

Lawrence Public Library District
Library Report for Compliance with Decennial Committees
on Local Government Efficiency Act-2023

I. Unit of government Submitting Report:

Lawrence Public Library District
814-12th Street, Lawrenceville, IL 62439

II. Information about our Library

- A. We are located in Lawrence County. There is 1 public library in our County.
- B. The population of the territory in which our Library is located is **15,281** as of the 2020 Census.
- C. We have 7 employees of the Library: 2 salaried employees and 5 part-time hourly employees. Our 7 trustees who comprise the board are volunteers.
- D. Our annual budget for FY2023 is **\$238,500.00**.
- E. Our Library's equalized assessed valuation (EAV) for 2023 is **\$174,019,351**.

III. Information about Our Committee

A. Committee Members Per 50 ILCS 70/10(b)

Board President: John M. White
Trustee: Deanna Ratts Boyd, Vice-President
Trustee: Cynthia A. Hays-Morris, Secretary
Trustee: Joan Brian, Treasurer
Trustee: Julie Mieure
Trustee: Janet Faro
Trustee: Jamie Cox
Executive Director: Dianne M. Brumley
Library Resident: Mary Ransome
Library Resident: Jennifer Buchanan
Library Resident: Melissa Hodges to replace Mary Ransome

B. Dates that our Committee Met (50 ILCS 70/20)

First Meeting: May 16, 2023

Second Meeting: July 18, 2023

Third Meeting: September 19, 2023

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IV. Core Programs or Services Offered by our Library

A. Our Library offers the following core services and programs:

- Loaning of materials including books, DVDs, audiobooks, music CDs, and magazines.
- Online catalog and mobile phone app connecting the community to the local library and to the 500+ libraries in Illinois Heartland Library System.
- A large digital collection of eBooks and audiobooks through OverDrive/Libby and the Cloud Library and most recently Hoopla (streaming service for movies, as well as eBooks, audiobooks and magazines).
- Interlibrary Loan through the library system and WorldShare that includes academic libraries.
- Free or low-cost public services including faxing, copying, scanning, notary, computer access, and Wi-Fi.
- Free events for all ages: children's summer reading programs, reading challenges, and educational adult evening presentations, and monthly book club for adults.
- Study areas for tutoring, small groups to meet.
- Genealogy room that includes family history, reference, and community history.
- Digital Newspaper Archives (1840-2019) and county yearbooks (1908-1939) that are freely accessible on and offsite from our home webpage.
- Legal Self-Help Center for court forms, free printing.

B. Other core services/programs we could possibly provide:

- Continue digitizing county yearbooks.
- Increase outreach efforts, such as delivery to county nursing facilities or to homebound patrons.

V. Intergovernmental Agreements

We partner with the following to provide greater access to services for our patrons:

Illinois Heartland Library System/SHARE interlibrary loan

OCLC agreement with the Illinois State Library

Rolling Prairie Consortium-OverDrive digital collection

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VI. Community Partnerships

- Summer Reading Program libraries (Robinson Public Library, Flat Rock, Hutsonville, Palestine, Oblong, Newton and Lawrence)-contract together to lower cost of performers.
- Adult programs/training: have partnered with Paris Public Library, Olney Public Library, Knox County Public Library.
- Chamber of Commerce Energy Buying Group (Electric)
- Schools-library uses auditoriums to accommodate larger groups of children for Summer Reading programs.
- Family Reading Night in schools-we have contracted with performers/authors to assist with literacy efforts.
- Lawrence County Historical Society-hosted events at library for members; paid for author visit; make referrals to the Society for genealogical searches.
- Kids Shopping Day-participated in 2022
- Friends of the Library Annual Book Sale-coordinate donations from community.
- Lawrence Crawford Association for Exceptional Citizens-contract for window cleaning services.
- Lawrence County Arts Council Photo Exhibit
- Teen Advisory Committee started in 2022 to help with library promotion to youth.
- Friends of the Library sponsors Kids Page to help support the only newspaper in county.
- Employment resources through public computers, printing, scanning; staffing agencies periodically meet with potential clients.
- Division of Rehabilitation Services/Vocational Rehabilitation counselors meet with clients at the library.
- Referrals to community resources including Salvation Army, Sign of the Kingdom for basic needs.

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

We reviewed the following to evaluate compliance and determine any further action to improve the library's operation.

