2023

Cary Area Public Library District

DECENNIAL COMMITTEE REPORT

8/10/2023

Unit of Government submitting this report

Cary Area Public Library District, 1606 Three Oaks Road, Cary, IL 60013

Information about the Library

- The building is located in McHenry County and the library district covers areas in McHenry County and a small portion of Lake County, including most of the Village of Cary, the Village of Trout Valley, unincorporated Cary, portions of Prairie Grove, Oakwood Hills and parts of unincorporated Crystal Lake, including Burton's Bridge.
- The population of the Library District is 27,256 as of the 2020 Census.
- The Library currently has 43 employees (not including Board members).
- Our library's annual budget for FY 23/24 is $2,464,709.
- Our library's Equalized Assessed Valuation (EAV) for 2023 is $950,894,821.

Information about the Committee

Committee Members

Board President Janet Polep

Trustee Gayle Booth

Trustee Thomas Garvin

Trustee Theresa Hart

Trustee Scott Migaldi

Trustee Christina Rank

Trustee Lisa Stordahl

Library Resident Jane Chivari

Library Resident Barbara Kalchbrenner

Executive Director Diane McNulty

Dates the Committee Met

June 8, 2023

July 13, 2023

August 10, 2023

Core Programs or Services Offered by the Library

Our Library offers the following core programs:
- Book-An-Expert
- Circulation of Library materials
- Collection boxes: Local organizations may have a collection box in the lobby for donations of non-cash items.
- Community information
- Computer Literacy
- Copy/Print/Fax services
- Homebound delivery: Scheduled delivery for those who cannot get to the Library.
- Homeschool outreach: Materials available to support homeschoolers with their curriculum.
- Job seekers help
- Interlibrary Loan: Patrons may request items from libraries nationwide.
- Library of Things: Collection of non-traditional items to check out.
- Meeting rooms: A meeting room that is available to the public that seats up to 100 and can be split to seat 45 or 55.
- Memory kits: Kits funded by the Rotary for those who have a loved one in need of memory stimulation.
- Online services: Digital reference and collections available from anywhere.
- Programs: A wide variety of programs for all ages.
- Reference services
- School outreach: Fourth graders visit the Library in the fall to learn what resources the Library has and how to use them.
- Seed Library: Seeds available in the spring for library patrons to plant at home.
- Senior citizen outreach: Visit local senior housing and assisted living facilities.
- Story times: Several sessions per week for various age groups.
- Study rooms: Available for groups up-to 2, 6, or 8.
- Tax forms: Popular tax forms and instructions available to copy.

Our Library could offer:
- Book bike to have at community events.
- Fix-it day or month.
- Lockers at the train station.
- Summer camp story time.

Awards and Recognition

IRMA (Intergovernmental Risk Management Agency): Various safety awards

North Suburban Library System Public Staff Member of the year, 1998-1999: Diane McNulty

Intergovernmental Agreements

- CCS (Cooperative Computer Services): Shared online catalog with 29 libraries.
- DLI (Digital Library of Illinois): Consortium of libraries state-wide sharing the cost and collection of digital materials for use by library patrons.
- ILP (Illinois Libraries Present): Illinois Libraries Present provides premier online events at equitable prices for participating member libraries of all sizes and budgets and has a current membership of 210 libraries.
- ILLINET (Illinois Library Information Network): Statewide resource sharing through Interlibrary Loan.
- IRMA (Intergovernmental Risk Management Agency): Member-owned, self-governed public risk pool with over 70-member governmental agencies.
- School District 26: Bus lane/driveway on Library property for Three Oaks Elementary School.
- School District 26: Community Partnership Grant focused on social and emotional learning.
- Village of Cary: Pedestrian and Bike Path Easement Agreement.
- Village of Cary: Repairs to curbs and sidewalks.

Community Partnerships

- Cary Food Pantry: The Library has a donation drop-off and provides used books for the pantry.

- Cary Park District: Pool pass program. Pool passes available at the Library for check out

- Cary Park District: Library Story walk located at Jaycee Park

- Cary Park District: Library Story times at Hoffman Park.

