

Litchfield Public Library District Report
 for Compliance with Decennial Committee
 on Local Government Efficiency Act.

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Macoupin County Clerk

I. Unit of Government submitting this report.

Name of Library: Litchfield Public Library District.

Address of Main Library Office: 1205 S State Litchfield, Illinois 62056

II. Information about our Library

- A. We are located in Montgomery County. There are 6 libraries in our county.
- B. The population of the territory in which our library is located is 8627 (as of 2020 census).
- C. We have 5 employees of the Library (not including board members).
- D. Our annual budget for FY 22/23 is \$491,517.00.
- E. Our Library's equalized assessed valuation (EAV) for 2022 is \$159,508,358.00.

III. Information about our Committee

A. Committee Members:

- a. Board President Mary H. Schneider
- b. Trustee Barbara Ellis
- c. Trustee Carol Sneed
- d. Trustee Mark York
- e. Trustee Vickie Lovellette
- f. Trustee Jan Marshall
- g. Trustee Chris Dahler

B. Library Director: Sara Zumwalt

C. Library Residents

- a. April Budd
- b. Joyce Hill
- c. Rich Lovellette
- d. Richard Ellis

B. Dates that our Committee Met:

First Meeting: May 16, 2023

Second Meeting: June 20, 2023

Third Meeting: August 22, 2023

IV. Core Programs or Services Offered by our Library

- A. Our library offers the following core services and programs:
Materials for all ages in print, audio, video and ebook ; public computers with internet access, scanners, printers, and software ; reference services ; reader's advisory services ; copy and FAX services; notary public services ; homebound delivery ; reading incentive programs ; programs for families and children ; programs for adults ; social media and website presence ; outdoor story walk ; free space for tutoring / study groups ; space to rent for business and social events ; free wifi
- B. Other core services / programs we could possibly provide:
internet hotspots for loan ; laptops for loan ; computer classes / instruction ; color copier

V. Awards and Recognitions

Our library has received the following awards, distinctions, and recognitions:
Our library director has served on the Illinois Heartland Library System's board of trustees for a term of 3 years. Our library director was selected to receive the local philanthropic award of "Veiled Non-Profit" in 2017.

VI. Intergovernmental Agreements

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

<u>Entity</u>	<u>Services Offered</u>
Litchfield CUSD #12	student class visits
Illinois Heartland Library System	interlibrary loan ; delivery ; reciprocal borrowing
CEFS Head Start	student class visits
Litchfield Park District	various events (Dive in Movie)
MAKE IT after school program	summer vists

VII. Community Partnerships

We partner with the following organizations:

<u>Entity</u>	<u>Services Offered</u>
Montgomery County Health Department	summer programs for children
Litchfield Community Partners	Halloween & Christmas parades
Operation ELF	rental space for month of December
Litchfield Ministerial Alliance	back to school event / free books

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

We have reviewed the following, non-exhausting list of laws, policies, training materials, and other documents applicable to the Library District 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 120/1.059a))
- All board members have completed OMA Training (5 ILCS 120/1.059b))
- 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(b))
- 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))
- 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 (755 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 Art (5 ILCS 430/1-1 *et seq.*)