

**2023 DECENNIAL COMMITTEE LOCAL GOVERNMENT EFFICIENCY  
COAL CITY PUBLIC LIBRARY DISTRICT**

**I. UNIT OF GOVERNMENT SUBMITTING THIS REPORT**

This report is for the Coal City Public Library District, 85 N. Garfield Street, Coal City, IL 60416.

**II. INFORMATION ABOUT OUR DISTRICT**

The Coal City Public Library District is located in the eastern portion of Grundy County, Illinois. The Village of Coal City is in close proximity to two other unincorporated villages, Diamond and Carbon Hill, and to an unincorporated area, Goose Lake. The Library District is substantially larger than the Village of Coal City. The Library District includes all of Felix Township, most of Braceville Township and portions of Aux Sable, Goose Lake, Maine, and Wauponsee Townships. There are four libraries in Grundy County. They are as follows: Coal City Public Library District, Fossil Ridge Library District, Morris Area Public Library and Three Rivers Library District. The population of our Library District is 11,524 as of the 2020 Census. The Library has 25 employees.

Our annual budget for FY23-24 is \$1,575,457.00. The Library's equalized assess valuation (EAV) for 2023 is 918,708,345.

**III. INFORMATION ABOUT OUR COMMITTEE**

A. Committee Members are as follows:

Board President	Debi Trotter
Vice-President	Steve Smith
Secretary	Carol Crawford
Treasurer	Renee McLuckie
Trustee	Becky Sipple
Trustee	Dean Vigna
Betsy Stahler	Trustee
Library Director	Jolene Franciskovich
Resident	Mitch Bailey
Resident	Leah Bill
Resident	Cathy Smith
Resident	Cindy Starks

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

The Committee was formed at the April 11, 2023 regular Board Meeting. The first meeting was held on July 11, 2023. The second meeting was held on August 22, 2023. The third meeting was held on September 12, 2023.

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

A. Our Library offers the following services and programs:

##### **ITEMS FOR CHECKOUT**

##### **Infant & Toddler**

- Board Books
- CD's
- DVD's
- Bitty Baby
- Tonies

##### **Preschool**

- Picture Books
- CD's
- DVD's
- Bitty Baby
- Tonies
- Osmo Kits
- Puppets
- Sensory Items
- Board Games
- Puzzles

##### **School Age**

- Picture & Chapter Books
- eBooks
- Graphic Novels
- CD's
- DVD's
- Microscope
- Telescope
- Binoculars
- Bitty Baby
- Tonies
- Tumble Tower
- Giant Connect 4

- Giant Yard Dice
- Osmo Kits
- Puppets
- Sensory Items
- Stellar Scope
- Bike Locks
- Magnifying Glass
- Kids Road Trip Travel Kit
- Board Games
- Puzzles

##### **Tweens**

- Books
- eBooks
- Graphic Novels
- CD's
- DVD's
- Puzzles
- Microscope
- Telescope
- Binoculars
- Tonies
- Tumble Tower
- Giant Connect 4
- Giant Yard Dice
- Osmo Kits
- Sensory Items
- Puzzle Mat
- Stellar Scope
- Bike Locks
- Magnifying Glass

- Cornhole Game
- Kids Road Trip Travel Kit
- Dodge Ball
- Board Games
- Sony Playstation 2
- Cross Section Plant Cell Models

##### **Teens & Adults**

- Audio Books
- Audio Magazines
- eBooks
- Books/Large Print
- Graphic Novels
- Magazines
- Playaways
- CD's
- DVD's
- CD Books
- Hotspots (18+)
- Newspapers
- Puzzles
- Craft Stamps
- Microscope
- Telescope
- Binoculars
- iPads & iPad Minis
- Apple Pencils
- Tumble Tower
- Giant Connect 4
- Giant Yard Dice

- Mannequin Head
- Puzzle Mat
- ComEd Meters
- Heat Gun
- Weather Station
- Die Cuts
- Stellar Scope
- Embossing Machine
- Mandala Kit
- Sizzix/Cuttlebug Die Cut
- Car Code Reader
- Bike Locks
- Magnifying Glass
- Poker Set
- Umbrellas

