

Decennial Committee on Local Government Efficiency Act
REPORT



Cherry Valley
Public Library District

Submitted by:

Cherry Valley Public Library
755 East State Street
Cherry Valley, IL 61016

August 2, 2023

Organization:

Cherry Valley Public Library District
755 East State Street
Cherry Valley, IL 61016
(815) 332-5161
www.cherryvalleylib.org

Organization Information:

The Cherry Valley Public Library District began as a village library on April 19, 1977. We are located in Winnebago County and serve a population of 13,894 (U.S. Census, 2020). Our service area is primarily Winnebago County but includes a small area of Boone County, as well. We currently have 26 staff members (4 Full-time and 22 Part-time) and our Board of Trustees is comprised of seven elected individuals. Our annual budget for FY 23-24 is \$1,302,000. Our library's equalized assessed valuation (EAV) for 2023 is \$333,616.006 (Winnebago County) and \$15,494.017 (Boone County).

Committee Information:

- **Committee Members**
 - Kristin Olson – Board President
 - Jo Anne Sandman – Board Vice-president
 - Donna Riha – Board Treasurer
 - Ann Marie Jenkins – Board Secretary
 - Ken Berger – Trustee
 - Michelle Forster – Trustee
 - Karen Lane – Trustee
 - Sue Stevens – Library Director
 - Cathy Fedor – Library resident
 - Michael Holmes – Library resident
 - William Scarpaci – Library resident

- **Committee Meetings**
 - Tuesday, May 30, 2023 (See attached agenda and minutes)
 - Wednesday, June 7, 2023 (See attached agenda and minutes)
 - Tuesday, July 18, 2023 (See attached agenda and minutes)

Core Programs or Services Offered by our Library:

- **Programs**
 1. Story times
 2. Craft programs (children, teen and adult)
 3. Games (puzzle race, pickleball, Dungeons & Dragons, etc.)
 4. Book clubs (teen and adult: fiction, non-fiction and mystery)
 5. Yoga
 6. Senior Moments – (historical, educational and social programs)

7. Prime Timers – (offsite field trips to local attractions such as museums, gardens, etc.)
8. Musical performers
9. Science shows
10. Take home Grab & Go kits (STEM kits and craft kits)
11. Author talks (Illinois Library Presents)
12. Star Parties (Amateur Astronomy Club)
13. Tech classes (MS Office, iPad, Android, Libby, etc.)
14. Movie nights (Second Saturday Cinema)
15. Book character Meet & Greets – (Pete the Cat, Bruce the Bear, etc.)
16. Genealogy classes
17. Outreach to schools, daycares and nursing homes

- **Services**

1. Lending materials (books, music, and movies)
2. Inter library loans
3. Large print collection
4. Newspapers and magazines
5. E-books and E-audio
6. Streaming services
7. Book drop
8. Pick up window
9. Passport acceptance agency
10. Photo booth
11. Notary public services
12. Test proctoring
13. Public meeting rooms
14. Public computers
15. WIFI
16. Copies
17. Printing
18. Mobile printing
19. Faxing
20. Beyond Books collection: telescopes, golf clubs, STEM kits, fishing equipment, binoculars, story time bags, etc.
21. E-pay
22. Non-resident library cards
23. Local history collection
24. Game computers for children (educational games)
25. Community bulletin board
26. Display cases for local organizations
27. Visitors with disabilities
28. Used book sales
29. Tax preparation and safe driver's course through AARP
30. Volunteer opportunities and service hours for tweens/teens

Other core programs/services we could possibly provide:

- **Programs**

1. Non-profit information fair
2. Grant writing workshops
3. Tai Chi
4. Local writers' workshop
5. Bookmaking
6. De-clutter and home organization
7. Murder mystery dinner/event
8. Robotics and STEM
9. Adulting 101 (Teens)

- **Services**

1. Career Day for teens
2. Job Fairs for adults
3. Chromebooks or other technology check-out
4. Family history – record and video individual's life stories.
5. Community blood drive
6. Community garden
7. 3-D printing
8. Tutoring
9. SAT prep
10. Makerspace
11. Coffee bar/Café

Awards and Recognition

Cherry Valley Public Library was recently recognized by *Illinois Library Presents* for our viewing party and comic book workshop on May 6, 2023, featuring author/illustrator Jarrett J. Krosoczka.

