

**LIBRARY REPORT FOR COMPLIANCE WITH DECENNIAL SOMMITTEES ON LOCAL GOVERNMENT
EFFICIENCY ACT**

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MAY 06 2024
Will County Board

I. Unit of local government submitting this report:

Name of Library: Mokena Community Public Library District

Address of Main Library Office: 11327 W. 195th St. Mokena, IL 60448

II. Information about our Library

- A. We are located in Will County. There are 21 libraries in our county.
- B. The population of the territory in which our Library is located is 19,486.
- C. We have 28 employees of the Library (not including board members)
- D. Our annual budget for FY22-23 is \$2,732,625.20
- E. Our library's equalized assessed evaluation (EAV) for 2023 is \$887,207,318

III. Information about Our Committee

A. Committee Members:

Board President:	Joseph Cirelli
Trustee	Kathy Lewandowski
Trustee	Alvin Kempf Jr.
Trustee	Marilyn O'Rourke
Trustee	Camille Gonzalez-Jensen
Trustee	Erin Minh
Trustee	Sara Carmody
Executive Director	Cathy Palmer
Library Resident	Lynn Vea
Library Resident	Kate Wojtulewicz

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

First Meeting (must occur prior to June 10, 2023):

First Meeting: May 23, 2023

Second Meeting: September 26, 2023

Third Meeting: April 23, 2024

Additional Meetings (List All, if any):

IV. Core Programs or Services Offered by Our Library

Our mission statement is “The Mokena Community Public Library District’s mission is to provide information, resources and ideas for the purpose of enriching lives and to build connections to the community for all residents of the library district. We do this in a fiscally responsible manner by offering a diverse collection of print materials, books, e-books, reference materials, and resources and services which include special programs and enhanced technology.

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

- a. Loaning materials for educational, recreational, and research purposes including but not limited to: books, magazines, audio-visual materials, e-books, hot-spots, laptops, and items from our Library of Things (sewing machine, tile cutter, knitting supplies, 8mm film converter, telescope, microscope, pickle ball kit, and many more items).
- b. Providing access to computers, study rooms, Wi-Fi, scanners, microfilm, Adobe Pro software, 3D printer, Cricut machine, Microsoft software, resume products, faxing services, copy machines, scanners, and other technology.
- c. One-on-one technology assistance
- d. Programs for all ages including educational and recreational. These include, but are not limited to, story hours, yoga, Pilates, cooking, painting, author’s visits, social security, planning for retirement, gardening, spice club, book discussion groups, games, etc.
- e. Online research databases
- f. Voter registration
- g. 1,000 Books Before Kindergarten
- h. Book Clubs
- i. Test Proctoring
- j. Home delivery services
- k. Summer Reading Program
- l. Winter Read Program
- m. STEAM programs
- n. Outdoor seating areas
- o. Outdoor solar table that can charge laptops, phones, etc.
- p. Bike repair station
- q. Provide access to federal and state tax forms.
- r. Partner with a variety of local organizations.
- s. Outdoor Story Walk
- t. Outreach services
- u. Little free library

B. Other services/programs we could possibly provide:

Increase access to more technology and add new technologies.
Create a makerspace/digital creation space.
Provide passport services, sell license plate stickers

V. Awards and Recognitions:

Per Capita Grant. We are currently working toward receiving the Government Finance Officers Association’s Certificate of Achievement for Excellence in Financial Reporting Program.

Department of Homeland Security United States Coast Guard Auxiliary Certificate of Appreciation presented to the library for Outstanding Cooperation and Assistance in Furthering the Purposes and Principles of the United States Coastguard Auxiliary

VI. Intergovernmental Agreements

We partner with:

Entity:	Services Offered:
Village of Mokena	Promotion of community events.
Mokena School District 159	Back to school night, summer reading, Monarch Book program, promotion of events, purchased books to supplement the school districts new reading curriculum for Grades K-5, library events, color run, and more
Summit Hill School District 161	Summer reading program, promotion and participation in events
Mokena Fire Protection District	Poster printing, promotion of events, participate in Family Fun Day, CPR training
Mokena Park District	Cross promotion of programs and events, partnered for family event on 4 th of July
Mokena Police Department	Provided space for Sergeant testing, promote events, participate in National Night Out
Mokena Chamber of Commerce	Promotion, events, Little Free Library, parades, sponsorships
Lincoln-Way High School District 210	Programs, provide volunteer opportunities for students, promote events at the high schools

Our Library's efficiency has increased through intergovernmental cooperation in the following ways (*list cost savings, avoiding duplicated services, etc.*):