- Ipad Tripod
- USB Card Reader
- Cornhole Game
- Letter Stamping Kit
- Vinyl Records
- Projector
- Film/Slide Digitizer
- Streaming Movies
- Streaming TV Shows
- Great Courses
- Mystery Bags
- Subscription Bags
- Kids Road Trip Travel Kit
- Sony Playstation 2

- Sensory Items
- Board Games
- Video Games:
  - Wii
  - Playstation 2,3,4
  - Xbox 360 and One
  - Nintendo DS
  - Switch
- Luggage Scale
- Wireless Headphones
- Dodge Ball
- Christmas Cookie Cutters

## SERVICES

### Infant & Toddler

- Digital Services:
  - ABCmouse
- Explore More Illinois Passes
- Playhouse
- Puppet Stage
- Little Free Library Refills
- Museum Adventure Passes
- TumbleBooks

### Preschool

- Digital Services:
  - ABCmouse
- Explore More Illinois Passes
- Playhouse
- Puppet Stage
- Little Free Library Refills
- TumbleBooks

### School Age

- Digital Services:
  - ABCmouse
- Explore More Illinois Passes
- Playhouse
- Puppet Stage
- Little Free Library Refills
- Computers and Internet Access
- Museum Adventure Passes
- NoveList Plus K-8
- TumbleBooks

### Tweens

- Explore More Illinois Passes
- Little Free Library Refills
- Computers and Internet Access

- Museum Adventure Passes
- NoveList Plus K-8
- Self-Checkout
- TumbleBooks

### Teens & Adults

- Best Sellers Club
- Binding
- Community Meeting Room
- Computers and Internet Access
- Disc Cleaning
- Document Scanning
- Explore More Illinois Passes
- Faxing
- Fishing & Hunting Licenses
- Genealogy Assistance
- Laminating

- License Plate Renewal Stickers
- Little Free Library Refills
- Museum Adventure Passes
- Notary Public
- One-on-One Technology Appointments
- Porch Drops and Homebound Delivery
- Postage Stamps
- PrairieCat App – Access to our Collection 24/7
- Rules of the Road Books
- Self-Checkout
- Sharps Containers Pickup and Drop Off
- Tax Forms
- Telephone Renewal
- Online Renewal
- Test Proctoring
- VHS to Digital Conversion
- Wireless and Mobile Printing

- Online Reference Questions
- Voter Registration
- Subscription Books
- Curbside Pickup
- Online Chat
- Narcan Kits
- Local History Artifacts
- Local History Wall
- Passport Acceptance Facility
- Photocopying
- Digital Services:
  - Online Resource Directory
  - ABCmouse
  - Ancestry Library
  - A to Z Food America
  - A to Z World Food
  - Chilton Library
  - Consumer Reports
  - CreativeBug
  - DMV Practice Tests
  - EBSCOhost
  - Education.com
  - Heritage Quest

- Illinois Legal Aid Online
- Inkie.Org
- Lingo Lite
- Medline Plus
- NoveList Plus
- WorldCat
- Ebsco eBooks
- eRead Illinois
- Overdrive Omni
- Freading
- Hoopla
- TumbleBooks
- Cemetery Records
- Coal Reports
- Quarterlies
- Obituary & Death Notices
- Community Recycle/Drop Off Center:
  - Eyeglasses
  - Batteries
  - Light Bulbs
  - Food Pantry Donations
  - H4H Donations
  - Used Flags

## CLASSES/EVENTS

### Infant & Toddler

- Bus Trips
- Baby Lapsit
- Family Events
- Play Days
- Water Play Days
- Summer Reading Program
- Winter Reading Program

### Preschool

- Bus Trips
- 26 Weekly Family & Preschool Storytimes
- Family Events
- Fun Fridays
- Play Days
- Water Play Days
- Mini Artist
- Outdoor Movies
- Summer Reading Program

- Winter Reading Program
- Fun Fridays
- Early Dismissal
- Winter Play Days
- Family Events
- Family Door Signs

### School Age

- Bus Trips

- Cooking Classes
- Craft Classes
- 3 Weekly Programs
- Kids Off the Grid
- Canvas Art
- Fit 4 Life
- Outdoor Movies
- Summer Reading Program
- Winter Reading Program
- Builder's Club
- Wonderkids

