



ELA
AREA
PUBLIC
LIBRARY

DECENNIAL COMMITTEE REPORT

2024

Ela Area Public Library District Decennial Committee Report

August 2024

Unit of government submitting this report:

Ela Area Public Library District
275 Mohawk Trail
Lake Zurich, IL 60047

Library Information:

- The Ela Area Public Library District is located in Lake County. The Library District covers almost all of the Villages of Lake Zurich, Kildeer, and Hawthorn Woods; plus portions of North Barrington, Long Grove, and unincorporated areas
- The population of the Library District as of 2020 census is 36,366
- The Library currently has 99 employees (not including board members)
- Our annual budget for FY25 is \$7,510,321.92
- Our Library's equalized assessed valuation (EAV) for 2024 is \$2,154,648,605

Committee Information

Committee Members:

Board President Crystal Steker
Trustee Cathy McCauley
Trustee Kathy Caudill
Trustee Eric Corzine
Trustee Mary Silcroft
Trustee Tracy Suykerbuyk
Trustee Alicia Timm
Library District Resident Lucas McMahon
Library District Resident Susan Malohn
Library District Resident Teri Latter
Library District Resident Jim Stamoolis
Library District Resident John Stanonik
Executive Director Erica Christianson

Dates the Committee Met (50 ILCS 70/20):

June 6, 2023
February 6, 2024
August 20, 2024

Core Programs or Services Offered by our Library

Library Mission: **Share the Joy of Discovery**

The Library offers the following core services and programs:

Resources

- Loaning out materials such as books, magazines, newspapers, and audio-visual materials.
- Access to digital and streaming materials: books, magazines, audio, music, movies, and television shows. Wide variety of physical items & kits including Library of Things, Curiosity Kits, Storytime-to-go Kits, and board games.
- Providing access to technology resources such as computers, WiFi, scanners, photocopiers, faxing, and software.
- Research tools such as online databases, newspapers & magazines, online reference books.
- Life-long learning tools which includes online training resources such as LinkedIn Learning, Gale Courses, and Creative Bug.
- Access to resources in multiple languages including print materials in the world languages collections and digital resources.

Services

- General Informational Assistance
- Reference Assistance
- Technology training and assistance
- Reading, Viewing, and Listening Advisory
- Faxing, Scanning, Photocopying, Printing
- Remote Printing
- Annual Print Cards for Ela Cardholders
- Access to in-person professionals: Social Worker, Legal Assistance
- Wide range of programming for all ages
- Play Literacy activities
- Storytime in Spanish
- Local History & Genealogy resources, services, and programming
- State & Federal Tax Forms
- Notary Service
- Passport processing
- Test proctoring
- Homebound delivery
- Selection and delivery of items for preschools and local schools
- Selection and delivery of items to assisted living residents
- ESL classes & materials
- Art Exhibits
- Museum Exhibits
- Drive-up Window
- Bike Repair Station

- Assistance in Spanish
- Equipment to convert slides, records, cassettes, and VHS
- Drop-in and take-home craft and art projects
- On-on-One technology assistance
- Summer, winter, and annual reading programs

Spaces

The Library serves as our community’s “3rd Space”

- Large Meeting Room
- 10 Study Rooms
- 2 Conference Rooms
- Computer Lab
- Digital Media Labs
- Makerspace
- 3 Outdoor Patios
- Quiet Reading Room
- Display Cases & Art Wall
- Children’s & Teen Areas

Other core services/programs we could possibly provide:

Develop outdoor spaces

Awards and Recognitions (2013-2023)

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

- America’s Star Libraries Award, Library Journal – 2013-2022
- Certificate of Achievement for Excellence in Financial Reporting, GFOA – FY22, FY23
- Readers’ Advisory Service Award, Illinois Library Association – 2019
- PR Xchange Competition Award, ALA - 2019
- Teen Librarian of the Year Award, Illinois Library Association: Becca Boland - 2016
- Trustee of the Year Award, Illinois Library Association: Kathryn Lind Caudill – 2015
- Citizen of the Year Award, Lake Zurich Chamber of Commerce: Matthew Womack, Executive Director - 2015

Intergovernmental Agreements

Ela Library has Intergovernmental Agreements which have increased the Library’s efficiency in the ways listed.

CCS (Cooperative Computer Services)	Online catalog to facilities access to over 2 million resources by 30 area libraries. Includes shared database for circulation, acquisitions, cataloging, interlibrary loan and an online public access catalog.
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WIN (Wellness Insurance Network)	Libraries pooled purchasing power for health, dental, and vision insurance.
LIMRiCC (Library Insurance Management & Risk Control Combination/Unemployment Compensation Group Account)	Unemployment compensation group account. Libraries are pooled together as one organization to provide lower costs.
ILP (Illinois Libraries Present)	Illinois Libraries Present provides premier online events at equitable prices for participating member libraries.
NorthSuburban Digital Consortium	Consortium of libraries sharing the cost and collection of digital materials for use by library patrons.
SWALCO (Solid Waste Agency of Lake County)	Library serving as a collection site for textile recycling bin allowing residents to recycle clothing & textile items.
Taxing Bodies: Ela Area Public Library District, Village of Lake Zurich, Village of Kildeer, Ela Township, School District 95	Review, monitor, contest, and defend the assessed valuations real property located with the taxing jurisdictions. This shared venture is to ensure EAPL tax revenue is not unfairly shifted to small homeowners.
NIMEC Energy Consortium	Municipal group purchasing power for lower electric rates.
RAILS (Reaching Across Illinois Library Systems)	RAILS provides: resource sharing, collaboration and networking, continuing education, consultation, and discount purchasing. This includes: daily van delivery service for moving materials between libraries, Explore More Illinois Museum Pass program, and EBSCO Database package.

