

March 7, 2024

To: Cook and Lake County Boards

Attached you will find the final Indian Trails Public Library District (ITPLD) Local Government Efficiency Committee Report as required by the Decennial Committees on Local Government Efficiency Act (Public Act 102-1088). The ITPLD Local Government Efficiency Committee was formed on May 17, 2023 and met three times: June 7, 2023, October 4, 2023 and March 6, 2024. This report was finalized and approved by the Committee on March 6, 2024. The committee was comprised of community members, ITPLD Board of Trustees, and ITPLD staff members as indicated below.

ITPLD Board of Trustees

Vicki Baba; Louise Barnett, Committee Chair; Henry Hackney, Jr.; Erin Hauck; Caitlyn Keenan; Mary Moodhe; Andrew Sitsshela

ITPLD Community Members

Nina Strezewski, Buffalo Grove Resident;
Cristel Mohrman, Wheeling Resident

ITPLD Staff Members

Brian Shepard, Executive Director; Ryann Uden, Deputy Director

Summary Report: The Committee was impressed by the number of partnerships and agreements with government agencies and organizations within the community. The Committee did note a few potential ideas for future consideration. Overall, the Committee recommends that the library district continue to develop and create future partnerships to increase efficiencies between organizations while also providing needed services to the community.

Please let us know if you require any further information at this time.

Sincerely,



Brian Shepard
Executive Director

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ITPLD Local Government Efficiency Committee Report March 2024

As per the requirements of the Decennial Committees on Local Government Efficiency Act, the ITPLD Local Government Efficiency Committee was formed on May 17, 2023, and met on June 7, 2023, October 4, 2023 and March 6, 2024 to review and discuss information about the library district's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships. The following sections outline information discovered about the library district's core services, agreements, partnerships, policies, procedures and awards.

Summary Report: Overall, the Committee was impressed by the number of partnerships and agreements with government agencies and organizations within the community. The Committee did note a few potential ideas for future consideration, such as exploring how area organizations can work together to support teens using Horizon Park, working with District 21 to provide special needs training to library staff, developing a "wishlist" of service projects, providing Narcan training to staff, and developing the relationship with the Buffalo Grove social worker.

Overall, the Committee recommends that the library district continue to develop and create future partnerships to increase efficiencies between organizations while also providing needed services to the community.

General Information

The Indian Trails Public Library was established as a Library District in 1958. The purpose of the District is to provide library services to the residents of the District. The District serves most of the Village of Wheeling, half of the Village of Buffalo Grove, one third of the City of Prospect Heights, and a small portion of the Village of Arlington Heights, as well as some unincorporated Cook County areas. This is done through the main library building at 355 Schoenbeck Road, Wheeling, Illinois, and a branch location at 99 East Palatine Road, Suite A, Prospect Heights, Illinois.

Highlights:

1. Indian Trails Public Library District is located in Cook and Lake Counties.
2. The population of the Library District is 65,423 as of the 2020 Census.
3. The library district includes portions of Wheeling, Buffalo Grove, Prospect Heights and areas of unincorporated Cook County
4. ITPLD has 97 staff members (not including board members).
5. Our annual budget for FY23 is \$8,479,867.
6. Our library's equalized assessed evaluation (EAV) for 2021 is 1,627,944,098

Core Programs/Services

1. Checkout of books, DVD, BluRay, magazines, music CDs, audio books, video games, ebooks and audiobooks, LaunchPad kits, mobile hotspots, STEAM kits, ROKUs, laptops, themed backpacks, Lecture Series DVDs/CDs, print and AV ESL material, print and AV collections in Korean, Polish, Russian, Spanish and Ukrainian.
2. Adult programs such as entertainment, informational, genealogy, financial literacy, employment assistance, book discussions, movie presentation, current events, crafts, makerspace programs
3. Children programs such as Storytimes, age specific book discussions, entertainment, crafts, makerspace programs
4. Reference and reader's advisory assistance to members
5. Maker space- access to laser engraver, CNC, 3d printers, Sound Lab, video editing stations and 1-1 project appointments
6. Providing access to technology such as desktop computers, laptop computers, WiFi, copiers, printers, scanners, faxing services, projection systems, and software such as Microsoft and Apple products.
7. Providing research options such as print and online reference materials, online magazines, online newspapers, reputable online research resources, etc.
8. Service to teachers and local schools - Provide bags of material on topics requested by teachers and do school visits to book talks and share about library resources and programs.
9. Museum Pass Programs – Museum Adventure, Explore More Illinois, and Senator Johnson Museum Pass program
10. Study and meeting spaces
 - a. 3 public meeting rooms
 - i. 2 of the public meeting rooms can be combined to be a larger meeting space and accommodate up to 160 people.
 - b. 1 public conference room
 - c. 8 public study rooms
 - d. Quiet spaces such as our fireplace area.
 - e. Spaces for children and their caregivers to read and explore together in early learning space.
 - f. Dedicated space for Middle School students
11. Homebound services - Delivery of material ITPLD homebound residents or residents living in an assisted living home.
12. English as a Second Language services
 - a. Large classroom programs for 3 different ability levels
 - b. One on one tutoring service
 - c. Dedicated lab space with dedicated computers and software to support student learning goals
13. Test proctoring services – provide test proctoring services for students taking exams remotely.
14. Digital literacy and technology help for adults
 - a. Hands on training in dedicated Training Lab
 - b. One on One training for specific technology related questions
 - c. Large group lecture topics on specific technology related topics
15. 24/7/365 access to library resources through the library's website
16. Accessibility services available include electric scooters for in library use, low visions services and captioned, pre-recorded video programming. Library staff will attempt to provide additional program and service accommodations upon request.

