

# Peotone Public Library District

515 N. First St. Peotone, IL 60468 708/258-3436

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Will County Board

## 2023-2024 DECENNIAL COMMITTEE LOCAL GOVERNMENT EFFICIENCY PEOTONE PUBLIC LIBRARY DISTRICT

### I. UNIT OF GOVERNMENT

This report is for the Peotone Public Library District, 515 N. First Street Peotone, IL 60468.

### II. LIBRARY INFORMATION

- A. The Peotone Public Library District is located in the south-eastern portion of Will County, Illinois. The Library District is substantially larger than the Village of Peotone. The Library District includes all of Green Garden, Peotone and Wilton Center Townships and parts of Monee and Will Townships.
- B. The mission statement of the Library is to provide educational, informational, cultural and recreational resources and services to all ages of people in the Peotone Public Library District.
- C. The population of our Library District is 16,851 as of the 2020 Census.
- D. The Library has 13 employees.
- E. Our annual working budget for FY23-24 is \$746,624.
- F. The Library's equalized assess valuation (EAV) for 2023 is \$597,121,778.

### III. COMMITTEE INFORMATION

#### A. Committee Members are as follows:

|                  |                 |
|------------------|-----------------|
| Board President  | Sandra Gall     |
| Vice-President   | Jean Oliver     |
| Secretary        | Dawn Ladislas   |
| Treasurer        | Mary Cann       |
| Trustee          | Margaret Horne  |
| Trustee          | Ann Marie Nagel |
| Trustee          | Bonita Patek    |
| Library Director | Noreen Bormet   |
| Resident         | Karen Heisner   |
| Resident         | Joseph Mills    |

Note: Per 50 ILCS 70/10 (b), the committee membership must include all elected or appointed members of the library board of trustees (President and Trustees), the Library Director (or other official of the Library) and two residents appointed by the Board President. The President may appoint more than two residents if deemed appropriate.

## B. Meetings (50 ILCS 70/20)

First Meeting - Organizational:

Date: May 16, 2023 Meeting

- √ Formation occurred before June 10, 2023
- √ Noticed in Accordance with the Open Meetings Act
- √ Majority of Committee Present
- √ Public Comment

Second Meeting:

Date: October 17, 2023

- √ Noticed in Accordance with the Open Meetings Act
- √ Majority of Committee Present
- √ Public Comment

Third Meeting:

Date: February 20, 2024

- √ Noticed in Accordance with the Open Meetings Act
- √ Majority of Committee present
- √ Public Comment

## IV. CORE PROGRAMS AND SERVICES OFFERED BY OUR LIBRARY

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

- Adult Monthly Programs – Book Bingo, Book Clubs, Take and Make Crafts/Cooking Kits
- Community Meeting Room
- Computers, Internet Access, Wi-Fi
- Crafting Classes
- Curbside Pickup
- Die Cutting Machine
- Digital Library Card
- Digital Services – Audio Books, Magazines and e-Books
- Document Scanning
- Election Polling Location
- E-newsletter
- Explore More Illinois Passes
- Faxing
- Genealogy Assistance
- Homebound Delivery
- Hoopla – Streaming Movies, TV Shows, Downloading Comics/Graphic Novels, Audiobooks, eBooks, Music, Magazines and Great Courses
- Interlibrary Loan
- Laminating
- Little Free Library Refills
- Museum Adventure Passes
- Notary Public

- One-on-One Technology Appointments
- Off-site programming
- Photocopying
- Pickup/Drop Off for – Cell Phones recycling, Battery recycle, Toys for Tots.
- PrairieCat App – Access to Collection 24/7
- Public Access Databases:
  - Ancestry
  - BiblioBoard
  - Britannica Library
  - Chicago Community Coverage
  - Chicago Sun-Times Collection
  - Chilton Auto Repair
  - Consumer Reports
  - CreativeBug
  - Daily Southtown Collection
  - DMV Practice Tests
  - EBSCO Research Platform
  - Explore More Illinois
  - First Search – OCLC
  - Fuel Economy EPA
  - Gale Legal Forms
  - Gale Test Prep
  - Heritage Hub
  - Heritage Quest
  - Inkie.Org
  - Lexile
  - Niche Learning Academy
  - Overdrive Magazines
  - Scholastic Teachables
  - Transparent Language Online
  - TumbleBooks
  - TumbleMath
  - World Book Early Learning
  - World Book Kids
- Rules of the Road Books
- School Age programs
- Self-Checkout
- StoryTimes
- Study Room
- Tax Forms
- Teen Monthly Programs
- Telephone Renewal
- Test Proctoring
- VHS to Digital Conversion
- Voter registration
- Wireless and Mobile Printing

B. Other core services/programs to consider:

The District would like to increase the programs and services to meet the needs of all the residents of the Library District – children, teens and adults, especially those with additional challenges.

V. **AWARDS AND RECOGNITIONS**

Per Capita Grant from Illinois Secretary of State

VI. **INTERGOVERNMENTAL AGREEMENTS**

Illinois Libraries Presents – join purchasing of library programming/events.

LIMRiCC – providing risk management and membership in library insurance management.

PrairieCat – shared software services and resource sharing.

Reaching Across Illinois Library System - for delivery and group purchasing services.

Village of Monee – receipt of developer contributions

Village of Peotone – receipt of developer contributions

VII. **COMMUNITY PARTNERSHIPS**

We partner with the following organizations:

Boy Scouts of America (local troop)

Illinois Libraries Presents

Illinois State Representative Jackie Haas Staff

Illinois StarNet

Monee Chamber of Commerce

Monee Historical Society

Peotone School District

Peotone Chamber of Commerce

Suburban Area Illinois Libraries (SAIL)

University of Illinois Extension Office

Village of Monee

Village of Peotone

Will County Clerk's Office

VIII. **REVIEW OF LAWS, POLICIES, RULES & PROCEDURES, TRAINING MATERIALS & OTHER DOCUMENTS**

We have reviewed the following, non-exhaustive 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))
- ✓ Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
- ✓ 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 (775 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 Act (5 ILCS 430/1-1 et seq.)
- ✓ Library procedures, policies and employee handbook
- ✓ Reports on government efficiency, including “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox (2016);

## IX. WHAT HAVE WE DONE WELL?


The Peotone Public Library District partners with other local government and community groups in the Library’s District. These partnerships have increased the value of the Library and its services. We have increased our presence on social media by adding YouTube, Instagram and our e-newsletter to our already established Facebook and website postings. We have included our monthly newsletter and calendar distribution to include community organizations and local governments. The result has been an increase in community awareness and we hope this trend continues.

The District utilizes services from Reaching Across Illinois Library System (RAILS) and other networking library and community groups to improve our programming and access to resources throughout the District.

## X. OUR COMMITTEE RECOMMENDATIONS

The committee has recommended that the Peotone Public Library District increase our outreach programming to more areas of the District, review and update the strategic plan on a more regular basis and explore more of the options mentioned in the space audit that was conducted in 2022. When publicizing an event, provide a more in-depth description of the program so we can reach the target audience.

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

Submitted by:   
 Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: March 12, 2024

