

PLAINFIELD AREA PUBLIC LIBRARY  
DECENNIAL COMMITTEE  
OCTOBER 18, 2023  
6:00 P.M.  
LARGE MEETING ROOM

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Discussion Items
  - Discuss items from Section 5
  - Schedule third meeting date
    - Discuss items from Sections 3, 4, and 6
    - Prepare for final report
4. Adjournment



DECENNIAL COMMITTEE REPORT  
MAY 17, 2023

**CALL TO ORDER:** The Decennial Committee meeting of May 17, 2023 was called to order at 6:38 pm in the Library's Small Meeting Room at 15025 S. Illinois Street. The Pledge of Allegiance was recited. Roll call was conducted. Regular Committee members present: Gilmore, Knight, Grotto, Crowner, Malec, McMurtrie, Pappas, Kinley, Polito. Regular members absent: Schmidt. Staff present: Hartley, Wold. Guests present: District resident.

**PUBLIC COMMENT:** None.

**DISCUSSION ITEMS:**

The Chair introduced the members. The Committee discussed the packet items: timeline, assignments, process. Distribution of materials to the Committee will happen before June 22, 2023. The Committee tentatively set October 18, 2023 as the next meeting date.

**ADJOURNMENT:** The meeting adjourned at 6:54 pm.

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Aimee Hartley  
Recording Secretary

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Carl F. Gilmore  
Committee Chair

# DECENNIAL COMMITTEE 2023

## ASSIGNED TRACKS

Please view the documents in your track for the October 18, 2023 meeting.

When available, I added an online link in addition to adding documents in your folder. If there is no link, the documents will be in your track folder only. A pdf form is provided to help you keep track. There are two pages per track – you are only responsible for the form in your track.

When possible, please email me at [ahartley@papl.info](mailto:ahartley@papl.info) with any questions by October 11 so we can prepare for the meeting.

## General Admin / Legal Track

Lisa Schmidt  
Alicia Malec  
Sharon Kinley



DOCUMENT	REVIEWED	COMMENTS, QUESTIONS, SUGGESTIONS
Start Here: District Library Statute Compliance – this document is provided by ILA, I marked up a copy for you with where to find relevant information.		
<a href="#">Designation of Whistleblower Auditing Official</a>		
<a href="#">All applicable officials have filed statement of economic interests</a>		

Designation of Election officer (see ASM job description in Elections folder)		
Sexual harassment prevention training (see training folder)		
Bloodborne pathogen (see training folder)		
Designation of ADA coordinator (see ADA Coordinator Title II doc)		

## OMA / IGA Track

Carl Gilmore  
Vicki Knight  
Zachary Crowner

DOCUMENT	REVIEWED	COMMENTS, QUESTIONS, SUGGESTIONS
<a href="#">Illinois Open Meetings Act</a>		
<a href="#">Policy on public comment</a> (located in the Plainfield Area Public Library Bylaws)		
<a href="#">Designation of OMA officer</a>		
<a href="#">Schedule of Regular Meetings of the Library Board</a> (located in the FY2023 & FY2024 meetings documents)		
<a href="#">Periodic Meetings to Review Closed Meeting Minutes</a> (November & May, exception for FY2023 is December 22 & June 23)		

<a href="#">OMA Designee Training</a>		
Board Members OMA Training		
Storywalk IGA with Park District		
Joliet & Plainfield Library IGA		
Plainfield Township Garden IGA		
Park lot IGA with Village		

## FOIA / IGA Track

Erika Grotto  
Lauren Las  
Vicky Polito



DOCUMENT	REVIEWED	COMMENTS, QUESTIONS, SUGGESTIONS
<a href="#">Illinois Freedom of Information Act</a>		
<a href="#">Designation of FOIA Officer</a>		
<a href="#">Posting Other Required FOIA Information</a>		
<a href="#">List of Types or Categories of FOIA Records under Library Control</a>		



<a href="#">FOIA Officer Training</a>		
<a href="#">Audit</a>		
TIF Extend IGA		
143 <sup>rd</sup> IGA		
PSD202 Offsite Lockers IGA		

# REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

## 1 LIBRARY

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### 1.1 UNIT OF GOVERNMENT SUBMITTING THIS REPORT:

Name of Library: PLAINFIELD PUBLIC LIBRARY DISTRICT

Address: 15025 S ILLINOIS ST PLAINFIELD IL 60544

### 1.2 INFORMATION ABOUT OUR LIBRARY

Our County: WILL / KENDALL

Total libraries in our County: 22 / 9

Service population as of the 2020 census: 79,055

Our annual budget: FY23 \$4,411,880.00

Our EAV for FY2023: \$2,465,096,773.00

## 2 DECENNIAL COMMITTEE

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### 2.1 COMMITTEE MEMBERS

Board President / Committee Chair  
Trustee  
Trustee  
Trustee  
Trustee  
Trustee  
Trustee-elect  
Library Director  
Resident  
Resident

