Sugar Grove Public Library Decennial Report

FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

Contents

### I.	Unit of Government Submitting this Report

Name of Library: Sugar Grove Public Library District

Address of Main Library Office: 125 S. Municipal Drive, Sugar Grove, IL 60554

### II.	Information about our Library

A.	We are located in Kane County. There are 21 libraries in our County.

B.	The population of the territory in which our Library is located is 16,114 (as of 2020 census).

C.	We have 20 employees of the Library (not including board members).

D.	Our annual budget for FY 2025 is: $1,976,770.52.

E.	Our Library's equalized assessed valuation (EAV) for 2023 is $6,966,595

III.   Information about Our Committee

     A.   <u>Committee Members</u>:
<u>Board President</u>: Ryan Ivemeyer
<u>Trustee</u>: Glenda Peck
<u>Trustee</u>: Michelle Damadeo
<u>Trustee</u>: Allison Short
<u>Trustee</u>: Marisa Richards
<u>Trustee</u>: Adrien Aaron
<u>Trustee</u>: Jessica Fese
<u>Executive Director</u>: Genna Mickey
<u>Resident</u>: Dan Howard
<u>Resident</u>: Lorinda Anderson

<u>Note</u>: 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.

     B.   <u>Dates that our Committee Met</u> (50 ILCS 70/20)

(must meet three times prior to report filing on October 1, 2024)

1. First Meeting (must occur prior to June 10, 2023): <u>May 24, 2023</u>

2. Second Meeting: <u>August 28, 2024</u>

3. Third Meeting: <u>September 25, 2024</u>

IV.   Core Programs or Services Offered by our Library

A.   Our Library offers the following core services and programs:
- Materials to check out including digital and print for all ages
- Literacy Programs including Reading Programs, Storytimes, Book Clubs, After-School Clubs including
- Technology Access: Computer, Wi-Fi, Printer/Scanner/Fax Services, Cricut Vinyl Cutting Machine, Button Machine
- Reference and reader's advisory services for all ages
- Programs for adults to learn and socialize
- Access to genealogy research databases
- Voter Registrar to register to vote at the library
- Meeting Rooms and study rooms
- Lectures and Workshops for teens and adults
- Cultural Programs including music and lectures
- Opportunity for community to volunteer
- Art gallery exhibits
- Community concert series
- Access to video and audio recording equipment in studios

B.   Other core services/programs we could possibly provide:
- Outreach and homebound delivery
- School outreach
- Community even outreach
- Notary Service
- Electronic License Plate Sticker Renewal Service
- Passport Service
- Mini-book stops at community locations

V.   Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

N/A

VI.   Intergovernmental Agreements

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

Entity:	Services Offered:
Village of Sugar Grove	Landscaping services for meeting room usage
Northbrook Library	Illinois Library Presents: virtual premier events

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

The Library saved money during Spring 2024 through the Village's landscaping services.

The Library offered programs at a fraction of the cost for high-profile author visits.

VII.   Community Partnerships

Organization:	Services Offered:
Sugar Grove Food Pantry	Library collects food and school supply items in exchange for fine forgiveness. December is Food for Fines and July is School Supplies for Fines. The Library's Small 24/7 Food Pantry has information on the SG Food Pantry.
Kaneland Schools	Students needing volunteer service hours can receive training and experience volunteering at the library. Recently a teacher noticed a countertop crack, so two of his students built a brace for our counter.
Kiwanis Club of Sugar Grove Township	Kiwanis is the official sponsor of Holiday in the Grove and we are members of Kiwanis. Kiwanis also offered/will offer golfing courses for kids. Kiwanis sponsors a diaper station that is stocked with diapers and wipes to make it easier for families to enjoy the library with their children.
Conley Community Outreach Services	Partner for Holiday Spirit Drive- Giving Tree; upcoming partnership with bereavement programming coming in 2025
Scouts	Girl Scouts, Boys Scouts, and Eagles Scouts use the Library's meeting rooms as well as partnering with the library for service opportunities. Recently an Eagle Scout created history and informational signs for the Library grounds and a girl scout troop helped us package seeds for our Seed Library launched this Spring 2024.

