

**Notice & Agenda – Mississippi Valley Library District
Board of Trustees Meeting
October 23, 2023 at 6:30 PM**

On-Site at the Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201

Via Zoom: <https://us02web.zoom.us/j/89788937846?pwd=QU5HOE50eFJpUG16dCtjRGdkZEVlZz09>

Regular Monthly Board of Trustees Meeting

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Input
Public comment policies as approved and included in the Board of Trustees Bylaws can be found online at <https://mvlid.org/pdf/2021/MVLD%20Bylaws%20as%20of%209.20.2021.pdf>
4. Friends of the Library Updates
5. Trustee Comments
6. Consent Items
 - a. Approval of Minutes
 - i. Public Hearing of September 18, 2023
 - ii. Regular Board Meeting of September 18, 2023
 - iii. Finance Committee Meeting of October 9, 2023
 - b. Communications
 - c. Administrative Reports
 - d. Finances
 - i. September 2023 Expenses by Vendor, Profit & Loss, and Funds Balances
 - ii. Gift Fund Transactions
 - iii. FY 2023 Profit & Loss Budget vs. Actual
 - iv. Profit & Loss Previous Year Comparison
 - e. Committee Reports
 - i. Finance
 - ii. Personnel
 - iii. Fundraiser
 - iv. Decennial Committee on Local Government Efficiency Act
7. Unfinished Business
 - a. Discussion and Possible Action Regarding a Grant from the Agency for Community Transit for Transportation Needs for Patrons of the MVLD
8. New Business
 - a. Adoption of Resolution 24-01: Resolution to Determine Estimate of Funds Needed for FY2024
 - b. Select Meeting Date and Time for Truth in Taxation Act Hearing
 - c. Adoption of Ordinance 23-04.1: Revision of Ordinance Adopting Regular Meeting Dates, Times, and Locations for FY2024
 - d. Review of Serving Our Public 4.0 Chapters 12 & 13
9. Closed Session
 - a. Closed session, if necessary, for any lawful exemption pursuant to Section 2(c) of the Illinois Open Meetings Act
10. Action for Items Discussed in Closed Session

a. Action(s), if necessary, for any lawfully exempt matter discussed in closed session

11. Adjournment

The Mississippi Valley Library District is subject to the requirements of the Americans with Disabilities Act. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the facilities, are required to contact the library administrator (618-344-1112) promptly to allow the Mississippi Valley Library District to make reasonable accommodations for those patrons.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES - BUDGET & APPROPRIATIONS ORDINANCE PUBLIC
HEARING**

DATE: Sept 18, 2023

TIME: 6:30 PM

PLACE: Blum House, Collinsville, IL

Call to Order

Jeanne Lomax, President, called the meeting to order at 6:30 PM.

Roll Call

Trustees present:

Jeanne Lomax, President
Ginny York, Vice-President
Cathy Kulupka, Treasurer
Lisa McCormick, Secretary
Kathy Murphy, Trustee
Ana Romero-Lizana, Trustee
Mark Schusky, Trustee

Trustees absent:

Also present:

Kyla Waltermire, Executive Director
Matt Harris, Assistant Director

Pledge of Allegiance

Public Input

None

Adjournment

A motion was made by York and seconded by Romero-Lizana to adjourn.

A roll call vote was taken on the motion.

Cathy Kulupka – Yes
Jeanne Lomax – Yes
Lisa McCormick - Yes
Kathy Murphy - Yes
Ana Romero-Lizana - Yes
Mark Schusky - Yes
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried. The public hearing adjourned at 6:32 PM.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES REGULAR MEETING**

DATE: September 18, 2023

TIME: 6:33 PM

PLACE: Blum House, Collinsville, IL

Call to Order

Jeanne Lomax, President, called the meeting to order at 6:33 PM.

Roll Call

Trustees present:

Jeanne Lomax, President
Ginny York, Vice-President
Cathy Kulupka, Treasurer
Lisa McCormick, Secretary
Kathy Murphy, Trustee
Ana Romero-Lizana, Trustee
Mark Schusky, Trustee

Trustees absent:

Also present:

Kyla Waltermire, Executive Director
Matt Harris, Assistant Director

Pledge of Allegiance

Public Input

Margie Wright, President of the Friends of the Library, reported that the book sales have been successful and the group looks forward to helping the library with costs. She expressed support for the Governor, Secretary of State, library directors, library staff, and the new anti-banning law.

Cynthia Klein-Webb reiterated questions she expressed last meeting regarding trustee training and what happened to the bookmarks on a Pride Month display.

Friends of the Library

President Margie Wright provided an update.

- The Friends of the Library meet Wednesdays at 12:30 for a couple of hours to sort book sale donations if anyone is interested in helping.
- The next book sale is Nov 3rd and 4th.

Trustee Comment

McCormick welcomed Matt Harris, who had been out on medical leave, back and expressed happiness he is feeling better. She also addressed public comment regarding trustee training. Trustees are mandated by state to take sexual harassment training and Open Meeting Act training. Waltermire provides all new trustees with a binder of training information and met with new trustees to go over material.

Murphy gave a shout out to Marketing Coordinator Terry Pierson and Library staff regarding the Collinsville Library's Italian Fest outreach table.

Lomax said she was happy that Harris is doing better. Then she addressed the allegations surrounding some of the board members. She said that all patrons are welcome in the library and that she wants the library to express no political, social, or religious agenda. The library should be neutral with age-appropriate materials. She reiterated that she does not believe in banning books.

Consent Items

A motion to approve Consent Items in their entirety was made by Schusky and seconded by Kulupka.