**Tweens**

- Bus Trips
- Cooking Classes
- Craft Classes
- Books
- Graphic Novels
- Tween Club
- Fit 4 Life
- Outdoor Movies
- Summer Reading Program

- Winter Reading Program
- Fun Fridays
- Family Events
- Early Dismissal

**Teens**

- Bus Trips
- Cooking Classes
- Craft Classes
- Anime Club
- Canvas Art Classes
- Family Events
- Fun Fridays
- Game Night
- Makerspace Mondays
- Summer Reading Program
- Teen Vision Board Group
- Winter Reading Program

**Adults**

- Bingo
- Book Clubs - 3
- Euchre
- Mahjong
- Paper & More
- Happy Scrappers
- Memory Keepers
- We Remember
- Cooking Classes
- Craft Classes
- Outdoor Movies
- Indoor Movies
- Summer Reading Program
- Winter Reading
- Coaler Business Alliance Events
- Painting Classes
- Family Events
- Exercise Classes
- CCPLD Rewards Program
- Bus Trips

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

- Passport photos
- Circulate Rokus
- Yoga Classes
- Quiet Study Pods
- Circulate tools
- License Plate Renewals
- Programs for Students with Special Needs
- Partner with an organization to provide tax assistance
- F.O.I.D. Card Photos
- Medicare Classes – Road Map
- Additional Meeting Facility

## V. PARTNERSHIPS/SHARED SERVICES

A. We partner with the following:

### Community

- Carbon Hill Museum to provide local history programs to our residents.
- Local Daycares to provide Storytimes and Winter and Summer Reading Challenges to their enrollment
- Grundy County Clerk's Office – Voter registration
- Grundy County Coroner's Office – sharps container exchange and Narcan Kits
- Grundy County Health Department to provide pop up COVID Vaccination Clinics for our residents.
- GCIC (Grundy County Interagency Council) to make sure the Library is doing all we can for our seniors.
- Internal Revenue Service (IRS) – federal and state tax forms
- Morris Hospital SHIP (Senior Health Insurance Program) to provide our senior residents with health insurance information.
- SAIL – Supporting Administrative Illinois Librarians – work with area librarians on many different issues facing our libraries
- Secretary of State – Notary Public Services, I-Cash Event and FOID (Firearms Owners Identification Card
- Secretary of State's Office - Representative Haas Travelling Office
- Southland Special Needs Connection
- State of Illinois – License plate renewal stickers
- SWANK Movie Licensing so we can provide movies to our patrons.
- Villages of Coal City, Diamond and Carbon Hill along with Goose Lake – participate in Village events, provide Storytimes in parks
- Village of Coal City Park Board - Movies on the Lawn
- Coal City Junior Women's Club –Baby Contest
- Collect items for:
  - Boy Scouts – used cell phones
  - Coal City BackPack Program – donations of food for students
  - Coal City Food Pantry – donations of food
  - Coal City Junior Women's Club – donations of pencils and pajamas and socks for families in need,
  - Grundy County Land Use – CFL bulb recycling, used toy and batteries
  - Lions Club – eye glasses
  - Help 4 Hope – food donations
  - Lori Bonarek Realty - for Pet Food Pantry
  - Ronald McDonald House – pop tops
  - St. Juvin Post 1336 – collect used flags,

