

PLAINFIELD AREA PUBLIC LIBRARY
DECENNIAL COMMITTEE
FEBRUARY 21, 2024
6:00 P.M.
LARGE MEETING ROOM

1. Call to Order, Pledge, Roll Call
2. Public Comment
3. Discussion Items
 - Finalize the Decennial Committee report
 - Schedule fourth meeting date, if necessary
4. Adjournment

REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

1 LIBRARY

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

2.1 COMMITTEE MEMBERS

Board President / Committee Chair	Carl F Gilmore
Trustee	Erika Grotto
Trustee	Vicki M Knight
Trustee	Alicia Malec
Trustee	Lauren Las
Trustee	Lisa Schmidt
Trustee-elect	Zachary Crowner
Library Director	Lisa Y Pappas
Resident	Sharon Kinley
Resident	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	February 21, 2024	Sections 3, 4, 6 discussion Approve final report for full board
4	TBD	Approve final report for full board if not completed in meeting 3

3 LIBRARY SERVICE

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 rd St. roadway expansion, StoryWalk in Settler's Park
Plainfield School District 202	Grab and Go Lockers at Plainfield East High School (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:** Combining parking lots allowed for more parking for the community and easier access not just to the Library but surrounding community businesses; having pick-up lockers at the farthest northern point of our district has increased access to our collections for those residents who live the furthest away. StoryWalks allow the Library to reach more residents and to be out in the community in nature settings without requiring staffing.

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

6.1 WHAT HAVE WE DONE WELL?

- a. Made maximum use of limited resources, particularly financial and space resources.
- b. Managed library funds effectively and transparently.
- c. Kept at pace with evolving technologies for services/programs and delivery of same.
- d. Partnered effectively with local organizations and other units of government to expand service to our community.
- e. Found and implemented a measured and practical self-funding option to expand the library's physical structure in response to unsuccessful tax increase referendums for expansion.

6.2 WHAT ARE OUR NEXT STEPS?

- a. Completion and opening of physical expansion recently approved by our Board of Trustees and Staff.

6.3 WHAT OPPORTUNITIES ARE THERE TO PURSUE?

- a. More engagement with other schools in the area, similar but not restricted to the Grab and Go program at PEHS.
- b. Expansion of lending resources to include things like workshop tools, home repair tools, cooking and preserving tools, etc.
- c. Possibility of consolidation of some administrative offices with those in other units of government or public service branches like fire protection, parks and recreation, etc. to reduce costs of those tasks in order to reduce or eliminate the need and costs for multiple staff across multiple public, taxpayer funded entities of service.

6.4 OUR COMMITTEE'S RECOMMENDATIONS:

Continue the library's existing focus on maintaining the high level, cost-effective quality of current services and programs. Expand services and programs as new resources become available and practicable.

Submitted this day:

Submitted by:

Carl F Gilmore
Chair, Decennial Committee

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