Carl F Gilmore  
Erika Grotto  
Vicki M Knight  
Alicia Malec  
Lauren Las  
Lisa Schmidt  
Zachary Crowner  
Lisa Y Pappas  
Sharon Kinley  
Vicky Polito

*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.*

## 2.2 COMMITTEE DATES (50 ILCS 70/20)

1	May 17, 2023	Organizational Meeting
2	October 18, 2023	Section 5 discussion
3	TBD	Sections 3, 4, 6 discussion
4	TBD	Approve final report for full board if not completed in meeting 3

## 3 LIBRARY SERVICE

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### 3.1 CORE PROGRAMS OR SERVICES OFFERED BY OUR LIBRARY

- PAPL offers services to support life-long learning, including programming for all ages, from babies to seniors.
- PAPL offers educational programs and classes such as hands-on steam programs for children to classes for adults on retirement, investing, cooking, self-improvement, culture, history, etc.
- Papl supports literacy for all ages including English language learning programming for adults and storytimes for children beginning with newborns.
- The library offers access to digital resources for research purposes and to support school curriculum.
- The library lends materials to the community, including print books, magazines, DVDs, music and devices for learning.
- The library offers value-added services such as home delivery, Notary, proctoring, license plate sticker renewal, passes and discounts to state-wide museums and cultural attractions

### 3.2 OTHER CORE SERVICES/PROGRAMS TO CONSIDER

Passport services

### 3.3 AWARDS AND RECOGNITIONS

2019 Plainfield Chamber of Commerce Government Award

## 4 LOCAL RELATIONSHIPS

### 4.1 INTERGOVERNMENTAL AGREEMENTS

We partner with or have Intergovernmental Agreements with the following other governments:

ENTITY	SERVICE OFFERED
Village of Plainfield	Shared parking lot; 143 <sup>rd</sup> St. roadway expansion
Plainfield School District 202	Grab and Go Lockers at PEHS
Plainfield Park District	StoryWalk in Clow Stephens Park
Plainfield Township	Shared community garden plots and programming

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

### 4.2 COMMUNITY PARTNERSHIPS

We partner with the following organizations):

ORGANIZATION	SERVICE OFFERED
Plainfield School District 202	Programming, community events, school liaison
Village of Plainfield	Programming, community events
Plainfield Park District	Programming, StoryWalk
Plainfield Shorewood Chamber of Commerce	Programming, community events
YMCA	Programming, community events

### 4.3 LIBRARY PARTNERSHIPS / RESOURCE SHARING

ORGANIZATION	SERVICE / RESOURCE
RAILS Library System	State system providing delivery, discounts on resources, continuing education
Pinnacle Cooperative	Consortium of 6 libraries sharing resources, costs for ILS
ILA (Illinois Library Association)	Association supporting all types of libraries in legislation, continuing education, etc.
Illinois Libraries Present	Cooperative for virtual programming of renowned authors and figures

Museum Adventure Pass	Shared resource for IL cultural sites and museums
ILLINET (Illinois Library and Information Network)	Member libraries have access to Illinois' library collections by collaboratively supporting and expanding resource sharing within the state, including interlibrary loan services and both statewide and systemwide reciprocal borrowing

## 5 ADMINISTRATION

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.

### 5.1 REVIEW OF LAWS

1. Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
2. Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
3. State laws applicable to District Libraries

### 5.2 REVIEW OF LIBRARY POLICIES, RULES AND PROCEDURES

1. Policy on public comment
2. Designation of OMA officer (5 ILCS 120/1.05(a))
3. Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
4. Designation of FOIA Officer (5 ILCS 140/3.5(a))
5. Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
6. List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
7. Designation of ADA coordinator 65 ILCS 5/1-1-12
8. Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
9. Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
10. All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
11. Designation of Election officer

### 5.3 TRAINING MATERIALS

1. Sexual harassment prevention training (775 ILCS 5/2-109(C))
2. FOIA Officer Training (5 ILCS 140/3.5(b))
3. Bloodborne pathogen (29 CFR 1910.1030)
4. Board Members OMA Training (5 ILCS 120/1.05(b))

## **5.4 OTHER DOCUMENTS**

1. Intergovernmental Agreements
2. Most recent independent audit

## **6 FINAL REPORT**

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### **6.1 WHAT HAVE WE DONE WELL?**

### **6.2 WHAT ARE OUR NEXT STEPS?**

### **6.3 WHAT OPPORTUNITIES ARE THERE TO PURSUE?**

### **6.4 OUR COMMITTEE'S RECOMMENDATIONS:**

Submitted this day:

Submitted by:

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Carl F Gilmore  
Chair, Decennial Efficiency Committee

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