Intergovernmental Agreements

1. **Cooperative Computer Services (CCS).** Shared library catalog with 29 area libraries giving our Members access to over 2,000,000 items (6/2019)
 - a. OCLC membership @ discounted rate (6/2019)
2. **Reaching Across Illinois Library System (RAILS)** – Coordinate delivery of incoming and outgoing materials to libraries throughout Central and Northern Illinois
3. **Wellness Insurance Network** – provides medical, dental and vision insurance for fulltime employees (7/1/2010)
4. **High School District 214 – Read to Learn Program** - Weekly program during the school year for adults to learn to read English
5. **Consolidated Community School District 21 – Teacher Cards** – Provide library cards for teachers within the district to use library resources (also includes Early Childhood Development Enrichment Center staff 2/15/2018). In addition, library staff regularly visit classrooms to do book talks and share information about library programs and events.
6. **Consolidated Community School District 21 – Student Cards – Agreement to pilot a facilitated student library card registration program for students within the library district (Date TBD).**
7. **London Middle School Reunification Site** (09/01/2009)
8. **Wheeling Park District** – Grounds maintenance – provide both grass cutting and snow plowing services of the library site (1/21/15)
9. **One Book One Community** – Vernon Area, Cook Memorial and Indian Trails libraries organize a one book one community program for all our residents
10. **North Suburban Digital Consortium** – Consortium of 8 libraries to provide eBook and eAudiobook resources to our community. (12/14/2004)
11. **Cloud Link with other area Cloud Library subscribers** – Agreement to share ebook and eAudiobook resources in the Cloud Library (Bibliotheca) with 5 other area libraries.
12. **Illinois Library Presents** – Consortium of public libraries throughout the state of Illinois to provide virtual program offerings
13. **LIMRICC (Library Insurance Management and Risk Control Combination) Unemployment Compensation group** – allows for management of unemployment claims through group provider (4/12/1993)
14. **Northwest Municipal Conference** – provides the library's Employee Assistance Program through a group provider (pre 2003)
15. **NIMEC Electricity Consortium**- allows the library to take part in group bids for electricity contracts to lower the cost of electricity for the buildings. 02/14/2007)
16. **Village of Wheeling**
 - a. Social Worker – allows the library to utilize the services of the Wheeling social worker (07/09/2018)
 - b. Vehicle Fuel & Maintenance –makes available the Village of Wheeling's maintenance crew and the use of the village fuel pumps to the library (11/24/2003)
 - c. FEMA Publications held at library (7/29/2019)
17. **Illinois Secretary of State Office** – agreement to participate in the Court Library Project pilot to assist members by hosting virtual court appointments and support as Library Court Navigators **Date TBD.**
18. **Prospect Heights Police Department**
 - a. Social Worker office hours at the Branch location beginning in May, 2024.