- a. Approval of Minutes – Aug 21, 2023 regular meeting minutes reviewed.
- b. Communications: None
- c. Administrative Reports
Executive Director:
 - Waltermire announced that Lee Friz has been promoted to Program Coordinator.
 - Waltermire reported that 2 clerks have been hired and there are still 2 clerk positions to be filled.
 - The outreach table at Italian Fest was a success and she hopes to do more of that in the future.
 - On October 27 the Fairmont City Library is doing a Trunk or Treat at 6-8 PM. The library is partnering with the Village of Fairmont City and the Fairmont City Fire Department.
 - On October 28 the Collinsville Library will holding its annual Halloween Walk.
 - Waltermire announced that next month's meeting agenda will include a proposed change in meeting location. Due to the amount of public interest, the Blum House is unable to comfortably hold all interested attendees. If approved, future Collinsville-based Board meetings will be held in the Collinsville Library's Community Room. There is no proposed location change for the Fairmont City-based Board meetings at this time.
 - Waltermire explained that the new Illinois anti-banning law states that libraries must follow the American Library Association's (ALA) Bill of Rights or have a policy in place. The MVLD has a written policy in place and has had that policy for several years. Therefore, the MVLD is in compliance with the law.
 - Waltermire indicated she was extremely happy to have Harris present at the meeting.

Assistant Director:

- Harris has been out due to medical issues.

d. Finances – Finances reviewed;

- Lomax inquired about the jump in part-time salary expenses compared to last year.

Waltermire explained that the jump is in part due to the increase in minimum wage.

Additionally, due to vacancies in full-time positions, part-time employees have been working more hours to cover shifts and thus salaries are higher. As the year progresses, the salaries will even back out since there is a cap of how many hours per year part-time employees may work.

- Lomax asked how the library's power bill was so much lower compared to last year.

Waltermire said that she researched providers and changed from Ameren to Homefield as the service provider. The library has a 5-year price locked contract with them. Lomax praised Waltermire for that action.

e. Committee Reports

- The Decennial Committee's next meeting is scheduled for October 23, 2023 at 5:30 PM before the regularly scheduled board meeting at Fairmont City Library.

A roll call vote was taken on the motion to approve consent items:

Cathy Kulupka – Yes

Jeanne Lomax – Yes

Lisa McCormick - Yes

Kathy Murphy - Yes

Ana Romero-Lizana - Yes

Mark Schusky - Yes

Ginny York - Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

Unfinished Business

a. Discussion and Possible Action Regarding a Grant from the Agency for Community Transit (ACT) for Transportation Needs for Patrons of the MVLD.

- Waltermire provided the library's ACT grant application for review.

- Lomax said that the ACT Board is optimistic regarding the libraries request to a bike rack.

- To apply for the grant, the requestee must be either a municipality or 501(c)(3). After discussion Waltermire said that she can submit the grant using the library's recently established enrollment in the Illinois Library Association's "Funds for Illinois Libraries," which is a 501(c)(3).

Schusky moved and Kulupka seconded the motion to approve the grant proposal as amended to reflect 501(c)(3) status.

A roll call was taken on the motion:

Cathy Kulupka – Yes
Jeanne Lomax – Yes
Lisa McCormick - Yes
Kathy Murphy - Yes
Ana Romero-Lizana - Yes
Mark Schusky - Yes
Ginny York – Yes

Yes- 7, No – 0, Abstained –0, Absent – 0

Motion carried.

- d. Decennial Committee – Appointment of member of Public.
-No action, both current public members are able to participate in meetings.

New Business

- a. Discussion and Action on Ordinance 24-01: FY2024 Budget & Appropriations Ordinance
-The Budget and Appropriations Ordinance is mandated by the State and is a hypothetical scenario. It is the best-case scenario for income and worst-case scenario for expenditures.
- An example on an expenditure exceeding budget was last year's power bill. Due to an increase in energy costs, the power bill was unexpectedly higher than budgeted.
-The Budget and Appropriations Ordinance is a three-step process.
 1. The Board tentatively approves the ordinance, which occurred at the July board meeting.
 2. The Board holds a public hearing about the proposed ordinance, which took place prior to this meeting.
 3. The Board votes to adopt the ordinance, which is scheduled to occur at this meeting.

Schusky motioned and York seconded to approve Ordinance 24-01: FY2024 Budget & Appropriations Ordinance.

A roll call was taken on the motion:

Cathy Kulupka – Yes
Jeanne Lomax – Yes
Lisa McCormick - Yes
Kathy Murphy - Yes
Ana Romero-Lizana - Yes

Mark Schusky - Yes
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

- b. Discussion and Action on Ordinance 24-02: FY2024 Building & Maintenance Ordinance
- This is an ordinance to levy and assess a tax from Madison County and St. Clair County for building and maintenance purposes.

York motioned and McCormick seconded to approve Ordinance 24-02: FY2024 Building & Maintenance Ordinance.

A roll call was taken on the motion:

Cathy Kulupka – Yes
Jeanne Lomax – Yes
Lisa McCormick - Yes
Kathy Murphy - Yes
Ana Romero-Lizana - Yes
Mark Schusky - Yes
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried.

- c. Review of FY2023 Illinois Library Annual Report
No action needed; provided for trustees' information.
- d. Review of Serving Our Public 4.0 Chapter 11
No discussion on the chapter. Waltermire shared that the State Library confirmed its intent to continue requiring annual review of Serving Our Public 4.0 as the main requirements for annual Per Capita Grant applications.
- e. Review of Closed Session Minutes
No closed session minutes to review.

Closed Session – None.