Community Partnerships & Services

- School services to District 95, District 96, St. Francis de Sales, and many preschools.
 - Teacher cards with extended check outs, Kindergarten tours, book-talks & programming visits to classrooms, participation in parent nights, host for ELL family evenings, Earth Day celebration presenter, database & e-material access, selection of materials for school use on curriculum topics, field trips.
 - District 120 –
 - D120 Adult Education Department provides six to eight ESL classes per week at Library
 - Outreach Sites
 - Library provides programming, material selection and delivery to Assisted Living locations: Azpira Place, Mt. St. Joseph, Cedar Lake, Avantara, Auberge and Senior Apartments: Zurich Meadows
- Local Villages: Hawthorn Woods, Kildeer, Lake Zurich, Long Grove, North Barrington
- Library participates in Farmer's Market and Holiday on Main, Library StoryWalks, Storytime in the Parks

- Library provides meeting space for events
 - Telescopes for events
- Lake Zurich Fire Department
- Lake Zurich Police Department
 - Provides Staff Training & Education for Library staff and patrons
 - Assists with best practices and problem solving
- US Department of State Department
 - Passport Processing Services
- The Chapel
 - Overflow parking support
- BACOA – Barrington Area Council on Aging
 - Programming partner (Memory Café)
- SWALCO
 - Reuse-a-Shoe Collection
- Garden Club of Lake Zurich
 - Maintains several Library garden areas, holds meetings & annual garden sale at Library, programming
- AARP
 - Provides annual tax assistance for patrons on Saturdays during tax season
- Lake County Astronomical Society
 - Supports telescope lending, Astronomy Day, public programming
- Ela Township
 - Programming support and collaboration, staff training, publicity support
- Ela Historical Society
 - Maintains Ela history exhibit, resource sharing, public programming
- State Representative/Senator
 - Library provides meeting space for office hours and educational events
- University of Illinois Extension Services
 - Provides public programming
- Ancient Oaks Foundation
 - Provides public programming
- Lake County Clerk's Office
 - Early Voting, polling place, educational materials, public programming, Library provides meeting space
- Lake County Health Department
 - Programming and education support
- Lake County Forest Preserve
 - Programming and education support
- LGBTQ+ Center of Lake County
 - Programming partner
- Lion's Club
 - Eye glass collection boxes, assistive devices
- Lake Zurich Rotary
 - Library provides meeting space and programming support
- Lake Zurich Area Chamber of Commerce

- EAPL Executive Director serves as a Director-At-Large on the LZACC Board of Directors, Library provides meeting space for events, participates in activities including ribbon cutting events and Business Expo
- Versiti
 - Blood Drives
- Ela Library Foundation
 - Supports the Library through fundraising

Reading Programming and Promotion Support: Culver's, Learning Express, McDonalds, Nothing Bundt Cakes, Rosati's, My Flavor It Place, Papagus, BellaLukes, Oberweiss, Lake Zurich Florist, Main Street Art Center.

Collections: Joanie's Closet, Salute Inc., Riddick's Ride, Bricks of Hope, Animal Education & Rescue, local food pantries, Mt. St. Joseph.

Warm Up Lake Zurich: Library's knitting/crochet group donates craft items to local charities including local food pantries and hospitals, Joanie's closet, and Ela Township.

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

The Library Board and Administration 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. All library policies are reviewed by the Board every three years. All library procedures are reviewed by staff on an as needed basis to provide greater operational efficiency.

- Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
- Policy on public comment (Board Reviewed & Revised 2/2024)
- 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))
- Intergovernmental Agreements

- 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? (2011-2023)

- 2011: Two state-of-the-art Digital Media Labs are constructed on the 2nd floor.
- 2014: The Children's Department is remodeled, with interactive play spaces, front-facing bookshelves, and spaces for families to gather. 2nd floor Study Rooms are renovated.
- 2015: The Library opens Forge, a makerspace for patrons to build, invent, tinker, learn and create.
- 2018: Library pays off "mortgage" on the building. The final bond payment is made in December.
- 2019: Dinosaur Discoveries exhibit opens, drawing record numbers of visitors
- 2023: New Children's meeting room & service desk; new materials sorter; new 2nd floor conference room; revamped team spaces.

What Can We Do Better or More Efficiently?

- Investigate alternative energy options including electric car charging stations.
- Explore ways to best utilize outdoor space opportunities.
- Transition to ACH payment system.
- Update targeted spaces to reflect current uses and needs of taxpayers.

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 (2016) <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://archive.metroplanning.org/news/6991/Local-governments-in-Illinois-How-many-is-too-many>

Submitted by:

 Crystal Steker
 Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: _____