- Food trucks to bring different dining experiences to our residents:
  - Auntie Anne's Pretzels
  - Cold Stone Creamery
  - Edroll's Filipino Fusion
  - Laki Hawaiian Ice
  - Lil Deb's Mobile Eats
  - Pam's Academy Corn Dogs
  - Picture Me Smokin'
- Grundy County Chamber – Galentine's Day, local ribbon cutting ceremonies, May is for Mama's, Holiday Passport, Healthy Medical Testing, Covid Testing and work with local businesses
- Library Road Trip – Charles B. Phillips, Fossil Ridge, Joliet, Manhattan-Elwood, Messenger, Oswego, Plainfield, Plano, Sandwich, Seneca, Shorewood-Troy, Somonauk, Three Rivers, Wilmington and Yorkville Libraries to work together to get residents to check out libraries
- Morris Hospital – Fit 4 Life Program for our students
- NAMI (National Alliance on Mental Illness) – You are not Alone Program for our patrons.
- Operation Firm Handshake – Veterans' Event
- Participated in Galentine's Day:
  - Minnie's Travel Boutique
  - Rolando's Furniture & Appliance
  - Shooters Grill participated
  - The Cove participated
  - Jeni Tjelle, Independent Beauty Consultant, Mary Kay
- PromFest – Festival of Trees
- Provide discounts to our patrons for using their Library Card during National Library Card Sign Up Month:
  - Allegra
  - Allied Nursery and Garden Center
  - Babe's Tap
  - Countryside Village
  - J&R Service Center
  - LG Cards (LaWanda Gagliardo)
  - Major School of Dance
  - Midland States Bank
  - Naked Sun
  - O'Reilly Auto Parts
  - Pearl Time
  - Rachetti's Café, Pizzeria & Pub
  - Sunshine Garden Center
  - Surf Internet
- Provide meeting space for:

- Coal City Junior Women's Club
- Coal City Soccer Club
- Coal City Softball League
- Coaler Youth Baseball
- Cub Scouts
- Girl Scouts
- Lori Bonarek Realty
- Prairie Oak Estates HOA (Homeowners Association)
- St. Juvin Post 1336 for a Veteran's Day Celebration and Christmas in July
- Stitch Group – Operation St. Nick and Quilts of Valor
- Versiti of Illinois – Blood Drives

### **Financial**

- Chicago Passport Agency – Passport acceptance facility
- Complete Census Count Committee to ensure the Census counted as many residents as possible.
- Grundy Area Vocational Center to purchase copier paper at a discounted price due to economies of scale.
- Illinois Department of Natural Resources (IDNR) to provide hunting and fishing licenses for our patrons
- Illinois State Library – Follow rules for public libraries, apply for grants
- LIRA (Libraries of Illinois Risk Agency), libraries group together to purchase insurance due to economies of scale.
- NIMEC (Northern Illinois Municipal Electric Collaborative) – As part of this organization we get our electric rate locked in for a set amount of years due to economies of scale.
- Nuclear Communities Coalition to prevent the Dresden Nuclear Station from closing.
- Village of Coal City brokers a discounted electric rate for the Annex.
- Coal City Courant Digitization Project, Library staff partnered with the Free Press to digitize the Coal City Courant from 2008 to present, with monthly updates. The Library gave the Free Press PDF copies of our microfilm from 1917-2008. This partnership saved the Library \$3,800 because we did not have to purchase digital copies.
- Coal City Police Department – Every three years the Police Commissioner requests books for officers interested in taking the sergeant's test. We interlibrary loan those books thereby saving hundreds of dollars for the officers and the Library.
- ILLINET - a statewide library alliance, representing over 3,000 academic, public, school and special libraries that are members of Illinois' library systems (RAILS, IHLS and CPLS). They provide statewide resource sharing to meet the diverse information needs of Illinois citizens.



- Illinois Libraries Present to provide virtual author presentations using economies of scale.
- OCLC (Online Computer Library Center) - the catalog we use to lend and borrow materials from other states.
- RAILS (Reaching Across Illinois Library System) is our regional Library System. They provide cataloging membership grants and training, a consultants directory, continuing education, delivery, e-content projects, Explore More Illinois, Find More Illinois, Freedom of Information/Open Meetings Act Hotline, resources for library law and policies, My Library is..., shared catalogs, group purchase packages, resource sharing map, networking group directory, collaborative grants, and trustee training.

### **School**

- Coal City Community Unit # 1 School District – LLT (Learning Leadership Team), Youth Art Month and Family Reading Night
- Coal City School District Citizens Advisory Council to develop learning plans during COVID.
- Early Childhood Education Center (ECC) – provide Storytimes for students
- Middle School (CCMS) – provide Database Training to Students
- Coal City Early Childhood Center, Coal City Elementary School, Coal City Intermediate School and Coal City Middle School - Back to School Nights