Adjournment

A motion was made by Kulupka and seconded by Romero-Lizana to adjourn.

A voice vote was taken on the motion.

Cathy Kulupka – Yes
Jeanne Lomax – Yes
Lisa McCormick - Yes
Kathy Murphy - Yes
Ana Romero-Lizana - Yes
Mark Schusky - Yes
Ginny York – Yes

Yes- 7, No – 0, Abstained – 0, Absent – 0

Motion carried. The meeting adjourned at 7:12 PM.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES FINANCE COMMITTEE MEETING**

DATE: October 9, 2023

TIME: 5:30 PM

PLACE: Blum House, Collinsville, IL

Call to Order

Jeanne Lomax, President, called the meeting to order at 5:30 PM.

Roll Call

Committee members present:

Lisa McCormick

Committee members absent:

Cathy Kulupka

Also present:

Jeanne Lomax, Ex-officio member

Kyla Waltermire, Executive Director

Matt Harris, Assistant Director

Since there was not a quorum of voting members of the committee, the meeting continued as an informational session.

Public Input

None.

Trustee Comment

None.

Unfinished Business

None.

New Business

- a. Designation of Committee Chair – tabled.

- b. Draft FY2024 Resolution to Determine Estimate of Funds Needed

c. Draft FY2024 Tax Levy Ordinance

Waltermire explained the tax levy process and answered questions. Samples of the Resolution to Determine Estimate of Funds Needed and the Tax Levy Ordinance were provided.

Another Finance Committee meeting will be scheduled in the near future so that action can be taken on how to move forward with the reviewed documents.

Closed Session – None.

Adjournment

The group adjourned at 6:23 PM.



THANK
YOU

Thanks For the
warm wishes
+ the
gift card!

-Matt

Re: Blum House

1 message

Barbara Rhodes <barbarar1128@gmail.com>
To: Kyla Waltermire <kylaw@mvlid.org>, board@mvlid.org

Thu, Sep 28, 2023 at 10:39 AM

Should not the library make a listing of the problems and repairs needed at the Blum House, get quotes from contractors and work to find financial solutions including the library foundation. Some of the deterioration that is happening on the porch alone is to the point of structural failure. It could become a liability if it isn't already.

Please keep me posted.

Barbara Rhodes

On Thu, Sep 28, 2023, 10:22 AM Kyla Waltermire <kylaw@mvlid.org> wrote:
I don't have a list of current officers. I've been coordinating with Paul Welch.

Mx. Kyla Waltermire, MS LIS (she/her - What's this?)
Executive Director
Mississippi Valley Library District
408 West Main Street, Collinsville, IL 62234
P: 618-344-1112 ext. 201
F: 618-345-6401

On Wed, Sep 27, 2023 at 8:35 AM Barbara Rhodes <barbarar1128@gmail.com> wrote:
Who is on the Oresident of the Foundation?

Thank you
Barb

On Wed, Sep 27, 2023, 8:03 AM Kyla Waltermire <kylaw@mvlid.org> wrote:
Hello Barb,

The Library Foundation has committed to financially supporting and overseeing repairs to the Blum House's exterior. I have been trying to pin down a timeline for the repairs, but to date do not have confirmation of when the work will begin.

Mx. Kyla Waltermire, MS LIS (she/her - What's this?)
Executive Director
Mississippi Valley Library District
408 West Main Street, Collinsville, IL 62234
P: 618-344-1112 ext. 201
F: 618-345-6401

On Tue, Sep 26, 2023 at 6:03 PM Barbara Rhodes <barbarar1128@gmail.com> wrote:
What is being done to renovate the failing exterior of the Blum House?

Barbara Rhodes

Report for September 2023

Kyla Waltermire, Executive Director

Building and Grounds Updates

- The replacement threshold plate for Collinsville's main door is ordered, as is a sturdier door and frame for Fairmont City's boiler room.
- Maintenance Technician Zeke completed updates in the children's women's restroom.

Circulation and Collection Updates

- The library has started creating and/or updating public library accounts for students. This is the third year that the library has worked with the school district on this initiative. Over 4,800 students – 90% of those enrolled – were opted into receiving a public library account.

Grant Updates

- The library received a \$2,000 unrestricted grant from the Ameren "Love Your Library" program. Funds will be disbursed by mid-November.
- FY2023 Per Capita Grant – The MVLD was awarded \$48,794.48 for this grant, with eligible expenses to be applied beginning July 1, 2023.
- FY2024 PNG Grant – The library's application for "The Wild Blue Yonder and Beyond" was approved in the amount of \$6,474.00. Contracts are completed and supplies ordering is underway.
- FY2024 IL Reading Council Grant – The MVLD, in partnership with the Children's Dyslexia Center, received a Literacy Support grant in the amount of \$750.00. Materials are being cataloged and have been given to the Children's Dyslexia Center for their use. The new materials will be rolled out soon. Additionally, both organizations are planning some sort of training for library staff to help get the best use out of the materials.
- 2023 RBC Grant – The MVLD applied for the Regional Business Council's "It's Our Region Fund 2023 Small Change – Big Impact" grant in the amount of \$9,999.99. If awarded, the funds will be used to address several structural and aesthetic repairs to the Collinsville Library's ADA-accessible entrance. No word yet on the grant's status.
- 2023 Thinking Money for Kids Program Kits – The MVLD applied for one of these kits, which is an all-in-one kit for financial education programming for children ages 3-12. Applications closed in September; no word yet on the library's application.

