Lillie M. Evans Library District
Decennial Committee on Local Government Efficiency
Report to County of Peoria

I. Unit of Government Submitting This Report

Name of Library: Lillie M. Evans Library District

Address of Library: 207 N. Walnut Ave, PO Box 349, Princeville, IL 61559

II. Library Information

A. The library is located in Peoria County. There are 10 libraries in our County. The library's taxing district also includes part of Marshall County.

B. The population of the territory in which our Library is located is 3,840 (as of 2020 census).

C. We have 8 employees of the Library (not including board members).

D. Our annual budget for FY 24 is: $ 529,101.

E. Our Library's equalized assessed valuation (EAV) for 2022 (Total + Overlapping) is $ 125,560,310.

III. Information about Our Committee

A. Committee Members:

Director Beth Duttlinger

Board President Gayle Brackett-Johnson

Trustee Randy Ingle

Trustee Deb Givens

Trustee Diane Smith

Trustee Angie Daily

Trustee Zach Waldis

Trustee Rachel Wilson

Library Resident Teresa Bouton

Library Resident Marie Horrie

B. Committee Meeting Dates:

First Meeting (must occur prior to June 10, 2023): June 8, 2023

Second Meeting: December 14, 2023

Third Meeting: March 14, 2024

Additional Meetings (List All, if any):

IV. Core Programs or Services Offered by our Library

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

- Lending of books (fiction and non-fiction), digital books, digital audio books, books on CDs, playaways, books that talk, movies on DVD and BluRay, magazines, newspapers and other materials for adults and juveniles
- Online database access
- Computer, printer, copy machine, fax machine and internet access
- Genealogy & local history
- Book Club
- Various reading, educational, physical and entertainment programs offered throughout the year for all ages
- Library of Things lending including wifi hotspots, equipment,

games and other devices
- Test proctoring
- 1000 books Before Kindergarten
- Displays and exhibitions including annual art & fiber art shows
- Annual musical concert series
- Meeting and study rooms
- Host local school class visits and instruction
- Free Tax Forms,
- Inter Library Loan
- Reference and Reader's Advisory Service
- Computer and technology assistance
- Accessible building and facilities and furniture designed for all ages
- Early voting site
- Homeschool resource and location
- 3D printing and resources

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

- Tax assistance site during tax season
- Illinois Legal Aid site
- Adulting 101 classes
- Official heating/cooling center during disasters (if we had a generator)
- 100 Books Before High School & 100 Books Before Graduation

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

The following non- exhaustive list of materials was reviewed:

1. Illinois Public Library Per Capita Grant
2. Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*)
3. Drug and Alcohol Free Library Policy
4. Illinois Open Meetings Act (5 ILCS 120/1 *et seq.*)
5. Policy on Public Comment
6. Prohibited Gifts Policy
7. Investment of Public Funds Policy
8. Library By-laws
9. Meeting Ordinance
10. Levy Ordinance

11. Building and Maintenance Ordinance
12. Budget and Appropriations Ordinance
13. Designation of OMA officer (5 ILCS 120/1.05(a))
14. All Board Members have completed OMA Training (5 ILCS 120/1.05(b))
15. Schedule of Regular Meetings of the Library Board (5 ILCS 120/2.03)
16. Designation of FOIA Officer (5 ILCS 140/3.5(a))
17. FOIA Officer Training (5 ILCS 140/3.5(b))
18. Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))
19. Posting Other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4(b))
20. List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5)
21. Designation of Whistleblower Auditing Official (50 ILCS 105/4.1 *et seq*.)
22. All applicable officials have filed statement of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4A-101.5 *et seq*.)
23. Sexual Harassment Prevention Training (775 ILCS 5/2-109(C)
24. Our Intergovernmental Agreements
25. Our Budget and Financial Documents
26. State Ethics Laws, including, but not limited to the State Officials and Employees Ethics Act (5 ILCS 430/1-1 *et seq*.)

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

The committee identified no substantial deficiencies or important areas of significant improvement pertaining to the material reviewed. However, inefficiencies due to unfunded mandates are a concern.

VII. What Can We Do Better or More Efficiently?

The committee encourages the library's staff to strive to maximize financial and operational efficiencies at responsible levels. The LME Library is a responsive organization that can address inefficiencies when we find them.

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

The committee recommends continued efforts by the library's staff to exercise prudence and fiscal responsibility when executing the library's mission.

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 14, 2024