

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.*)

Our budget and financial documents

Reports on government efficiency, including "Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments" by Wendell Cox (2016)

Others (below)

PLAW (Paid Leave for All Workers Act) ; ALA Freedom to Read ; ALA Bill of Rights

IX. What have we done well?

Our library has an extensive collection of materials for all ages, including print, audio and visual media. We have a facility that is ADA compliant and features spaces for our materials collections as well as meeting spaces and library offices. We offer programs for families and children as well as adult programs. We offer homebound delivery to local nursing homes as well as individuals confined to their home. Financially, we budget and spend within the means of the taxes received, and maintain a small surplus to fund repairs or improvements within and pertaining to the building.

X. What inefficiencies did we identify and what are our next steps?

The creation of informational programs for adults, where the focus is on educating and informing as opposed to creating and crafts. Label all Accelerated Reader books with Lexile level and test points to accommodate our elementary school readers.

XI. What can we do better or more efficiently?

Our Library works hard to be as efficient as possible within our interactions with patrons, offering whatever assistance they require at the time. Our library board of trustees is presented with extensive research prior to passing a tax levy, such as identification of properties who have come off tax abatement, new building projects within the taxing area, and a keen idea of what the EAV has done in the past year, so as to levy a tax ordinance that is fair to both the taxpayers and the Library.

XII. Studies on Government Efficiencies

In preparing the report, we reviewed several studies on local government efficiency. These studies show that the average local government in Illinois serves 1800 residents compared to the national median of 2850 individuals.

XIII. Our Committee's recommendations regarding increased accountability and efficiency:

Our Library operates under a budget that is not overly aggressive to tax payers within its service area. We do not levy at our higher "allowable" rate, because we are able to provide services to over 2160 families who possess library cards. Libraries are patterned toward their communities: we provide the things (books, magazines, DVDs, audio and ebooks, programs, events, activities, etc) that are of interest to the community we serve. Each library serves a different type of patron and community, thereby making combining existing libraries unfeasible.

We believe that our library operates to the best of its ability and potential to serve the community we are in. We offer programs that are geared toward the ideals and interests of the population we serve, as well as creating material collections the same way.

With the assistance of Illinois Heartland Library System, we are able to extend the options of our patrons to access over 3 million titles available via interlibrary loan, which are delivered directly to the Library doorstep via the Illinois State Library's materials delivery program.

We circulate over 45,000 materials annually, and serve nearly 28,000 patrons. Our monthly average attendance is just over 2200 people. We hold programs weekly, and sometimes several per week, which attract an average attendance of 98.

It is this committee's belief that the Litchfield Public Library District offers an excellent assortment of materials, programs, and services without an excessive burden on the tax base or patrons. Our Library is thriving, and our attendance and circulation number show that.