Meetings, Outreach, and Professional Development

- August 7 – Met with new clerk to work on new hire documentation
- August 8 – Covered the Fairmont City service desk (4.00 hours)
- August 12 – Attended IMRF training for new employer portal (2.00 hours CE); met with the CHS transitional class for their first visit of the school year
- August 13 – Interviewed clerk candidate; attended Overdrive consortium's membership meeting; attended a SHARE town hall meeting about proposed fee structures
- August 14 – Attended ILA Executive Board meeting
- August 15 – Met with local author re: donation/purchase of their books

- August 18 – Met with ILA staff re: creating a Public Policy Committee informational flyer; covered the Fairmont City service desk (5.25 hours); met with library's new Program Coordinator about upcoming events
- August 19 – Observed Collinsville's preschool storytime; covered the Fairmont City service desk (3.00 hours)
- August 20 – Interviewed clerk candidate; met with Children's Dyslexia Center executive director re: grant activities
- August 21 – Attended IHLS Third Thursdays continuing education event and membership update (0.50 hours CE); attended MEPL meeting (2.00 hours CE)
- August 25 – Covered Collinsville's main desk (4.50 hours); chaired SHARE E-Resources Committee meeting
- August 26 – Led Collinsville's preschool storytime
- August 27 – Led Collinsville's baby boogie storytime; met with Friends of the Library re: new folding tables and stacking chairs donation; attended the Collinsville Homeless Stakeholders meeting
- Weekly visits at the Collinsville Library from the CHS transitional students started again. I, or another staff member, start their visit by reading a picture book, then the students help out with projects around the library. The students have been greatly enjoying sanding and painting tables and chairs for the children's floor.

Marketing and Promotions Updates

- Marketing Coordinator Terry Pierson has continued to work on quotes and design proofs for wrapping the new van with MVLD-specific branding. A final design is chosen and the van will be scheduled soon for the application of the wrap.
- Pierson also staffed a table on the Collinsville Library's front lawn the afternoon of the Italian Fest parade. He spoke with 90-100 people about the library's services and gave away ~70 free books.
- The historical photo posts on social media continue to be popular.
- Events promoted during the month include the Italian Fest, Hispanic Heritage Month, Tunes at Blum (in collaboration with the Collinsville Parks and Recreation Department), and Library Card Sign-Up Month.

Miscellaneous

- No updates

Program Updates and Other Dates of Note

- Upcoming events are on the library's event calendars. Highlights include:
 - October 1-31: 5th Annual Library Crawl. Pick up your passport and visit libraries throughout southern and central Illinois to get swag and be entered into a prize drawing.
 - October 27 @ 6:00-8:00 PM (Fairmont City): Drive-Thru Trunk-or-Treat.
 - October 28 @ 10AM – 2:00 PM (Collinsville): Halloween Walk. This year's theme is video games.
 - October 30 @ 4:00 PM (Fairmont City): Monday Fun Day – Making Play Dough.

- November 3 @ 9:00 AM – 5:00 PM and November 4 @ 9:00 AM – 4:00 PM (Collinsville): Friends of the Library book sale
- November 7 @ 6:00 PM (Collinsville): Basic Computer Class – Making Purchases Online and Online Shopping Safety.
- November 8 @ 7:00 PM (virtual): A Taste of Love with Maya-Camille Broussard – An “Illinois Libraries Present” Event. Register at https://bit.ly/ILP_Maya-Camille. Netflix’s *Bake Squad* star and owner of the Chicago-based bakery Justice of the Pies [Maya-Camille Broussard](#) shows us how to bake with love.
- November 15 @ 6:00 PM (Collinsville): Game Night. Grades 5-12.
- November 16 @ 5:00 PM (Collinsville): Family Reading Night Storytime.
- As a reminder, the district will be closed on Friday, October 27 for a staff meeting (CPR & first aid training) and to set up for the Halloween Walk.
- The district will be closed on Saturday, November 11 for Veterans Day.

Staff Updates

- Matt Harris and Kyla Waltermire will be at the ILA annual conference October 24-26.
- As verbally reported last month, Lee Friz was promoted to the Program Coordinator position effective September 18.
- Level 2 Library Clerk Joie Ewing resigned effective October 4.
- Interviews for the vacant Level 2 Library Clerk positions continue. With the departure of Joie Ewing, there are three Level 2 vacancies to fill.
- One staff member was diagnosed with COVID in September.

Statistical Summary

9/1/2023 12:00:00 AM - 9/30/2023 11:59:59 PM

Grand Totals

Record Counts - As of 10/3/2023 11:53 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,621,756	37,833	767,041			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	74,657	78,440	113	17,956	30	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
7,444	1,005	5,816	1,189	0
Holdings Placed	Holdings Satisfied	Holdings Cancelled		
2,587	2,388	338		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	9	0	292	67
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	21	0	653	3
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,976.83	\$261.53	\$0.00	\$261.53	\$3,929.99	\$0.00
Total Outstanding Fines - As of 10/3/2023 11:53 AM					
\$131,663.48					

PAC Statistics

Logins	Online Registrations	Holdings Placed	Holdings Cancelled
2,764	9	1,687	74

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
August	Activity Packet	120
August	Children's Coloring Sheets	133
8/1/23	Morning Yoga	7
8/1/23	Preschool Storytime	25
8/1/23	Basic Computer Class	2
8/2/23	Baby Boogie	18
8/2/23	Teen Tech Night	1
8/2/23	Yoga Time	8
8/5/23	Children's Minute to Win it Challenges	10
8/5/23	Meditation Meeting	8
8/5/23	Cross Stitching Club	1
8/7/23	Dance Aerobics	3
8/8/23	Morning Yoga	10
8/8/23	Preschool Storytime	16
8/9/23	Baby Boogie	32
8/9/23	Graphic Novel Club	2
8/9/23	Acoustic Jam	13
8/9/23	Yoga Time	7
8/10/23	Daytime Book Club	5
8/10/23	Lego Building Challenge Club	12
8/12/23	Free Homebuyers Workshop	22
8/12/23	Meditation Meeting	8
8/12/23	Cross Stitching Club	2
8/14/23	Dance Aerobics	4