- Cary-Grove Chamber of Commerce: The Library is a member and hosts lunch and learn programs. The Library shares job postings from the Chamber.

- Elgin Community College: Post employment information to and from this source. Share education information from this source.

- FOCAL (Friends of the Cary Area Library): Library Volunteer group fundraises for the Library and the Library provides space for deliveries, sorting storage and sales.

- IDES/IllinoisJobLink.com: Post employment information from this source and share link

- Illinois Department of Human Services: Post employment information from this source.

- Illinois Department of Public Health: The Library hosted COVID vaccination clinics

- Job Center of Lake County: Post employment information from this source.

- Master Gardeners: The Library worked with MG for programming, including gardening for children and a story time at the Park District Hoffman Park.

- McHenry County Clerk: The Library serves as an early voting site and as a polling place for three precincts for regular voting. In addition, the Library has trained registrars for voter registration.

- McHenry County College: Post employment information to and from this source. Share education information from this source.

- McHenry County Workforce Network: Post employment information from this source.

- Northwest Suburban Astronomers: Programming partners and the Library stores their time capsule.

- Preschools: Visit local preschools annually in April to do a story-time and to share Library information.

- Representative Steven Reick: The Library hosted open office hours.

- Rotary Club: With Rotary support, the Library created memory care kits for community members.

- St. Hubert Job & Networking Ministry: Post employment information from this source.

- Senator Craig Wilcox: The Library hosted open office hours.

- United States Department of State: The Library is a passport acceptance facility.

- Village of Cary: The Library provides books for an exchange rack at the Cary train station.

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

The Library Board and Management Team 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.

- State laws applicable to Libraries
- Illinois Open Meetings Act (5 ILCS 1120/1 *et seq*.)
- Policy on Public Comment
- 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)
- Illinois Freedom of Information Act (5 ILCS 140/1 *et seq*.)
- Designation of FOIA Officer (5 ILCS 140/3.5(a))
- 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 Control (5 ILCS 140/5)
- Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq*.)
- All applicable officials have filed a 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
- State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq*.)

What Have We Done Well?

- The Library passed a referendum to become a district in 1995.
- A new 20,000 sq. ft. building was donated to the Library District in 1999.
- The Library received a $100,000 gift in 2000 to be used for building purposes and it was used towards the addition of a drive-up drop and window in 2016.
- In 2016, the Library added three study rooms, a conference room and additional program space by reconfiguring space within the building.
- In 2016, the Library added an elevator to make the basement accessible and to add collaborative work space for library employees.
- Air cleaners were added to the HVAC system in 2021 to reduce the spreading of germs in the building.
- The Library passed an annexation referendum in 2007 to add additional properties to the district.
- The Library began working with an asset management company to increase return on investments.
- We have collaborated well with other libraries through groups that include the libraries in the North Suburban area and in McHenry County.
- The library continually offers training opportunities to employees because a knowledgeable staff benefits the public.
- As a member of our local ICG (Intergovernmental Coordinating Group) we work with other governmental entities in our community to share information, make each other aware of our projects and programs and share resources when possible.

What Inefficiencies Did We Identify?
- Libraries are efficient, because they have to be.
- The library's board and employees continuously review inefficiencies and act upon them when they are identified.

What Can We Do Better or More Efficiently?
- We could make the acre of land behind the Library more usable for programming, i.e., pave part of it and surround with benches.
- Consider alternative energy.
- Review employee benefits and how to make them better.
- We can look at our statistics on a regular basis and try to improve library use based any inefficiencies.

Studies on Governmental Efficiencies

- *An Inventory of Local Governments in Illinois* https://www.civicfed.org/inventory
- *Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments* by Wendell Cox. https://www.toi.org/Resources/233dd69f-b58c-471c-9c26-290460a3502b/Local%20Government%20Efficiency%20-%202016%20Cox%20report.pdf
- *Local Governments in Illinois: How Many is Too Many?* By Alden Loury https://www.metroplanning.org/news/6991/Local-governments-in-Illinois-How-many-is-too-many