Intergovernmental Agreements

1. NIUNet – Fiber line for internet
2. Prairie Cat – Library materials
3. RAILS (Reaching Across Illinois Library System) – delivery, eRead Illinois, movie license, job postings, employee training and professional development.
4. OCLC – Inner Library Loan
5. Illinois State Library – Grants
6. Illinois State Treasurer – E-pay
7. US Department of State - Passports

8. LIMRiCC (The Library Insurance Management and Risk Control Combination) – Employee insurance
9. IMRF (Illinois Municipal Retirement Fund) – Employee pension

Intergovernmental agreements allow us to better serve our community through shared resources (PrairieCat, OCLC and RAILS), provide services that we wouldn't otherwise be able to on our own (passports, E-pay and internet service), offer our employees additional benefits (insurance and a pension fund) and save money by applying for grants provided through the Illinois State Library.

Community Partnerships

1. Schools – RPS 205, Christ the Rock, and Montessori.
2. Village of Cherry Valley – Baumann Park agreement, special events, etc.
3. Recreational Committee of Cherry Valley – Trunk or treat, etc.
4. Friends of Cherry Valley Public Library – Book sales, etc.
5. Cherry Valley Men's Club – Summer Reading Program sponsorship, fishing poles, etc.
6. Cherry Valley Historical Society – Newsletter and local history
7. Cherry Valley Police Department – National Night Out event
8. Cattle & Cream – Story times and Summer Reading Program prizes
9. AARP – Tax preparation and Safe Driver's program
10. Amateur Astronomers Club – Telescopes & binoculars
11. Thermo Fischer – Grab & Go kits and STEM kits.
12. U of I Extension – Plant a Row, gardening programs, etc.
13. Wild Ones – Native plants & volunteers for weeding
14. Walgreens – Flu shot clinic
15. Other libraries – 1,000 Books Before Kindergarten & Jim Gill workshop.
16. United Way of the Rock River Valley – Early literacy initiative
17. Local businesses – Hole sponsors and silent auction items for Mini-putt in the Library fundraiser.

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

- State laws applicable to libraries
 - Cherry Valley Public Library owns the most recent copy of Illinois Library Laws & Rules (2020) which all staff, trustees and public may access.
- Illinois Open Meetings Act
 - Cherry Valley Public Library abides by all standards put forth by the Open Meetings Act (OMA). The Library Director is the Designated OMA officer and completes annual training. All board members have completed OMA training. In accordance with OMA, the schedule of regular meetings of the of the library board are posted on our website, as well as on our front window. The policy for public comment is included on monthly board meeting agendas which can be found on both our website and front window.
<https://www.cherryvalleylib.org/wpcherryvalley/about-us/library-board/>
- Illinois Freedom of Information Act
 - Cherry Valley Public Library abides by all standards put forth by the Freedom of Information Act (FOIA). The Library Director is the Designated FOIA officer and completes annual training. All board members have completed FOIA training. Cherry Valley Public Library retains FOIA requests according to the law and required FOIA information is posted on our website.
<https://www.cherryvalleylib.org/wpcherryvalley/required-postings/>
- IMRF
 - IMRF total compensation postings can be found on our website.
<https://www.cherryvalleylib.org/wpcherryvalley/required-postings/>
- Statement of Economic Interest
 - All applicable officials (Board of Trustees and the Library Director) file a statement of economic interest annually.
- Sexual Harassment Training
 - All staff, as well as trustees, complete annual sexual harassment training.
- Intergovernmental Agreements
 - IGAs are reviewed and updated as needed.
- Budget and financial documents
 - Financial reports are compiled monthly and reviewed by the Board of Trustees at their scheduled meetings. Cherry Valley Public Library also undergoes a yearly audit.