8/15/23	Morning Yoga	8
8/15/23	Preschool Storytime	25
8/16/23	Baby Boogie	23
8/16/23	Game Night	2
8/16/23	Yoga Time	6
8/17/23	Book and and Appetizer Club	9
8/19/23	Meditation Meeting	7
8/19/23	Cross Stitching Club	2
8/19/23	History and Genealogy Club	5
8/19/23	Children's Paper Airplane and Launch Pad Craft	1
8/21/23	Dance Aerobics	5
8/22/23	Morning Yoga	7
8/22/23	Preschool Storytime	21
8/23/23	Baby Boogie	25
8/23/23	Yoga Time	8
8/26/23	Meditation Meeting	5
8/26/23	Cross Stitching Club	2
8/28/23	Dance Aerobics	7
8/29/23	Preschool Storytime	26
8/30/23	Baby Boogie	37
8/30/23	Evening Book Club	8
8/30/23	Yoga Time	8
8/31/2023	Family Storytime	9
TOTAL		725

Children Ages 0-5 Synchronous: 227 attendance, 7 events

	Children Ages 0-5 Self-Directed: 133 attendance, 1 events
	Children Ages 6-11 Synchronous: 24 attendance, 4 events
	Children Ages 6-11 Self-Directed: 0 attendance, 0 events
	Young Adults Ages 12 - 18 Synchronous: 5 attendance, 3 events
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events
	Adults Ages 19+ Synchronous: 188 attendance, 27 events
	Adults Ages 19+ Self-Directed: 0 attendance, 0 events
	General Interests Synchronous: 0 attendance, 0 events
	General Interests Self-Directed: 120 attendance, 1 events

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
September	Activity Packet	140
September	Children's Coloring Sheets	91
September	Children's Italian Themed Mask Craft	33
9/2/23	Cross Stitching Club	2
9/2/23	Elephant and Piggy Party	60
9/5/23	Morning Yoga	13
9/5/23	Preschool Storytime	20
9/5/23	Basic Computer Class	3
9/6/23	Baby Boogie	22
9/6/23	Tunes at Blum	75
9/6/23	Teen Tech Night	5
9/6/23	Yoga Time	12
9/6/23	The Power of Story with Colson Whitehead: An "Illinois Libraries Present" Event	0
9/9/23	Meditation at the Blum House	6
9/11/23	Dance Aerobics	4
9/12/23	Unclaimed Property Day- Claim What's Yours!	50
9/12/23	Children's Preschool Storytime	40
9/13/23	Baby Boogie	17
9/13/23	Tunes at Blum	75
9/13/23	Graphic Novel Club	2
9/13/23	Yoga Time	7
9/14/23	Daytime Book Club	5
9/14/23	Italian Fest: Italian Film "Palio"	25

9/14/23	Children's Lego Building Challenge Club	12
9/16/23	Meditation at the Blum House	6
9/16/23	Cross Stitching Club	2
9/18/23	Dance Aerobics	5
9/19/23	Morning Yoga	15
9/19/23	Children's Preschool Storytime	33
9/20/23	Baby Boogie	18
9/20/23	Tunes at Blum	90
9/20/23	Game Night	4
9/20/23	Yoga Time	6
9/21/23	Book and an Appetizer Club	10
9/21/23	Bookworm Book Club	3
9/23/23	Kids Fall Leaf Wreath Craft	16
9/23/23	Meditation at the Blum House	6
9/23/23	Cross Stitching Club	2
9/23/23	History and Genealogy Club	7
9/25/23	Dance Aerobics	4
9/26/23	Morning Yoga	9
9/26/23	Preschool Storytime	23
9/27/2023	Baby Boogie	25
9/27/2023	Tunes at Blum	75
9/27/2023	Reading Room: Evening Book Club	7
9/27/2023	Yoga Time	4
9/28/2023	Family Evening Storytime	0
9/30/2023	Meditation at the Blum House	7

9/30/2023	Cross Stitching Club	2
	TOTAL	1098
	Children Ages 0-5 Synchronous: attendance, 198 events 8	
	Children Ages 0-5 Self-Directed: 91 attendance, events 1	
	Children Ages 6-11 Synchronous: 75 attendance, events 4	
	Children Ages 6-11 Self-Directed: 49 attendance, events 2	
	Young Adults Ages 12- 18 Synchronous: 8 attendance, events 3	
	Young Adults Ages 12-18 Self-Directed: attendance 0, events 0	
	Adults Ages 19+ Synchronous: 399 attendance , events 28	
	Adults Ages 19+ Self-Directed: 0 attendance, 0 events	
	General Interests Synchronous: 0 attendance,0 events	
	General Interests Self-Directed: 140 attendance, 1 events	

