

Washington District Library
Decennial Efficiency Act Report
2023

I. Library District Information

- a. Name: Washington District Library
- b. Address of Main Library: 380 N Wilmor Rd, Washington, IL 61571
- c. County: Tazewell
- d. Population: 24,589
- e. Employees: 22
- f. FY24 budget: \$1,434,889.00
- g. 2023 EAV: \$544,611,395.00

II. Committee Information

- a. Members
 - i. Board President: Stacy Smith
 - ii. Trustee: Debra Dukes
 - iii. Trustee: Pamela Tomka
 - iv. Trustee: Shelby Yocum
 - v. Trustee: Joan Ruppman
 - vi. Trustee: Ashley Mahony
 - vii. Trustee: Karen Willipams
 - viii. Director: Lexie Walsh
 - ix. Community member: David Price
 - x. Community member: Jeff Vallosio
- b. Dates committee met
 - i. June 1, 2023
 - ii. August 21, 2023
 - iii. September 18, 2023

III. Documents Reviewed

- a. Staff, patron, and Board surveys
- b. Circulation and use statistics
- c. Benchmark comparisons to Illinois libraries and medium-sized libraries
- d. Audit reports
- e. FY23 and FY24 budgets
- f. FY23 IPLAR
- g. FY23 and FY24 salary schedules
- h. 2023 levy extension
- i. Policy manuals

IV. Core Programs & Services Offered

- a. Programming and special events for all ages

- b. Welcoming, inclusive community spaces
- c. Physical collection of books, movies, music, equipment, etc...
- d. Digital collection of ebooks, movies, databases, etc...
- e. Excellent customer service
- f. Professional staff
- g. Internet and computer access
- h. Technology instruction
- i. Printing, copying, faxing

V. Intergovernmental Agreements & Community Partnerships

- a. Shared space agreement with Washington Area Community Center, Washington Park District, City of Washington, and Washington Community High School
- b. Partner with Washington Park District to use parks at no cost to WDL and share WDL meeting space at no cost
- c. Partner with District 50 schools to use space at no cost to WDL
- d. Partner with Washington Community High School to support high school book club, Steam into Star Wars programs, Readapalooza, Boo Bash, homecoming parade
- e. Friends of Washington Library group supports WDL programs
- f. Off-site programming at assisted living centers and daycares
- g. Cross-promote events with Chamber of Commerce, local churches, area businesses

VI. Strengths/Accomplishments

- a. No annual budget referendum
- b. Paid off construction bonds ahead of schedule
- c. Continually assess collection through weeding and circulation reports to ensure money is being spent on items that will circulate
- d. Evolve services and collection to meet needs of community based on community surveys and patron feedback
- e. Use feedback from staff and public to update services, facilities, and collection
- f. Increase programming attendance 85% from FY19 to FY23
- g. Aim to provide low-/no-cost services and programs as possible
- h. 4-5% underbudget in FY22, FY23
- i. Employ outside CPA firm to increase accounting controls
- j. Add Outreach Librarian to increase community engagement
- k. Quarterly review of investment funds
- l. 2021 library renovation 2.7% underbudget
- m. Long Range Plan reviewed every six months

VII. Inefficiencies/Goals

- a. Increase percentage of population with active library cards
- b. Focus marketing money to reach the most people
- c. Promote library services to increase usage of services and items already paid for
- d. Solicit more program feedback and tailor programming accordingly
- e. Increase marketing and use of Sunnyland Branch Library
- f. Utilize volunteers for programs, particularly literacy programs
- g. Continually monitor budget and fund balance projections
- h. Continually evaluate future viability of both WDL locations

- i. Pursue more grant opportunities
- j. Ensure we have adequate reserves to maintain services in case of unforeseen emergency
- k. Increase amount and consistency of annual donations

Submitted by: Stacy Smith

Chairperson, Decennial Efficiency Act Committee

Date of Committee Approval of Report: September 18, 2023

Date of Board Approval of Report: October 17, 2023