State laws applicable to Libraries can be viewed here:

Administrative Ready Reference-Public Libraries and the Law tab

- <https://www.ilsos.gov/departments/library/ARR/home.html>

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Illinois Open Meetings Act (5ILCS 120/1 *et seq.*)

Administrative Ready Reference:

- https://www.ilsos.gov/departments/library/ARR/law/foia_oma.html

Policy on Public Comment

- From our Policy Manual: “Comments are to be made during the time specified for audience comments on the agenda unless, as business proceeds, the Board requests further audience comments. It is requested that audience members limit their comments to five minutes when several persons wish to speak. “

Designation of OMA Officer (5 ILCS 120/1.05(a))

- The library director

All Board Members have completed OMA Training (5 ILCS120/1.05 (b))

Schedule of Regular Meetings of the Library Board (5 ILCS120/2.03)

- Set each November board meeting and viewable on our website:
<https://www.lawpubliclibrary.org/wp-content/uploads/2023/01/Board-Meeting-Dates-2023.pdf>

Illinois Freedom of Information Act (5ILCS 140/1 *et seq.*)

Administrative Ready Reference

- https://www.ilsos.gov/departments/library/ARR/law/foia_oma.html

Designation of FOIA Officer (5 ILCS 140/3.5(a))

- The library director

FOIA Officer Training (5 ILCS 140/3.5(b))

- Completed each year

Computation and Retention of FOIA Requests (5 ILCS 140/3.5 (a))

- Stored in director’s office

Posting Other Required FOIA Information (5 ILCS 140/4 (a); 5 ILCS 140/4(b))

From our website:

- Viewable here: <https://www.lawpubliclibrary.org/about-us/>

List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)

From our website:

- <https://www.lawpubliclibrary.org/about-us/board-of-trustees/board-meeting-minutes-2/>

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Periodic Meetings to Review Closed Meeting Minutes (5ILCS 120/2.06(d))

IMRF Total Compensation Postings (5 ILCS 120/7.3)

- Viewable on library website:

<https://www.imrf.org/en/about-imrf/transparency/employer-cost-and-participation-information>

According to Ancel Glink Law firm and website posting for libraries, “a library that participates in the IMRF must post on its website the total compensation package for each employee having a total compensation package that exceeds \$75,000. This does not apply to any of our employees.

Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq.*)

- Discussed during Decennial Committee meeting on July 18, 2023 that a formal designation needed. Suggest that Personnel Chair be designated before end of calendar year during regular board meeting. Currently employees have been given written policy with instructions on how to proceed with complaints with employment, either through meeting with director or if unresolved through the Personnel Chair.

All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101: 5 ILCS 420/4A-101.5 *et seq.*)

- Completed each year.

Sexual harassment prevention training (775 ILCS 5/2-109(C))

- Completed every year.

Our Intergovernmental Agreements

- See Intergovernmental Agreements section

Our budget and financial documents

- Viewable on our website:

<https://www.lawpubliclibrary.org/about-us/board-of-trustees/board-meeting-minutes-2/>

State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq.*)

- Administrative Ready Reference:

https://www.ilsos.gov/departments/library/ARR/law/il_govt_ethics.html

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

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Checklist of Annual Requirements for Public Libraries is used.

Administrative Ready Reference:

- https://www.ilsos.gov/departments/library/ARR/law/lib_requirements.html

VIII. What Have We Done Well?

- We aim to be patron-friendly and welcoming to all the visitors to the library.
- The library's first logo, designed by a local graphic artist, Amy McClure, who donated her services.
- We provide a wide range of services from physical items in our 40,000+ collection to our digital databases of Cloud Library, Libby, and Hoopla, World Book online, Ancestry Library Edition and our newspaper archive.
- We have discontinued overdue fines to encourage use of the library and to be more patron-centered.
- We are debt free and were under budget last fiscal year.
- Building improvements—ceiling and lights, flooring/painting, new roof, new water line, building signage-- over the last several years have kept the library building well-maintained.
- Erate funds to recover technology costs. We contract with Lazerware to have several computers and a patron printer for the public to utilize.
- Library employees are well-trained, professional, and dependable.

IX. What Inefficiencies Did We Identify/What Are our Next Steps?

- We discussed how to better promote the library's services: WAKO Radio's community segments—perhaps every 2 to 3 months—to talk about what we offer.
- The Teen Advisory committee gave ideas on how to reach youth through social media, specifically Instagram. The library has used Facebook, Instagram YouTube story times to reach more residents.
- One of our biggest challenges is informing the general public about the county wide service area. Many county residents believe free library cards are only available to Lawrenceville.

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X. What Can We Do Better or More Efficiently?

We have streamlined some of our financial practices:

- Use of auto pay for utilities, installation of LED lighting in a major building project in FY2023.
- One single Rivistas subscription instead of 20 single periodical subscriptions.
- We plan on replacing our Heating/Cooling units in the next few years, which will improve our energy efficiency.

XI. Studies on Governmental Efficiencies.

After review of these studies, see committee's action statement below.

XII. Our Committee's Recommendations Regarding Increased Accountability and Efficiency:

Our service area population is **15,281**. **Total patrons: 3,510**

Unexpired (active) patrons: 1,482

We will continue to promote the library's services through multiple channels to increase cardholder numbers. The COVID pandemic impacted all libraries—in frequency of visits and how patrons access services. As our library gradually recovers from this impact, we hope to identify additional ways that we may strengthen our county through: literacy efforts, social networking, entertainment, education, and employment.

Submitted by: _____

John M. White, Chair
Decennial Efficiency Committee

Date of Committee Approval of Report: **September 19, 2023**