Month	Total # Items Requested - In State by MVLD	# Items Received at MVLD via ILL - In State	# Items Received at MVLD via ILL - In State Non-Returnables	# Items Received at MVLD via ILL - Out of State	Total # of ILL Requests Received by MVLD	# Items Supplied by MVLD via ILL - In State	# Items Supplied by MVLD via ILL - Out of State	# Items Supplied by MVLD via ILL - Out of State Non-Returnables	CM Front Door Counter	CM Side Door Counter	CM Computer Sessions	
Jul-23	1				65	27	23		5294	2737	654	
Aug-23	20	9	1	1	102	30	40		5265	3437	632	
Sep-23	16	17		1	69	26	25		4933	2962	548	
Oct-23												
Nov-23												
Dec-23												
Jan-24												
Feb-24												
Mar-24												
Apr-24												
May-24												
Jun-24												
Totals:	37	26	1	2	236	83	0	88	0	15492	9136	1834

Database Stats
FY2024

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Annual Total:
ABCmouse - home (visits)	41	11	12										64
ABCMouse - In library (users)	2	3	4										9
Atoz Databases (logins)	25	40	29										94
Atoz Food America (sessions)	15	20	17										37
Atoz Maps (sessions)	9	6	4										19
Atoz the USA (sessions)	3	9	7										19
Atoz World Culture (sessions)	9	19	9										37
Atoz World Food (sessions)	2	15	7										24
Atoz World Travel (sessions)	2	4	1										5
Heritage Quest (searches)	0	20	0										20
NewsBank (searches - all products)	62	66	78										206
Pronunciator (logins)	0												-
TumbleBooks (book views)	15												15
Write for Literacy - Kids Collection (users)	0	0	0										-
Write for Literacy - All Ages (users)	0	0	0										-
Explore More Illinois	0	0	0										549
SHARE Mobile Library App (devices)	134	137	135										406
SHARE Mobile Library App (launches)	1179	1211	1198										3,588
All databases:													549

Canceled July 2023
Canceled August 2023

Kanopy Usage Stats
FY 2024

<u>Kanopy</u>	Visits	Plays
Jul-23	1,309	178
Aug-23	1,285	139
Sep-23	1,078	165
Oct-23		
Nov-23		
Dec-23		
Jan-24		
Feb-24		
Mar-24		
Apr-24		
May-24		
Jun-24		
TOTALS:	3,672	482

Override Usage Stats
FY 2024

CUSD #10
Partnership
(Entire FY)

Annual Totals:

Collection	Owned Items	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Annual Totals:
Owned Items	eBooks	31,044	32,503	32,454										43,333
	eAudiobooks	6,315	6,415	6,341										26,705
	Video	-	-	-										2
Total Unique Titles Owned	Magazines	4,952	5,037	5,134										2,424
	eBooks	25,963	25,970	26,014										43,333
	eAudiobooks	4,002	4,024	4,060										26,705
Total Items Circulated	Video	-	-	-										2
	Magazines	4,952	5,037	5,134										2,424
	Owned eBooks	14,628	14,719	13,986										43,333
	Owned eAudiobooks	8,795	9,181	8,729										26,705
	Owned Video	-	-	-										2
Total Holds	Magazines	682	654	1,088										2,424
	External Service	-	-	2										2
	eBooks	4,834	4,751	4,440										43,333
Patron Activity	eAudiobooks	3,698	3,892	3,737										26,705
	Video	-	-	-										2
	Magazines	-	-	-										2,424
Total Checkouts	External Service	-	-	-										2
	New Patrons	27	44	20										91
	Total Unique MVLID Patrons	364	382	375										91
Total Checkouts	eBooks	924	914	967										2,805
	eAudiobooks	744	768	824										2,336
	Video	-	-	2										2
Total Checkouts	Magazines	78	85	130										293
	External Service	-	-	-										2
	Magazines	78	85	130										293

NOTE: All statistics above reflect the entire Override shared collection.



Board Report- September 2023

Matthew Harris – Assistant Director – Fairmont City Library Center

Grants, awards, donations, and special stories:

I was out for most of September, but the fellow staff including Michelle and Nathaly held down the building and did a wonderful job!

I am currently working with multiple outside groups planning the Drive-thru Trunk or Treat, Tree Lighting Ceremony, and the Coat and Toy Drive in October, November, and December respectively.

I unfortunately had to currently withdraw from the College of DuPage due to health setbacks. I will be planning on reenlisting for the next semester.

Outreach and education:

September 18: Attended MVLD Board Meeting

Building and Grounds:

- Broken glass on front door. Awaiting quotes.
- Weeding and outside work is a constant. Zeke has done a great job working on it.

Programming:

September 30- Paw Patrol Party

September 30- Kids Dental Educational Program

Wednesdays- Garden Club- 4:00

Date	PROGRAM / EVENT / PROMOTION	Attended
9/6/23	Kids Corner	5
9/6/23	Garden Club	6
9/7/23	Epilepsy Foundation Informational Table	1
9/11/23	Kids Corner	4
9/11/23	Monday Fun Days	3
9/13/23	Kids Corner	5
9/13/23	Garden Club	7
9/18/23	Kids Corner	5
9/18/23	Monday Fun Days	5
9/19/23	Answers on Aging	3
9/20/23	Kids Corner	5
9/20/23	Garden Club	Cancelled
9/23/23	Kids Fall Leaf Wreath Craft	7
9/25/23	Kids Corner	4
9/25/23	Monday Fun Days	0
9/27/23	Kids Corner	5
9/27/23	Garden Club	8
9/30/23	Kids Dental Educational Program	12
9/30/23	Paw Patrol Party	39
9/30/23		124