Sugar Grove Arts and Entertainment Committee *(Village of Sugar Grove, Sugar Grove Park District, Sugar Grove Chamber of Commerce, Sugar Grove Township)*	The Library is part of this committee that plans, funds, runs the Groovin' in the Grove free concert series held at the Library Grounds in June, July, and August each year
Sugar Grove Historical Society	history displays and programs, including the presentation "The History of The Railroad in Sugar Grove."
Sugar Grove Library Foundation	The library's 501c3 is instrumental with fundraising and other support of library operations and services.
Sugar Grove Park District	Storytimes in the Park
Sugar Grove Township	Library provides free materials to seniors at the monthly free lunch hosted by SG Township
Waubonsee Community College	WCC Day of Service Location 2023 & 2024; cross-promoting our programs within each other's marketing and programming avenues; upcoming book club partnership 2025

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.

Areas we are in compliance with:

- ✓ State laws applicable to Libraries

- ✓ Illinois Open Meetings Act (5 ILCS 120/1 *et seq*.)

- ✓ Policy on public comment

- ✓ 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*.)

- ✓ 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))

- ✓ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))

- ✓ 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

- ✓ Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016)
- ✓ State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 et seq.)

Areas we are NOT fully in compliance with:

- ☐ *Designation of OMA officer (5 ILCS 120/1.05(a))*

  - o *This is assumed in the Library Director's role at Sugar Grove, but could be officially on the agenda yearly for transparency.*

- ☐ *Designation of FOIA Officer (5 ILCS 140/3.5(a))*

  - o *This is assumed in the Library Director's role at Sugar Grove, but could be officially on the agenda yearly for transparency.*

- ☐ List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)

  - o Requires Local Records Act to be on file.

- ☐ *IMRF Total Compensation Postings (5 ILCS 120/7.3)*

  - o *The Library is just joining IMRF and getting this information ready to post.*

- ☐ Designation of Whistleblower Auditing Official ([50 ILCS 105/4.1 *et seq.*](#))

  - o The Library Board will approve a policy outlining this requirement.

IX.   What Have We Done Well?

In the past decade we have overhauled many of our policies including government ethics, human resources, and more that allowed the Library to operate in compliance with state laws.

New services offered include access to technology like the Cricut Vinyl maker, A/V studio equipment, button maker, craft kits, educational pre-loaded tablets, talking books that read the story out loud to young children, video games for all emerging gaming systems, and access to a variety of high-quality digital apps and databases to access materials.

The Library's community voted to build a new building in 2009 but funding did not increase until the sixteenth referendum request which passed in April 2023, as a result of the bond being paid off. The Library will now be more fiscally sound and able to cover the costs of repairs and maintenance on a 27,000 building and 5 acres of grounds.

The Library has started a Local CD collection, Local Author Collection, Art Gallery.

The Library has regular opportunities for patrons to provide feedback on improvement and quality of services with an almost annual survey. These help to direct projects within the library – most recently allowing the youth department to be re-arranged to account for the growing population of young children in this community.

X.   What Inefficiencies Did We Identify/What Are Our Next Steps?

Some inefficiencies included quick fixes that can be done with board action including appointing an OMA and FOIA officer and creating a whistleblower policy. Others are a larger project – the Local Records Act is comprehensive as it lists all of the different types of records we have along with the dates, and how much physical space it takes up is used when disposing of records. We cant be efficient when bogged down with extra storage paper so the Local Records Act will allow us to purge materials. This needs to be on file with the state so that we can be in compliance. There is a goal of January 2025 for Local Records act establishment.

XI.   What Can We Do Better or More Efficiently?

Besides ensuring that we are in compliance with the Local Records Act, we should make sure that our annual actions like designation of FOIA/OMA officer are included in an annual schedule.

XII.   Studies on Governmental Efficiencies

In preparing this report, we reviewed several studies on local government efficiency. These studies show the benefits of working across other services to cost-share. The Library system is well-versed in this method of reducing costs as it belongs to consortiums for physical and digital materials as well as research databases, museum adventure pass programs, and more cost-savings memberships that allow patrons access to more.

XV.   Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

Develop a system for filing digital and/or physical records that is manageable and time-efficient to aid in the process of maintaining files for the Local Records Act. This allows for efficient FOIA requests as well.

Consider utilizing an online records management system and whether or not that is something that can be shared or discounted via other governments.

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

Submitted by: _____

    Ryan Ivemeyer, Chairman,

    Decennial Efficiency Committee

Date of Committee Approval of Report: September 25, 2025