VII. Community Partnerships

We partner with the following organization (list as many as you have):

Organization:	Services Offered:
Friends of the Library	Provide space for donations and book sale, outreach to homebound patrons
Lion's Club	Drop off location for used eye glasses
Lincoln-Way Special Recreation	Programs
Will County Workforce	Mobile Workforce – Resume building, job searching
Will County Clerk	Polling Place/Voter Registration
American Red Cross	Emergency Shelter Location
Busy Bee Therapy	Programs, sensory garden
RAILS	Collaborate with 3,699 libraries across 27,000 square miles to share materials, educational opportunities, solutions to common challenges, discounts, and much more
OCLC	Catalog to lend and receive materials from out-of-state
Mokena Woman's Club	Scholarship program, promote events,
Boy Scouts	Recipients of Eagle Scout Project
Explore More Illinois	Free and discounted admission, parking, and purchases from recreational and cultural centers

Illinois Libraries Present	Multiple libraries share the cost of to provide virtual programming from authors
Museum Adventure Pass	Free and discounted passes to museums, zoos, arboretums, and many other cultural and recreational attractions in Illinois
eRead Illinois	Online catalog offering e-books and audio materials
Versiti Blood Center of Illinois	Blood drives
Old Plank Trail Community Bank	Sponsorships, volunteer at events
Coast Guard Auxiliary	Boating/Water Safety classes, informational display
Illinois State Library	Grants, programs, educational opportunities
Illinois Secretary of State	Grant opportunities, educational seminars, promotion of programs, events, I-Cash Events, etc.
Butterflies R Us	Planting gardens, presentations, assisted library with becoming a Monarch Way Station
Society For Financial Awareness	Free financial awareness programs
Internal Revenue Service	Tax forms
AARP	Assistance with preparing taxes

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

We have reviewed the following list of laws, policies, training materials, and other documents applicable to the Library 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 120/1.05(a))
- All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
- 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(a))
- 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))
- IMRF Total Compensation Postings (5 ILCS 120/7.3)
- 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 (775 ILCS 5/2-109(C))

Intergovernmental Agreements

Budget and financial documents

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

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

Others (*List Below or Attach*):

IX. What Have We Done Well? (List any budget/levy freezes or reductions in the past decade; list new programs or services offered to residents over the past decade; list any ethics ordinances adopted; timely FOIA compliance; responsiveness to public; list any new intergovernmental agreements; list any increase in number of library patrons served, etc.)

- Have answered numerous FOIA requests over the years and all within the allotted time.
- Furloughed more staff during Covid-19 shut-downs.
- In the past decade, we have added many programs and services for the public. These include sensory programs, family events and programs that are designed for all ages to attend, 3D printing lab and classes, circulation of wi-fi hotspots for those who do not have access to the internet, social events for seniors to play board games, cards, mahjong, etc., 1,000 Books Before Kindergarten, walking book discussion group to promote reading and fitness, a Library of Things which includes technology, tools, hand-crafting items, etc.
- More programs offered during the last two years than any previous year.
- Patron visits have increased from 8106 in the first quarter of 2021 to 18,441 in the first quarter of 2024.
- Communicate with patrons through surveys, face-to-face conversations, and outreach.
- Have approved an Ethics Policy for board members and employees and a Political Activity and the Solicitation and Acceptance of Gifts by Officers and Employees Policy.
- Board of trustees and staff created long-term strategic-plan and capital expenditures plan.
- Completed capital expense projects such as new parking lot, automatic doors, HVAC, flooring, and painting.

- We are responsive to patron suggestions for new materials and programs they would like to see offered.
- Maintain a collection with a wide variety of materials and formats.
- Provided a variety of free spaces to read, study, participate in programs, work, take classes, and to socialize.

X. What Inefficiencies Did We Identify/What Are Our Nest Steps?

- Marketing the library in such a way that patrons know all that we offer.
- Increase the number of households who have a library card.

XI. What Can We Do Better or More Efficiently?

- Communicate more with community members to make sure we are meeting their needs and expectations.

XII. Studies on Governmental Efficiencies

In preparing this 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:

- Continue to budget in a fiscally responsible manner and evaluate budget lines to verify their necessity based on data.
- Review workflow in each department and work to make them as efficient as possible and provide cross-training.
- Evaluate job positions when there are openings to ensure we are staffing in a manner that is the most beneficial.

Note: This Report must be filed with the county (or counties) no later than 18 months after the first committee meeting.

Submitted by: Cathy Palone Chairman,
Decennial Efficiency Committee

Date of Committee Approval of Report: April, 24, 2024