## **VI. AWARDS AND RECOGNITIONS**

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

- Head of Youth Services, Rene’ Norris received the Will County Reading Council Local Literacy Award for her dedication to providing students and the community with exceptional literacy experiences.
- 2020 Census Community Partnership & Engagement Program
- Grundy County Chamber Organization of the Year 2022
- Grundy County Land Use Department Certificate of Appreciation for collecting toys for the 2022 Land Use Department Gently Used Toy Drive.
- GEDC (Grundy County Economic Development Council) Partnership Award 2023
- GFWC – Illinois Coal City Junior Woman’s Club Certificate of Appreciation
- Library Journal Star Library Award – All of the libraries in each state were compared to libraries with similar budgets in their states and ranked by their service to their Communities. We were one of 20 libraries in Illinois to earn Three Stars for 2013 and 2014 and one of 19 libraries to earn Three Stars for 2016 and 2017.

## **VII. INTERGOVERNMENTAL AGREEMENTS**

We partner with or have Intergovernmental Agreements with the following other governments units and benefit in the following manner:

- Coal City Community Unit # 1 School District – This IGA allows all teachers in our School District Library cards to use for their classrooms for free. PrairieCat requires libraries to charge non-members for interlibrary loans these free cards allow the School to save money. In turn the school does not charge a rental fee for use of the Performing Arts Center and Community Room. This increases both parties’ efficiency by saving the taxing bodies money.
- Village of Coal City – Health insurance; Coal City Tax Increment Financing District; Garbage pickup. The Library purchases health insurance through the Village of Coal City saving both entities money through the economies of scale. The Village included Library property in the TIF District, in the future the Library could be eligible for TIF fund distributions. The Village included the Library in their garbage pickup bid saving the Library money.
- Coal City Community Unit #1 School District, Grundy County, Coal City Fire Protection District, Gooselake Township, Gooselake Township Road District and Joliet Junior College – Redistribution of the Dresden Nuclear Generating Station Annual Credit Trigger Amounts; For the Negotiation and/or Litigation of Property Tax Issues Related to the Ge-Hitachi Nuclear Energy Morris Operation Owned by Ge-Hitachi Nuclear Energy LLC. These IGA’s allow all the taxing bodies to work together to negotiate tax revenue that considers the needs of all the taxing bodies.
- Coal City Community Unit #1 School District, Grundy County, Coal City Fire Protection District, Gooselake Township, Gooselake Township Road District and Joliet Junior College, Grundy County Treasurer, and Grundy County Supervisor of Assessments – CPV (Competitive Powers Venture) Three Rivers Energy Center Agreement. The Taxing Bodies and GEDC (Grundy County Economic Development Council) worked together to bring CPV to our area, thereby providing jobs and saving our residents future tax dollars.
- PrairieCat – One hundred thirty-eight libraries in Illinois share an integrated library automation system known as PrairieCat. By sharing the cost of central site equipment, computer and database maintenance staff, and telecommunications, libraries of all sizes (including public, academic, school and special) have found it possible to join the consortium and to realize advantages of automated resource sharing.
- LIMRiCC – Library Insurance and Risk Management Control Combination is a group of libraries who use group purchasing power to supply members with Unemployment Insurance.

## **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 forgoing should be amended.

- ✓ State laws applicable to Libraries, including but not limited to the Illinois Local Library Act (75 ILCS 5) – *Illinois Library Laws and Rules*
- ✓ Illinois Open Meetings Act (5 ILCS 120) – Brief Guide to the Open Meetings Act
- ✓ Public Comment Policy – CCPLD Public Comment Policy
- ✓ Designation of OMA Officers (5 ILCS 120/1.05 (a)) – Handout 8
- ✓ All Board Members have completed OMA Training (5 ILCS 120/1.05(b)) - Certificates
- ✓ Schedule of Regular Meetings for the Fiscal Year (5 ILCS 120/2.03) – Meeting Dates Handout 10
- ✓ Illinois Freedom of Information Act (5 ILCS140) – CCPLD Freedom of Information Act Policy
- ✓ Designation of FOIA Officer (5 ILCS 140/3.5 (a)) – Handout 11
- ✓ FOIA Officer Training (5 ILCS 140/3.5(b)) – Handout 13
- ✓ Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a)) – Handout 11 and CCPLD Freedom of Information Policy
- ✓ Posting other Required FOIA Information (5 ILCS 140/4(a); 5 ILCS 140/4 (b)) – CCPLD Freedom of Information Policy
- ✓ List of Types or Categories of FOIA Records under Library Control (5 ILCS 140/5) – CCPLD Freedom of Information Policy page 4.
- ✓ Periodic Meetings to Review Closed Meeting Minutes (5 ILCS 120/2.06(d)) – Handout 14.
- ✓ IMRF Total Compensation Postings – Handout 15.
- ✓ Designation of Whistleblower Auditing Official (50 ILCS 105.4.1 *et seq.*) – Handout 16.