- State Ethics Laws
 - State and federal policies were reviewed and will continue to be done so on an as needed basis.
- Library Policies and Procedures
 - Cherry Valley Public Library reviews library policies as needed and as required by law. Thirty-six library policies in the following categories: building and facilities (4), collection (6), patron (6), personnel (15) and trustees (5) were reviewed this year by individuals on the Decennial Committee and will be addressed by the Board of Trustees on a consistent rotating basis going forward. Emergency procedures are reviewed annually by the Library Director with input from selected staff members including IT, Public Services and Maintenance. Library facilities and mechanicals including boilers, fire suppression systems, roof, HVAC, etc. are inspected annually, as well.

What have we done well?

The Cherry Valley Public Library serves a population of 13,894 (U.S. Census, 2020). Currently, 3,725 of our residents have a library card. Additionally, 52 non-residents have a library card for their household at a cost of \$200 per year.

Last year, 59,232 people came through our doors and 87,576 people visited our website. The library provided 575 programs and services ranging from story times to tax preparation, with a total attendance of over 16,000 individuals.

The library currently owns 78,469 physical items including books, newspapers, magazines, music CDs, DVDs, etc. In addition to our physical collection, we offer 164,849 e-books and 98,713 e-audiobooks. Our cardholders also have access to numerous databases and thousands of books through interlibrary loan.

In FY 22-23, 155,404 items were checked out by our cardholders. This includes 105,561 books, 14,121 DVDs, 4,462 music CDs, 2,080 magazines, 875 special items and 28,305 e-resources (e-books and e-audiobooks). Some of our special items include bike locks, binoculars, charging cables, fishing equipment, mobile hotspots, pickleball equipment, STEM kits, story time bags, telescopes, and youth golf sets.

The Cherry Valley Public Library is also known for unique services. We have two notary publics on staff and sixteen trained passport agents. We offer a photo booth for passport pictures, professional headshots, etc. We also participate in the “Explore More Illinois: Sightsee and Save Money” program, which provides discounts on admission to state-wide attractions such as museums, arboretums, planetariums, etc.


In 2012, additional space was added to the Adult Services side of the Library, and in 2015 the parking lot was expanded and a garage was built. A drive-through book return and pick-up window were added in 2020 along with a staff workroom, Youth Services program room, and an expanded picture book area. This brings the total library size to 19,850 square feet. An outdoor 336 sq. ft. pavilion was added to the grounds in 2022.

FY 22-23




Total Annual Visits =
59,232 people







105,561 Books




14,121 Videos



4,462 Audios



2,080 Magazines




875 Other

127,099 physical items + 28,305 electronic items =
155,404 total items loaned

Collection


73,209 = Print Materials
 164,849 = E-Books
 5,260 = Audio Visual Physical
 98,713 = Audio Visual Downloadable
 342,031 = Total items owned



Programs

Audience	# of programs	Attendance
Children	276	5,791
Teen	60	571
Adult	134	1,534
All ages	93	6,539
TOTAL	563	14,435

Storytime!



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

- Community partnerships – Continue to reach out to more schools and local businesses to strengthen relationships and to ensure we are not replicating services.
- Vendors – Continue to negotiate long-term contracts to ensure we are getting the most value for our money.
- Staff training – Continue to develop consistent training for all staff and offer more professional development opportunities.

What Can We Do Better or More Efficiently?

- Communication and marketing of library services and programs.
- Review library policies on a consistent basis.
- Streamline library processes including scheduling and payroll, hiring and onboarding new staff and training library trustees.

Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

- Develop a whistleblower policy.
- Set up a policy review calendar. The first three policies to be reviewed will be library card registration, staff leave time and library investments.
- Increase communication with the Cherry Valley Recreation Board.
- Expand our outreach to area schools including elementary schools, middle schools, high schools, colleges and universities, and trade schools.