide. Because government forms, health information, and often, employment opportunities have moved online, the library's internet access has become a lifeline for those without access at home. The library provides free one-on-one assistance to job seekers, including resume help, online job searching, and assistance completing online job applications. Staff members provide free one-on-one assistance to individuals with online applications for government programs like SNAP and unemployment benefits.
- The Library provides homeschool families with networking opportunities and access to material to support their curriculum.

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Programs and services offered by the Plano Community Library District (continued)

- The Library provides free loan of library materials, in a variety of formats, to help meet the informational and recreational needs of the community. The library also provides free access to online databases for research.
- The Library provides free meeting rooms that can be used by community groups, free study rooms for individuals to work collaboratively, free space for individuals to study, and free space and wi-fi for individuals who are working remotely.
- The Library provides a free, safe, and welcoming environment where families can spend quality time together. We provide computers with learning games for children. We provide an area with toys for active play, dramatic play, manipulatives, language development, math skills and more for a child's development.
- The Library provides a free, safe, and welcoming environment for teens and adults.
- The Library provides free services including voter registration, distribution of tax forms, test proctoring, and scanning services. The Library also provides low-cost faxing, printing, and photocopying services.

Other services or programs the Library could possibly provide:

- Notary Public Services
- License Plate Renewal Services
- Passport Services
- Additional programs and services for Spanish speaking families
- Paper shredding events
- "Library of Things," a circulating collection of objects such as kitchen appliances, tools, gardening equipment and seeds, electronics, toys and games, craft supplies, musical instruments, and recreational equipment such as sports and outdoors gear.

Intergovernmental Agreements

The Library partners with, or has Intergovernmental Agreements, with the following other Governments:

- The one hundred thirty-six libraries in the Reaching Across Illinois Library System (RAILS) to share an integrated library automation system known as PrairieCat. This agreement allows libraries to share materials with each other. This partnership provides our users with access to more than 1.2 million unique titles and 5.1 million items. Materials are delivered to libraries through the cooperative service agreement at no cost to the user.
- PrairieCat (an intergovernmental instrumentality) for the production and use of a mobile Library Catalog application (app).
- The City of Plano for the construction and maintenance of a parking lot west of the library.

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

- Cooperative purchasing agreements through the Reaching Across Illinois Library System allow the library to provide cost savings to taxpayers.
- Cooperative purchasing agreements through the Illinois State Library allow the library to provide cost savings to taxpayers.
- Sharing an integrated library automation system allows the Library to share the cost of central site equipment, telecommunications, and computer and database maintenance staff—all of which provides a cost savings to taxpayers.
- Sharing materials between members of the Reaching Across Illinois Library System allows the library to provide users with access to a wide range of materials in a timely manner at no additional cost to the user.

Community partnerships

The Library partners with the following organizations:

- Plano Community School District 88—Library staff selects, checks out, and delivers material to classrooms to meet the needs and interests of students and teachers. Library staff provides outreach at School District events and registers users for library cards at these events. Library staff provides programs and tours for classes that visit the library.
- Plano Area Alliance Supporting Student Success—The Library is a member of this organization and works with partnering agencies serving our community's youth.
- Senator Sue Rezin's Office—Staff from Senator Rezin's office provide traveling office hours at the library to assist constituents with any issues they face with state government agencies or programs.
- Kendall Grundy Community Action Services—They have sent staff to the library to provide individuals with assistance completing Low Income Energy Assistance Program applications.
- Fox Valley United Way—Bilingual staff members from Fox Valley United Way conduct free developmental screenings at the library.
- Friends of the Library—Partners with the library to host fundraising events to support library programs and services.
- Waubensee Community College—The Library is a partner to provide space for Lifelong Learning Classes.
- Plano Historical Society—The Library is a partner to provide research assistance and community programming.
- Neighboring and area-wide libraries—To provide joint programming and shared use of resources.

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Review of laws, policies, rules and procedures, training material, and other documents

We have reviewed the following, non-exhaustive list of laws, policies, training materials, and other documents applicable to the Library to evaluate our compliance and to determine if any of the foregoing should be amended.

- State laws applicable to Libraries**
- Illinois Open Meetings Act (OMA) (5 ILCS 120)**
- 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)**
- Policy on public comment**
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))**
- Illinois Freedom of Information Act (5 ILCS 140 *et seq.*)**
- Designation of FOIA officer (5 ILCS 140/3.5(a))**
- Freedom of Information Act (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's Control (5 ILCS 140/5)**
- IMRF Total Compensation Postings (5 ILCS 120/7.3)**
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)**
- Illinois Local Records Act (50 ILCS 205/)**
- 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**

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What the Plano Community Library does well

A very small portion of a household's property tax bill, 2.5% in 2022, goes to the Plano Community Library District. The library serves the needs of the entire community with that limited portion of the property tax bill.

We have created a welcoming environment with a staff that genuinely cares for our users. We meet each user where they are and do our best to help them with their individual needs. We frequently fill in the gap of limited access to social service agencies in the area.

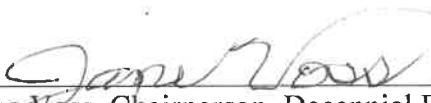
In FY 2022-2023:

- The monetary value of all items checked out at the Library was \$1,236,115
- 81,235 items were checked out at the Library
- The annual attendance was 41,546
- The free public computers were used 9,760 times
- 377 programs were offered
- Program attendance was 6,345
- 5,847 items were checked out at the Plano Library by users from neighboring libraries

Recommendations for increased accountability and efficiency:

- Financial documents, such as the budget, Budget & Appropriations Ordinance, Levy Ordinance, and audit could be available on the library's website.
- The library should update its "Application for Authority to Dispose of Local Records" with the Illinois Local Records Commission.
- The library should continue cross-training all staff.
- The Plano Community Library District could increase partnerships with other libraries and agencies to provide programs and services.

Submitted by:



Jane Voss, Chairperson, Decennial Efficiency Committee

Date Committee approved report:

2/15/2024