- ✓ All of our elected officials have filed statements of economic interests (5 ILCS 420/4A-101; 5 ILCS 420/4 A – 101.5 *et seq.*) – All required staff and trustees have filed statements of economic interest. Have receipts.
- ✓ Sexual harassment prevention training (775 ILCS 5/2-109 (C) – All Staff and Trustees take annual Sexual Harassment Training. Have certifications.
- ✓ Our Working Budget, Treasurer’s Report, and Audit – Handouts 17 &18
- ✓ Ethics Ordinance 03-6 – Handout 19
- ✓ Reports on government efficiency, “Local Government Efficiency and Size in Illinois: Counting Tax Revenues, Not Governments” by Wendell Cox. – Handout 20

**IX. WHAT HAVE WE DONE WELL IN THE PAST DECADE**

- Our Tax Year 2022 rate, .0016296 decreased from 2021’s rate of .00165721.
- Staff decreases due to attrition.
- Timely FOIA compliance – We have always provided all the information requested within the time limits.
- **NEW PROGRAMS OR SERVICES:**

**Infant & Toddler**

- Virtual Storytimes during COVID
- Personalized Virtual Storytimes during COVID
- Movies on the Lawn
- Play Days
- Water Play Days
- Fine Free Summer Read
- Pop-Up Storytimes
- Lapsit
- Terrific Tots
- Santa Visits

**Preschool**

- Mystery Bags

- Personalized Virtual Storytimes during COVID
- Take & Make Kits since COVID
- Virtual Storytimes during COVID
- Music Makers
- Ice Cream Day
- Movies on the Lawn
- Play Days
- Water Play Days
- Fine Free Summer Read
- Pop-Up Storytimes
- Book Walk
- Outreach Storytimes
- Santa Visits
- Make & Take Ornament Night

- Painting Classes

**School Age**

- Programs for Autistic Students
- Mystery Bags
- Painting Classes
- Take & Make Kits during COVID
- TikToks promoting the Library
- Spooky & Not so Spooky Stories
- Make & Take Ornament Night
- Eager Readers
- Eager Readers Homeschool Edition
- Wonder Kids
- Santa Visits

- Family Reading Night in house and at the Schools
- Kids Off the Grid
- K-3 Sparks
- Ice Cream Day
- Artistic Endeavors
- Brick Boredom Busters
- Movies on the Lawn
- Water Play Days
- Fine Free Summer Read
- Makerspace Monday's
- TumbleMath
- Bluestem Book Club
- Fit 4 Life
- Builders Club
- Book Walk

### Tweens

- Mystery Bags
- Painting Classes
- Take & Make Kits since COVID
- TikToks promoting the Library
- Ice Cream Day
- Tail Waggin Tutors
- Water Play Days
- Free Comic books
- Fine Free Summer Read
- Makerspace Monday's
- Coder Dojo Coding Classes
- Book Walk
- Tween Club
- Lock-Ins
- Take & Make Ornaments

### Teens

- Painting Classes
- Subscription Service

- Abe Lincoln Book Awards
- School Spirit Handouts
- School Book Clubs
- Take & Make Kits during COVID
- TikToks promoting the Library
- Ice Cream Day
- TAG Stream
- Movies on the Lawn
- Teen Zone
- Geek Club
- Money Sense
- COVID Vaccinations
- COVID Testing
- Free Comic books
- Fine Free Summer Read
- Makerspace Monday's
- Teen Dollars
- Anime Club
- Teen Tech Day
- Surviving Middle School
- Teen Game Nights
- Minute to Win It Game
- Adulting 101
- Blind Date with a Book

