

**North Riverside Public Library District
Decennial Committee
Meeting, May 1st, 2023**

Following the 6pm Committee of the Whole meeting

1. Open of Meeting

- A. Call to order
- B. Appoint committee members (Library Director: Natalie Starosta, Library Resident _____, Library Resident _____)

I, _____, make a motion to appoint the Library Board of Trustees, Natalie Starosta, _____, and _____ to the Decennial Committee. I, _____, second. ____ aye ____ nay

- C. Determination of quorum
- D. Recognition of visitors to the meeting
- E. Approval of agenda
I, _____, make a motion to approve the agenda as written/amended.
I, _____, second. ____ aye ____ nay

2. Open Forum

3. Decennial Committee Business

- A. OMA Training Requirement (discussion)
- B. Future Meeting Schedule (action)
 - 1. Date: _____, 202_; Reviewing: V-VII and beginning section VIII
 - 2. Date: _____, 202_; Reviewing: complete section VIII, IX – XIII
 - 3. Date: _____, 202_; Reviewing and approving completed report
- C. Sample Report (informational/discussion)
- D. Reviewing I-IV (informational/discussion)

4. Adjournment

I, _____, make a motion to adjourn the meeting at _____p.m. I, _____, second. ____ aye ____ nay

Open Meetings Act (OMA) Training:

Required to be taken within 90 days of appointment. You must print your completion certificate and return it to the Library Director. OMA training can be accessed on this website: <https://foiapac.ilag.gov/>

Click on the “Register” button on the top right hand corner if this is the first time you have taken this training recently. After you register, click on the top button on the left hand side (see picture below) and click on the “Start new 2023 OMA training”.



When you complete the training, print the certificate and give it to the Library Director. You can you're your certificate of completion under the training portal “Review your training results”. This must be done within 90 days of your appointment to the committee.

SAMPLE LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT

I. Unit of government submitting this report:

Name of Library: North Riverside Public Library District

Address of Main Library Office: 2400 S. Des Plaines Ave. North Riverside, IL 60546

II. Information about our Library

A. We are located in Cook County. There are 99 libraries in our County.

B. The population of the territory in which our Library is located is 7,426 (as of 2020 census).

C. We have 25 employees of the North Riverside Public Library (not including board members).

D. Our annual budget for FY23 is: \$1,331,950.

E. Our Library's equalized assessed valuation (EAV) for 2023 is \$257,600,963 (issued Aug 2022 for 2021 tax rate).

III. Information about Our Committee

A. Committee Members:

Board President: Annette Corgiat

Board Vice President: Greg Gordon

Board Treasurer: Kathy Bonnar

Board Secretary: John Mathias

Trustee: Ken Rouleau

Trustee: Jeanne Ottenweller

Trustee: Kyle Johnson

Library Director: Natalie Starosta

Library Resident: Lenora Giurini

Library Resident: Bob Barcik

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.

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

First Meeting (must occur prior to June 10, 2023): May 1st, 2023

Second Meeting: _____

Third Meeting: _____

Additional Meetings (List All, if any): _____

IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

- Access to a variety of printed, audio/visual and digital/virtual materials (45,000+),
- Access to streaming services,
- Access to a variety of in person and virtual programming,
- Access to a variety of databases from home and for in library use (including: ,
- English language learning programs and materials,
- Spanish language materials and programs,
- Test taking services,
- 24/7 materials pick up with our locker system,
- Bike rack, repair stand and pump,
- License plate sticker renewal,
- Notary services,
- Access to various items in Studio 2400, including: VHS to DVD or digital transfer equipment, Cassette to CD or digital transfer equipment, green screen equipment, photos and negative scanning equipment, digital music equipment, musical instruments,
- Access to items in the Build Guild with staff oversight, including: 3d printers, laser engraver/cutters equipment, sewing machines and embroidery machine, sublimation printers, mug and clothing presses, Accuquilt and dies, Circuit and Silhouette machines,
- Use of the NRPL Ellison die cut machine and dies,
- Lending a variety of items (350+) in our toy lending library, including: Coco melon doll, puppets, robots, manipulatives for dexterity, AWE tablets, games, puzzles, sensory items,
- Lending a variety of items (300+) in our Library of Things, including: workout equipment, cooking equipment, karaoke equipment, speakers, microphones, Xbox, PS2, PS4, Oculus, digital camera, microphone and light, Computers, tablets, and hotspot lending, board games, stamp sets, knitting and crochet tools, tag cutter and grommet sets, puzzles, furniture dolly, moving blankets, tools, cake pans, cookie cutters,
- Scanning, Faxing and printing services

B. Other core services/programs we could possibly provide:

- Passport services,
- Sustainable programming,

- Programs focused on financial literacy, health literacy, culinary literacy, cultural literacy and social connections

V. Awards and Recognitions

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

VI. Intergovernmental Agreements

We partner with or have Intergovernmental Agreements with the following other governments (*list as many as you have*):

Entity: Services Offered:

RAILS – continuing education resources, delivery services, advocacy,

SWAN – cataloging, databases, shared training resources,

IL State Library – OCLC cataloging services

IL Libraries Presents – cost sharing for large literary programs (virtual)

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

VII. Community Partnerships

We partner with the following organizations *(list as many as you have)*:

Organization: Services Offered:

School District 94 and 96 _____

Village of North Riverside Recreation _____

Girl and Boy Scouts _____

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.

_____ State laws applicable to Libraries

_____ Illinois Open Meetings Act (5 ILCS 120/1 *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 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.*)

_____ 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);

_____ Others (*List Below or Attach*):

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

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

XI. What Can We Do Better or More Efficiently?

XII. Studies on Governmental Efficiencies

Example: In preparing this report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compare to the national median of 2850 individuals.

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

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

Submitted by: Greg Gordon

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____