Children Ages 0-5 Synchronous: 33 attendance, events 7

Children Ages 0-5 Self-Directed: 0 attendance, 0 events

Children Ages 6-11 Synchronous: 59 attendance, 5 events

Children Ages 6-11 Self-Directed: 7 attendance, 1 event

Young Adults Ages 12- 18 Synchronous: 0 attendance, 0 events

Young Adults Ages 12- 18 Self-directed: 0 attendance, 0 events

Adults Ages 19+ Synchronous: 3 attendance, 1 event

Adults Ages 19+ Self-directed: 0 attendance, 0 events

General Interests Synchronous: 22 attendance, 4 events

General Interests Self-directed: 0 attendance, 0 events

Days Open: 25

Patron Door Count: 2142

Computer Users: 216

E-Book Questions: 0

Homebound Delivery: 0

**Mississippi Valley Library District
Expenses by Vendor Detail
September 2023**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
AMEREN ILLINOIS								
Bill	09/11/2023		FCLC gas (01...	Natural Gas		Accounts Paya...	60.02	60.02
Bill	09/11/2023		FCLC electric ...	Electricity		Accounts Paya...	1,235.53	1,295.55
Bill	09/11/2023		CMLC gas (2...	Natural Gas		Accounts Paya...	53.82	1,349.37
Bill	09/11/2023		CMLC electric...	Electricity		Accounts Paya...	3,736.05	5,085.42
Bill	09/11/2023		CMLC outdoo...	Electricity		Accounts Paya...	26.16	5,111.58
Bill	09/11/2023		BH gas (83007)	Natural Gas		Accounts Paya...	56.26	5,167.84
Bill	09/11/2023		BH electric (1...	Electricity		Accounts Paya...	214.87	5,382.71
Total AMEREN ILLINOIS							5,382.71	5,382.71
American Express								
Bill	09/11/2023		Misc. supplies	Office		Accounts Paya...	346.43	346.43
Bill	09/11/2023		Acct 3-92001	Telephone/Fax		Accounts Paya...	30.00	376.43
Bill	09/11/2023		Video games ...	Adult Audio Visual It...		Accounts Paya...	1,019.60	1,396.03
Bill	09/11/2023		baby sign lan...	Other Materials		Accounts Paya...	10.39	1,406.42
Bill	09/11/2023		fiction	Adult Print Materials		Accounts Paya...	49.99	1,456.41
Bill	09/11/2023		misc. progra...	Programming		Accounts Paya...	132.72	1,589.13
Bill	09/11/2023		Various maint...	Building		Accounts Paya...	120.35	1,709.48
Bill	09/11/2023		ILA annual co...	FY2023 Per Capita ...		Accounts Paya...	1,175.00	2,884.48
Bill	09/11/2023		Replacement ...	Equipment		Accounts Paya...	238.00	3,122.48
Bill	09/11/2023		DVDs	Juvenile Audio Visu...		Accounts Paya...	164.05	3,286.53
Bill	09/11/2023		monthly Zoom...	Other Professional ...		Accounts Paya...	15.99	3,302.52
Bill	09/11/2023		late payment f...	Miscellaneous		Accounts Paya...	157.85	3,460.37
Bill	09/11/2023		Acct 3-92001	Juvenile Print Items		Accounts Paya...	124.97	3,585.34
Bill	09/11/2023		Ford Windstar...	Vehicles		Accounts Paya...	157.00	3,742.34
Bill	09/20/2023		Misc. office su...	Office		Accounts Paya...	115.32	3,857.66
Bill	09/20/2023		Misc. program...	Programming		Accounts Paya...	155.64	4,013.30
Bill	09/20/2023		Video games ...	Adult Audio Visual It...		Accounts Paya...	648.63	4,661.93
Bill	09/20/2023		ILs & stamps	Postage		Accounts Paya...	244.51	4,906.44
Bill	09/20/2023		Misc. office e...	Equipment		Accounts Paya...	119.70	5,026.14
Bill	09/20/2023		Misc. building ...	Building		Accounts Paya...	302.47	5,328.61
Bill	09/20/2023		monthly Zoom...	Other Professional ...		Accounts Paya...	15.99	5,344.60
Bill	09/20/2023		Ameren grant ...	Other Grants		Accounts Paya...	225.00	5,569.60
Bill	09/20/2023		Ford Windstar...	Vehicles		Accounts Paya...	154.40	5,724.00
Bill	09/20/2023		DVDs	Juvenile Audio Visu...		Accounts Paya...	114.86	5,838.86
Bill	09/20/2023		late fee & inte...	Miscellaneous		Accounts Paya...	167.31	6,006.17
Bill	09/20/2023		VOIP	Telephone/Fax		Accounts Paya...	60.00	6,066.17
Total American Express							6,066.17	6,066.17
Americom Imaging Systems Inc.								
Bill	09/06/2023		Monthly copie...	Equipment		Accounts Paya...	538.91	538.91
Total Americom Imaging Systems Inc.							538.91	538.91
Americom Imaging Systems Inc. - Maint								
Bill	09/01/2023		Overages for ...	Equipment		Accounts Paya...	299.35	299.35
Bill	09/26/2023		Overages for ...	Equipment		Accounts Paya...	258.98	558.33
Total Americom Imaging Systems Inc. - Maint							558.33	558.33
Aqua Systems								
Bill	09/15/2023		Invoice # 178...	Office		Accounts Paya...	20.10	20.10
Bill	09/19/2023		Invoice # 208...	Office		Accounts Paya...	6.95	27.05
Total Aqua Systems							27.05	27.05
Archaeology								
Bill	09/20/2023		Magazine - 1y...	Adult Print Materials		Accounts Paya...	24.97	24.97
Total Archaeology							24.97	24.97
Belleville Public Library								
Bill	09/11/2023		Item # 00007...	Payments to Other L...		Accounts Paya...	11.99	11.99
Total Belleville Public Library							11.99	11.99
Birds & Blooms								
Bill	09/01/2023		1-year renewal	Adult Print Materials		Accounts Paya...	14.98	14.98
Total Birds & Blooms							14.98	14.98
Blue Cross / Blue Shield								
Bill	09/01/2023		Health Insura...	Health/Dental Insura...		Accounts Paya...	6,669.00	6,669.00
Bill	09/27/2023		Health Insura...	Health/Dental Insura...		Accounts Paya...	7,335.90	14,004.90
Total Blue Cross / Blue Shield							14,004.90	14,004.90
Brady Pest and Termite Management								
Bill	09/01/2023		Bimonthly pes...	Grounds		Accounts Paya...	275.00	275.00