### Adults

- Checking out Hotspots
- Checking Library of Things
- Fishing & Hunting Licenses
- Laminating
- License Plate Renewal Stickers
- Passport Acceptance Facility
- Disc Cleaning
- Self-Checkout

- One-on-One Technology Appointments
- Wireless and Mobile Printing
- Sharps Container Pickup and Drop Off
- PrairieCat App – Access to Collection 24/7
- Binding
- VHS to Digital Conversion
- Craft Stamps
- Curbside Pickup
- Digital Services – Audio Books, Magazines and eBooks
- Facebook posts for Community Groups
- Hoopla – Streaming Movies, Downloading Comics/Graphic Novels, Audiobooks, eBooks and Music
- Kanopy – Streaming Movies, TV Shows and Great Courses
- Little Free Library Refills
- Passport Acceptance Facility
- Porch Drop
- Postage Stamps
- Private Meeting Room Use
- Provide work area next to copier for patrons offer scissors, tape, stapler, etc.
- Provide Coffee, Hot Cocoa and Cider for patrons during the cool months
- Provide Ice Water during warmer weather.

- Subscription Service
- Take & Make Kits during COVID
- TikToks promoting the Library
- You are Not Alone – NAMI
- Throwback Movies
- Museum Adventure Pass
- Explore More Illinois
- Ice Cream Day
- Ladies Night Out
- Friends for a Cause
- Memory Café
- Coffee at the Library
- Mahjong
- Illinois Libraries Present
- Dungeons & Dragons
- Euchre
- Canasta
- Bingo
- Movies on the Lawn
- Self-Check Kiosk
- COVID Vaccinations
- Food Trucks
- COVID Testing
- Blood Drives
- Door Sign Classes
- Spice of the Month
- Library Card Rewards
- Fresh Green Christmas Arrangement
- Adult Painting Classes
- Defensive Driving
- Beanstack App
- Writer’s Club
- Fine Free Summer Read
- CreativeBug
- Shred Events

- **TIMELINE AND SERVICES DURING COVID**

March 16, 2020:

- The Trump administration’s coronavirus task force announced strict new guidelines in an effort to restrict the spread of COVID-19. The new guideline that effected the Library was that Americans should not gather in groups of more than 10 people.
- We announced we would close from March 17th through March 31st. The decision to close the Library did not come easily. But there was never a complete shut-down of services.

March 17, 2020:

- We announced:
  - All checked out materials would have an extended check out date of April 7th.
  - Restrictions on items that could be placed in the book-drops were lifted so patrons could return items when they no longer needed them.
  - In an effort to assist students with virtual classes we asked the Schools to send a blast to all students that we had hotspots and laptops for checkout.

March 18, 2020:

- We mailed a flyer to every household in the District advising them of the following:
  - Hoopla checkouts were increased from five to 20.
  - Wi-Fi is accessible 24/7 from our parking lot.
  - All digital resources and services are allowing access to everyone, including persons with expired cards or fines/fees above the threshold limit.
  - The availability of getting an online Library card.
  - Virtual Storytimes.
  - Virtual Adult Exercise Classes.

- Take our Explore Your Library Challenge Monday thru Friday daily at 8 a.m. on Facebook.
- Status of placing holds.
- Information on how to complete the Census.

March 19, 2020

- We announced:
  - The School gave us 10 chrome books, along with a school login to check out to our students.

March 20, 2020

- Governor Pritzker Announces a Statewide Stay At Home Order.

March/April 2020

- We started to provide virtual programs:
  - Storytimes
  - CCPLD Trivia
  - Stem Challenges
  - Book Reviews
  - Census Tutorial
  - Craft Videos
  - Fun Fridays
  - Exercise Classes
  - Painting Classes
  - Eager Readers
  - Family Dance Parties
  - Nailed it Competitions
  - Camp Out Program
  - Brick Boredom Buster Activities
  - Tricia's TP (Total Package Challenges)
  - Fit 4 Life
  - Teens Club
  - Writer's Club
  - Cooking Demonstrations for kid and teens
  - Online Reading Challenge for Summer and Winter
  - Makerspace Mondays
  - National Library Week Online Events
  - Ancestry from Home
  - PPE for Operation H.O.P.E
  - Virtual Resources Guide
  - What Librarians do in their Personal Time
  - Lori Cora Cooking Classes
  - Tutorials
  - At Home Bingo
  - Movie Reviews
  - Online Surveys
  - Children's Book Week
  - Writer's Club with Ms. Tricia
  - Photo Exhibit

