

DECENNIAL REPORT

FOR THE



Manhattan-Elwood
PUBLIC LIBRARY DISTRICT

October 2024

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Will County Board

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The report represents the first Decennial Report for the Manhattan-Elwood Public Library District as required by the Decennial Committees on Local Government Efficiency Act (50 ILCS 70). The purpose of this report is ‘...to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located’.

INFORMATION ABOUT THE LIBRARY

The Manhattan-Elwood Public Library District encompasses Manhattan, Elwood, and Jackson Township in Will County, Illinois. In the 2020 census, the library district’s population grew 15.87% to 15,255 people. The library has a staff of 18 people to serve the population, 13 of which are part-time and 5 are full time. Two members of our staff have a Master’s Degree in Library Sciences and four members of our staff have Master’s degrees in other fields.

In 2023-2024, the Manhattan-Elwood Public Library District expects to receive \$1,387,666 from property taxes. The total working budget was \$1,508,665 after receiving an additional \$121,000 from sources such as impact fees from the Village of Manhattan, Personal Property Replacement Tax, grants, donations, and other fees and reimbursements. The total EAV for the library district was \$656,727,764 for the 2022 Levy.

The Manhattan-Elwood Public Library is proud to announce the opening of a second branch in Elwood in Fall 2024. This branch is housed in a building that previously vacant for 15 years and was paid for through the Special Reserve Fund of the Library.

INFORMATION ABOUT THE DECENNIAL COMMITTEE

A) COMMITTEE MEMBERS

For this Decennial Committee, members consist of the Board of Trustees, one library employee, and two residents of the library district. The members are:

- Tom Murray (Board President)
- Patricia Blatti (Board)
- Julie Mason (Board)
- Keri English (Board)
- Sharon Gill (Board)
- Jan Krekel (Board)
- Amanda Dearing (Board)
- Ashley Hopper (Library Director)
- Barbara Zaczek (Resident)
- Jonathan Carroll (Resident)

B) DATES OF COMMITTEE MEETINGS

All Decennial Committee meetings took place as part of the regular monthly board meeting.

MEETING ONE: May 22, 2023
Committee Members were appointed at the first meeting.

MEETING TWO: November 27, 2023

MEETING THREE:

July 22, 2024

MEETING FOUR:

October 28, 2024

REVIEW OF LAWS, POLICIES, RULES AND PROCEDURES, TRAINING MATERIALS, AND OTHER DOCUMENTS

The Library Board and Management have reviewed the following list of laws, policies, training materials, and other documents applicable to the Library in order to evaluate our compliance and 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 the 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))
- Lists 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)
- Serving Our Public 4.0

CORE PROGRAMS OR SERVICES OFFERED BY THE LIBRARY

Circulation of Library materials

- Books
- Audiobooks/Playaways
- DVDs/Blu-Rays
- CDs
- Videogames
- Hotspots (WIFI access)
- Toys/Puzzles/Games
- Educational Kits
- eBooks
- eAudiobooks
- Streaming movies

24/7 Smart locker services in two locations
Interlibrary Loan
Copy/Print/Fax Services
Access to Computers and accompanying tech support to patrons
Online Services – Research, Entertainment, and Collections
Outreach to local schools and other organizations
Story Times
Library Cards for Students
Programming for all ages – both educational and entertaining
Meeting Room Use
Reference Services
Reader’s Advisory Services
Local History Collection
Summer Reading Program
Winter Reading Program
Book Discussions

OTHER CORE SERVICES OR PROGRAMS OUR LIBRARY COULD PROVIDE

The library regularly receives requests for study rooms for students, tutoring, and meetings and we could provide those services if we had a larger building.

In an effort to create deeper ties within the community, the library could provide display space for collections and partnerships with our patrons and local organizations (like the Historical Societies) if we had more space.

INTERGOVERNMENTAL AGREEMENTS

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

* Manhattan School District 114 – We provide library cards to all students in our district so that the students can access e-materials and databases for use in school projects.

* Elwood Community Consolidated School District 203 -- We provide library cards to all students in our district so that the students can access e-materials and databases for use in school projects.

* Manhattan Park District – We have an agreement in place for maintenance services, lawn care, and snow removal at the Manhattan address.

*Village of Manhattan - The taxing bodies meet regularly to avoid duplication of activities and support events in the community.

* Illinois Libraries Presents – We have an agreement with this partnership to provide virtual author discussions.

* RAILS – RAILS is an Illinois Library System that supports libraries through networking groups, education opportunities, group discounts, and delivery services.

*PrairieCat Consortia – Our PrairieCat Consortia supports the library’s catalog and allows our patrons access to the holdings of over 130 other libraries, provides educational opportunities, and networking groups.

COMMUNITY PARTNERSHIPS

Friends of the Manhattan-Elwood Library Foundation
Chamber of Commerce
Manhattan Park District
Village of Manhattan
Village of Elwood
Manhattan School District 114
Elwood Community Consolidated School District 203
Manhattan Fire Protection District
St Joseph Catholic School
Manhattan Historical Society
Elwood Children’s Garden
Joliet Junior College LTA Program
Kid Country Preschool
Will County Workforce
Illinois Department of Motor Vehicles
Illinois Library Association

WHAT HAVE WE DONE WELL

Purchased property in Elwood to add a library branch in Fall 2024

Operate within budget

Purchased two properties adjacent to our Manhattan location and paid debt off ahead of schedule

Added modular units in 2013 to add 3600 square feet to Manhattan building

Received a donation of property in Elwood

Achieved Strategic Plan 2019-2024 goals

Compliant with all FOIA requests

Began working with PMA to increase return on library investments

Offer training opportunities to staff

Adopted ethics policies for trustees

Provided materials, services, and programs that appeal to our local communities

WHAT INEFFICIENCIES DID WE IDENTIFY?

The Manhattan-Elwood Public Library District board reviews *Serving Our Public 4.0* annually and addresses any issues or inefficiencies as they arise.

WHAT CAN WE DO BETTER OR MORE EFFICIENTLY?

According to the research done by Wendell Cox, “The preponderance of the evidence in Illinois shows that smaller municipal governments tend to tax less, spend less, and borrow less than larger municipal governments (p2)”. While our library is always open to new ways to improve our offerings or operate more efficiently, we work diligently to provide services and materials that best serve our residents within our budget

STUDIES ON GOVERNMENTAL EFFICIENCIES

In preparing this report, we reviewed several studies on local government efficiency.

Ammons, David N. (1995). Overcoming the Inadequacies of Performance Measurement in Local Government: The Case of Libraries and Leisure Services. *Public Administration Review*, vol 55, No 1 (Jan-Feb 1995), p37-47.

An Inventory of Local Governments in Illinois, <https://www.civicfed.org/inventory>

Cox, Wendell. (2015). Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments. <https://www.toi.org/Resources/233dd69f-b58c-471c-9c26-290460a3502b/Local%20Government%20Efficiency%20-%202016%20Cox%20report.pdf>

COMMITTEES RECOMMENDATION ON INCREASED ACCOUNTABILITY AND EFFICIENCY

The library will continue to work efficiently and stretch our tax dollars as far as possible in our efforts to provide outstanding services to our residents.

DATE OF APPROVAL OF REPORT: October 28,2024