Community Partnerships

1. **Foundation for the Indian Trails Public Library** – Actively raises funds for requested library items/materials and advocates for the library in the community.
2. **Annual Meeting between ITPLD Foundation, Board of Trustees and ITPLD library staff to connect and align goals and vision.**
3. **Connecting Our Community** – a network of ITPLD district area social service organizations, which meet twice a year to share resources and updates and discuss shared situations. The library facilitates and coordinates the meetings through our Outreach Services.
4. **Career Collab** - The Lake Cook Career Collaborative is powered by a group of Chicago-area librarians with expertise in employment and career services. The Collaborative helps local residents who are unemployed or underemployed make their next career move by connecting them with expert-led workshops, online training and other resources offered at no cost through area public libraries. <https://www.careercollab.org/about.html>
5. **Summer Lunches** – In 2018, the library coordinated with the Greater Chicago Food Depository to distribute summer lunches to children at the library (through USDA and the state of Illinois). In 2019, the library coordinated with District 21 to distribute lunches at the main library and the branch location. Since 2020, District 21 has provided summer breakfast and lunch distribution in the library parking lot.
6. **Local school districts 21 & 96**- Library staff visit 12 elementary schools and 4 middle schools within Districts 21 and 96 to provide book talks, share readalouds and promote library services. During the 2022-23 school year, staff made 88 visits to District 21 and 96 classrooms and met with over 4,000 students. Library staff also attend school outreach events, such as back to school nights and literacy events, and host students for field trips within the library. Library information is shared with students and parents at outreach events in both English and Spanish, and with District 21 students through the virtual backpack platform. ITPLD also provides schools with both institute and teacher cards, allowing schools to check out library materials for extended periods and request book bags on specific topics.
7. **Local preschools** - Library staff visit preschools within the district to present storytimes, promote library services, and provide early literacy information. Preschools can also obtain school library cards that allow staff to check out library materials, and request book bags on specific topics. During the 2022-23 school year, staff made 38 visits to local preschools, reaching over 800 students.
8. **Wheeling Chamber of Commerce** – The library is represented as an associate member at monthly meetings. In addition, the library hosts some of the monthly director meetings free of room rental charges. Staff are encouraged to participate in events like the job fair at Wheeling High School and Taste of Town, a culinary tasting event featuring local Wheeling restaurant and catering businesses.
9. **Wheeling Township** – The library regularly partners with the Wheeling Township to bring programming to our members as well as to support the local food pantry through drives at the library.
10. **Buffalo Grove Chamber of Commerce** – The library is an associate member.
11. **Village of Wheeling – Economic Development** - The library partners with in-district businesses to promote job ads on the digital message board located in the main library café. An informational bookmark was developed to promote this free service and is included in the village's business development kit that is distributed to interested parties.
12. **Community Memory Café** (with Buffalo Grove Police, VAPLD, Sunrise Senior Living, Belmont Village, Buffalo Grove Parks and Rec) - Together with community partners the library has created and participates in monthly Memory Café meetups for members of the community who have dementia and their caregivers.

13. **Craft for a Cause** – This crafting group meets to create items such as port pillows, wash cloths, and animal toys for local nonprofits.
14. **University of Illinois iSchool** - Partnered to obtain a \$100,000 grant from the Institute of Museum and Library Service to research how to measure impact and value of public library makerspaces on communities ([Measuring Makerspaces in Public Libraries](#)).
15. **Census 2020** – The library partnered with several local organizations as part of the Wheeling Census Counts Committee and the Lake Cook Census Collaborative to promote Census information, encourage participation for accurate community counts and provide space for Census training.
16. **Buffalo Grove Police Department/Social Worker** – Library staff communicate with the Buffalo Grove police department and social worker as needed to discuss safety and member concerns.
17. **Wheeling Police Department** – Wheeling Police Department officers have provided safety training sessions for library staff and feedback on library processes and procedures.
18. **Prospect Heights Police Department** – The Prospect Heights Police Summer Youth Outreach Program builds positive and lasting relationships with the young members of the community and includes 4 trips to Chicagoland locations such as Wheeling Aquatic Center, Camp Duncan, Brookfield Zoo. Kids ages 8-15 enjoy the activities and learn to trust the police officers in the informal environment. Besides the library's financial contribution, the Branch staff help with promoting the program, registering the kids, and chaperoning.
19. **Homebound Facility Visits** – The library visits in-district Retirement and Residency Facilities various times throughout the month to bring library materials for circulation, one on one technology support and promotion of other library services.
20. **Annual Giving Garden Programs** – Program that invites University of Illinois Extension Master Gardener and Wheeling Garden Club volunteers to develop the garden and support programs that results in food donated to the Wheeling Township Food Pantry.
21. **Buffalo Grove Park District** – Storywalk & Little Free Library- The library district and ITPLD Foundation partnered with the Buffalo Grove Park District to install a Storywalk and Little Free Library in Reiner Park. We also provide a materials return drop off at the Alcott Community Center.
22. **Better World Books** - Ships, processes, and sells discards and donations, then donates or recycles what's left for free. For every book sold, Better World Books donates a book to someone in need. Books are sold for what they are truly worth, thereby optimizing the revenue potential and supporting literacy initiatives through book donations.
23. **AARP Tax Assistance** – We offer a list of local area AARP Tax assistance, along with providing members with pre-printed tax forms from the IRS as well as a free tax form printing station. This service is available Feb-April each year.
24. **Lake County Astronomical Club** - Outfitted telescopes and instructions with ongoing maintenance provided through the LoanStar Telescope program; Star Maps and suggested objects to view each month and conducted programs.
25. **Cook County Clerk** – Location for both Election Day and Early Voting for registered voters in Cook County
26. **US Representative and IL State Representatives and Senators** – Location for Office Hours for congressional staff to meet with constituents.
27. **Versiti Blood Center of Illinois** – Community Blood Drives
28. **Village of Wheeling Social Services** – has provided staff training as well as scheduling social worker office hours at the library.
29. **Buffalo Grove Farmer's Market** – Outreach event to support the work of the library in the community