- Online Quilt Show
- Walk through of the Boston Children's Museum

May 26, 2020

- Curbside pickup is available at the Library
- Notary, Fax and copy service available Curbside.
- Porch drops are made available for patrons who could not do Curbside pick-up.
- Handwashing signs are put in all restrooms
- COVID symptom signs are put up on all entrances.
- Hand-sanitizers and masks are available for all staff
- All returned items must be quarantined for 14 days.

June 6, 2020

- Appointments are available for computers, browsing, copier and fax use, Notary Public, Voter Registration, Fishing and Hunting Licenses, laminating and disc cleaning.
- Library hosts Food Truck Events.
- All returned items must be quarantined for seven days.
- Sneeze shields were installed at public service desks.
- Hand sanitizers and masks are available at all public desks.
- Masks are available at the entrance for all patrons.
- Donated hand sanitizers are given to patrons.

June 15, 2020

- Limited Walk-In Service hours 10 am to 8 pm Monday-Thursday, 10 am to 6 pm on Friday and 10 am to 4 pm on Saturday. Special Library service hours for seniors Monday thru Saturday 9 am to 10 am.
- Maximum of 35-40 patrons in the building, only one person per aisle, Computers – one person per side, Copier – one person, Elevator – one person and Restrooms – one person.
- Patron enter through one door and exit through another.
- Marks on floors for social distancing.
- Patrons are not allowed more than two hours in building.
- Offer Picture Book Bundles.

July, 2020

- Limited seating in person programs return.
- Social distancing is maintained.
- Only pre-packaged snacks and bottled beverages.
- Capacity limits – Meeting Room – 15 people, Storytime Room – Four people, Annex A – Eight people, Annex B – Three people.
- Outdoor programs patrons who remain six feet apart don't have to wear face coverings.
- Outdoor Movies are presented for patrons.
- Exercise classes return with limited capacity.

May, 2021

- Social distancing requirements are removed.



The Library was Fine Free for Quarantine.

• **NEW GOVERNMENTAL AGREEMENTS**

- Village of Coal City – Health insurance; Coal City Tax Increment Financing District; Garbage pickup. The Library purchases health insurance through the Village of Coal City saving both entities money through the economies of scale. The Village included Library property in the TIF District, in the future the Library could be eligible for TIF fund distributions. The Village included the Library in their garbage pickup bid saving the Library money.
- Coal City Community Unit #1 School District, Grundy County, Coal City Fire Protection District, Gooselake Township, Gooselake Township Road District and Joliet Junior College – Redistribution of the Dresden Nuclear Generating Station Annual Credit Trigger Amounts; For the Negotiation and/or Litigation of Property Tax Issues Related to the Ge-Hitachi Nuclear Energy Morris Operation Owned by Ge-Hitachi Nuclear Energy LLC. These IGA's allow all the taxing bodies to work together to negotiate tax revenue that considers the needs of all the taxing bodies.
- In 2020 Census population increased from 11,257 to 11,524.
- Increases from Pre-COVID (FY18-19) to last fiscal year (FY22-23) include:
  - Annual door count increased 27%.
  - Passive Programs increased 147%.
  - Passive Program attendance increased 47%.
  - Study Room usage increased 133%.
  - Service usage increased 273%.

**X. WHAT INEFFICIENCIES DID WE IDENTIFY/WHAT ARE OUR NEXT STEPS:**

We found no inefficiencies.

**XI. WHAT CAN WE DO MORE EFFICIENTLY:**

We could expand and increase services with more space and staff.

**XII. OUR COMMITTEE'S RECOMMENDATIONS REGARDING INCREASED ACCOUNTABILITY AND EFFICIENCY:**

We recommend the Library explore grants to look for new ways to service the needs of the community.

Submitted by: Debi Trute  
Chairman, Decennial Efficiency Committee  
Coal City Public Library District

Date: 9-12-23