

Moyer District Library Decennial Committee On Local Government Efficiency Act Report

I. Unit of government submitting this report:

Moyer District Library
618 S. Sangamon Ave. Gibson City, IL 60936

II. Information about our Library

- We are located in Ford County. There are 4 libraries in our County. (Melvin Public Library, Moyer District Library, Paxton Carnegie Library, Piper City Public Library District)
- As of the 2020 census, the population of the territory in which our Library is located is 5,343
- We have 11 employees of the Library
- Our annual budget for FY 2024 is: \$298,550.
- Our Library's equalized assessed valuation (EAV) for 2023 is \$206,073,480

III. Information about Our Committee

A. Committee Members:

- Board President: Susan Walker
- Trustee: Jim Hazen, Vice-President
- Trustee: Erin Nuss-Treasurer
- Trustee: Heather Killian - Secretary
- Trustee: Justyna Kincaid
- Trustee: Joy Zimmerman
- Trustee: Brandon Zumwalt
- Library Director: Jessica Titus
- Library Resident: Veronica Kirkpatrick
- Library Resident: Lynne Titus

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

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

Second Meeting: Wednesday, April 8, 2024

Third Meeting: Wednesday, May 8, 2024

Additional Meetings (List All, if any): Determined unnecessary

IV. Core Programs or Services Offered by our Library

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

- Bingo
- Book clubs (tradition, pop ups, casual book chats, etc)
- Book talks

- Books
- Books on wheels (Delivery to residents in local nursing homes)
- Charging cords
- Community Education
- Community Meeting Room (Free to groups such as the girl scouts and at a low rate for birthday parties and other celebrations)
- Community Table – puzzles, coloring, etc to work on together
- Computers for typing and internet use
- Craft tables
- Displays of materials and resources
- Ebooks and e-audiobooks
- Examples of programs like Animal Ambassadors
- FS (Farm Services) Children's program
- Family talk bags
- Faxing
- Free community activities (ex: Concert in the parking lot, Free ice cream / shaved ice, Bingo, informational speaker)
- Homeschool group meeting
- Illinois Heartland Library Crawl
- Kits
- Laminating
- Library cards (Physical and on our library app)
- Live Programs and Speakers - Debra Miller, Jacob Dickey, Master Gardeners
- Local history collection
- Magazines
- Movies
- Newspapers
- Newspapers.com
- Notary (Free)
- Oversized game days indoors
- Place to spend time
- Printing
- Puzzle swap
- Reader's advisory and reference services
- Reading challenges
- Sign language club
- Space to hang out
- Storytimes
- Summer Reading Program for all ages
- Take and makes crafts and activities
- Therapy dogs
- Tutoring space
- Unofficial warming/cooling center
- Wifi

- Work away from home spaces
- Yoga

V. Awards and Recognitions

Our Library has received the following awards, distinctions and recognitions:

- Memorials
- Per Capita grant winner
- Positive comments and feedback from patrons
- Purchases in honor of someone
- Recommended as a place for help by local school, community members, DMV, more

VI. Intergovernmental Agreements

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

- Ford County Clerk Office: Voting Location
- Meeting location for some city council meetings and other boards
- Town Hall location for local politicians

VII. Community Partnerships

We partner with the following organizations

- 4H meeting space
- All Awareness Day participant
- American Legion: Food drive sign for Christmas
- Boy Scouts meeting location
- Butterfly Program meeting location
- Chamber of Commerce Member
- Community Bulletin Board
- Craft Corner Group Space
- DAR meeting location
- Display and promotion for ACT, Local school's musical, other town activities
- Drop in activities on early outs from school and winter and spring breaks
- FBLA (Future Business Leaders of America) meeting location
- Food Pantry summer pickup location
- Ford County Chronicle prints our weekly newsletter column
- Ford County Youth Soccer meeting location
- GASA (Gibson Area Service Association) sharing information about their projects
- GSA (Gay Straight Alliance) meeting location
- Gibson City Area Hospital - Mental Health May partner
- Girl Scouts meeting location
- Harvest Fest meeting location
- Headstart meeting location
- LIHeap meeting location
- Local Preschool Visits
- Master Gardeners programs
- Musical Department musical dinner location

- Legal posting location for other places
- Public bulletin board
- Quilt Club meeting location
- ROSC: Coat drive location, participating in All Awareness Day
- Rotary meeting location
- Tutoring
- WGCY biweekly radio interview
- Yearly audits

VIII. Review of Laws, Policies, Rules and Procedures, Training Materials, and 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))
- 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))
- 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.) (Gift giving, etc)
- Reports on government efficiency

IX. What Have We Done Well?

- Adding public calendar of events in entryway
- Board support of problems with patrons - support of enforcing policies, staff, etc
- Board that's willing to listen to the public
- Director with a masters in Information and Library Science from an ALA accredited school
- Found a better way to post meeting agendas in our windows

- Gone Fine free
- Handicapped accessibility improved - adding of electronic doors
- Helpful and Highly trained staff, especially for part time minimum wage job, included several with degrees in education
- Increased public attendance to board meetings
- Increased public participation in library activities
- Increased social media presence
- Long range planning is dreaming big and not moving slowing with our ideas
- Massive increase in promotion of and use of our digital library
- Multiple bonding board members for signing checks
- New interesting programs geared to all ages
- New patron computers
- Our audit caught a large section of money we had not been paid from our city
- Patron surveys - digital, paper, teens and adults
- Promoting library technology such as the Share library app
- Provide a non judgmental, confidential checkout
- Provide free family friendly activities
- Provide welcoming atmosphere
- Public and staff spaces cleaned up and organized
- Retained staff
- Returned to having patrons use the library cards for checkout causing less confusion
- Security cameras added
- Several displays targeted at many audiences are updated monthly
- Staff Facebook page for ideas
- Staff fun things – mailboxes, optional get together that are well attended
- Storage closets cleaned out
- Updated the toys in the kids space
- Updating the policies–policy and personnel committee
- Weeding the entire library

X. What Can We Do Better or More Efficiently? What Inefficiencies Did We Identify/What are our Next Steps?

- Consolidate history items / spaces
- Continue to reach out to all demographics for programming and book selection
- Continue to try new ideas and programs
- Continue to update technology, including printers
- Continue working on long term planning
- Create quiet work spaces
- Expand / change layout of YA section
- Improve/continue letting people know about our services
- Modernize our website
- New furniture

XI. Studies on Governmental Efficiencies

- Questions to the library directors email exchange, and staff exchange
- Social media groups for other libraries
- Spent time examining policies from multiple similar size public libraries
- Visiting other libraries

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

- Continue the work we're doing well
- Continue to have discussions prompted by the survey
- Continue working towards the goals listed in Section X

Submitted by: Jessica Titus

Chairman, Decennial Efficiency Committee

Date of Committee Approval of Report: 5/8/2024