30. **Rotary Club of Buffalo Grove and Rotary Club of Wheeling** – Partner with the two local Rotary clubs to fund projects and services at the library.
31. **Reaching Across Illinois Library System (RAILS)** – Received a continuing education grant to provide third-party harassment training to ITPLD staff and staff from area libraries.
32. **National Alliance on Mental Illness (NAMI) Northwest Suburban** – coordinated Mental Health Awareness Training for ITPLD staff.
33. **Partners for Communities/Illinois Department of Human Services (IDHS) Welcoming Center**– participated in community discussions on supporting asylum seekers in Prospect Heights.
34. **Illinois Holocaust Museum** – staff toured the museum exhibits as for staff training and development.
35. **Village of Prospect Heights Fire** – the library served as a drop off point for donations which were shared with organizations to provide to fire victims. Library staff contacted ILA and coordinated donations of materials from the organization for victims of the fire.
36. **Village of Buffalo Grove** – library provided village staff with computer instruction classes.
37. **Wheeling Fire Department** – library hired them to offer CPR classes to in district members.
38. **We Care Recycling Administration, LLC/Operating Helping Hands** – exterior clothes & shoes drop off donation box.
39. **Boy Scout Troop 468** – Eagle Scout Will Snarski completed a service project that constructed the Giving Garden bed.
40. **HIAS Immigration & Citizenship** – partnership providing biannual citizenship classes at the library.
41. **Harper Community College – Harper Promise Program** – library provides volunteer opportunities to high school students that can be applied to the Harper Promise Program.
42. **Prospect Heights Public Library** – library coordinates to provide library card registration services to Prospect Heights library members at the Indian Trails library (and vice versa). PHPL also services all schools in District 23 per agreement with the library.
43. **Illinois Library Association** – library staff are contributing to services to enhance library trustee training opportunities.
44. **K9 Reading Buddies of the North Shore** – the library is coordinating with this organization to bring the dogs and their volunteer handlers to the library in the spring of 2024.
45. **Josselyn Community Mental Health Center** – library coordinated with Josselyn to attend mental health training for teens program in January, 2024. Future training opportunities are being considered.
46. **Prospect Heights Piper Lane/Apple Drive Committee** – library staff serve on this committee of community organizations connecting to serve the needs of residents in these areas of Prospect Heights.

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

All library policies are reviewed by the board at least once every three years. Procedures are reviewed by staff on an as needed basis to provide greater efficiency. Training materials are produced and refined consistently.

1. State laws applicable to Libraries
 - 1.1. Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
 - 1.2. Policy on public comment
2. Designation of OMA officer (5 ILCS 120/1.05(a))
3. All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
4. Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
5. Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
6. Designation of FOIA Officer (5 ILCS 140/3.5(a))
7. FOIA Officer Training (5 ILCS 140/3.5(b))
8. Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
9. Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
10. List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
11. Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d))
12. IMRF Total Compensation Postings (5 ILCS 120/7.3)
13. Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)
14. All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq.*)
15. Sexual harassment prevention training (775 ILCS 5/2-109(C))
16. State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)

Awards
2003-2023

1. Library Journal – 3 Star Library – 2023
2. Library Journal – Mover and Shaker – Heidi Estrada – 2022
3. Government Technology Magazine – Technology innovation – 2019
4. Illinois Library Association – Librarian of the Year – Brian Shepard – 2019
5. Illinois Library Association Hugh C Atkinson Memorial Award for Interlibrary Cooperation – 2019
6. Wheeling Township Good Neighbor Award– 2019
7. ASHRAE – Illinois Chapter – Excellence in Engineering for ITPLD Renovation project – 2018
8. Illinois Library Association - Oberman-Rich Award – Carla Lasky – 2018
9. American Library Association - Library Journal Design Showcase – 2017
10. EBSCO Solar Grant Award winner – 2017
11. Illinois Library Association Crosman Memorial Award –Jenn Hovanec 2017
12. Illinois Library Association - Technical Services Award from ILA – Matt Teske – 2016
13. Illinois Library Association - Technical Services Award from ILA – Richard Stewart – 2009
14. Illinois Library Association - Robert R. McClarren Legislative Development Award – Tamiye Meehan - 2009
15. Illinois Library Association Trustee of the Year – Donald Roalkvam 2007
16. Illinois Library Association President – Tamiye Meehan 2006