**Mississippi Valley Library District
Expenses by Vendor Detail
September 2023**

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Total Brady Pest and Termite Management							275.00	275.00
Brian Brown								
Bill	09/28/2023		September 20...	Grounds		Accounts Paya...	855.00	855.00
Total Brian Brown							855.00	855.00
Buildingstars								
Bill	09/06/2023		Invoice # 336...	Building		Accounts Paya...	1,900.00	1,900.00
Bill	09/06/2023		Invoice # 336...	Building		Accounts Paya...	425.00	2,325.00
Bill	09/28/2023		Invoice # 336...	Building		Accounts Paya...	250.00	2,575.00
Total Buildingstars							2,575.00	2,575.00
Capital One								
Bill	09/01/2023		Misc. program...	Programming		Accounts Paya...	162.78	162.78
Bill	09/27/2023		Misc. program...	Programming		Accounts Paya...	85.94	248.72
Total Capital One							248.72	248.72
Casey's General Store								
Check	09/13/2023		Gasoline	Vehicles		Checking	40.00	40.00
Total Casey's General Store							40.00	40.00
Center Point Large Print								
Bill	09/11/2023		standing orde...	Adult Print Materials		Accounts Paya...	147.42	147.42
Total Center Point Large Print							147.42	147.42
Centralia Regional Library District								
Bill	09/15/2023		Item # 30183...	Payments to Other L...		Accounts Paya...	10.99	10.99
Total Centralia Regional Library District							10.99	10.99
Charter Communications								
Bill	09/01/2023		CM & FC fiber...	Internet Services		Accounts Paya...	772.00	772.00
Bill	09/01/2023		CM elevator e...	Telephone/Fax		Accounts Paya...	49.99	821.99
Total Charter Communications							821.99	821.99
City of Collinsville								
Bill	09/19/2023		CM & BH wat...	Water/Sewer		Accounts Paya...	336.54	336.54
Total City of Collinsville							336.54	336.54
Delta Dental								
Bill	09/01/2023		Dental Insura...	Health/Dental Insura...		Accounts Paya...	348.96	348.96
Bill	09/19/2023		Dental Insura...	Health/Dental Insura...		Accounts Paya...	377.73	726.69
Total Delta Dental							726.69	726.69
Edwardsville Public Library								
Bill	09/01/2023		Item # 00008...	Payments to Other L...		Accounts Paya...	26.00	26.00
Total Edwardsville Public Library							26.00	26.00
Fairfield Public Library								
Bill	09/15/2023		Item # 30183...	Payments to Other L...		Accounts Paya...	27.00	27.00
Total Fairfield Public Library							27.00	27.00
Fairview Heights Public Library								
Bill	09/15/2023		Item # 00015...	Payments to Other L...		Accounts Paya...	59.99	59.99
Total Fairview Heights Public Library							59.99	59.99
First Data Global Leasing								
Check	09/07/2023		FC credit card...	Other Professional ...		Checking	39.98	39.98
Total First Data Global Leasing							39.98	39.98
Globe Life								
Bill	09/01/2023		Supplemental...	Health/Dental Insura...		Accounts Paya...	198.02	198.02
Total Globe Life							198.02	198.02
Harrisburg District Library								
Bill	09/11/2023		Item # 32946...	Payments to Other L...		Accounts Paya...	40.00	40.00
Total Harrisburg District Library							40.00	40.00
Heyl, Royster, Voelker, & Allen, P.C.								
Bill	09/26/2023		Invoice # 157...	Legal Service		Accounts Paya...	500.00	500.00

Mississippi Valley Library District Expenses by Vendor Detail September 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Bill	09/26/2023		Invoice # 159...	Legal Service		Accounts Paya...	120.00	620.00
Bill	09/26/2023		Invoice # 161...	Legal Service		Accounts Paya...	320.00	940.00
Total Heyl, Royster, Voelker, & Allen, P.C.							940.00	940.00
Home Depot								
Check	09/05/2023		painting suppl...	Building		Checking	48.71	48.71
Check	09/08/2023		drywall suppli...	Building		Checking	159.57	208.28
Check	09/11/2023		drywall suppli...	Building		Checking	77.99	286.27
Check	09/20/2023		mop supplies;...	Building		Checking	297.30	583.57
Check	09/21/2023		brad nailer kit	Building		Checking	319.00	902.57
Check	09/22/2023		trash cans; ba...	Building		Checking	122.78	1,025.35
Check	09/26/2023		back support ...	Building		Checking	24.98	1,050.33
Check	09/26/2023		shock for Pan...	Donation Expenditur...		Checking	39.98	1,090.31
Check	09/29/2023		tarp, nails	Building		Checking	45.81	1,136.12
Total Home Depot							1,136.12	1,136.12
Illinois American Water								
Bill	09/19/2023		FCLC water 8...	Water/Sewer		Accounts Paya...	45.63	45.63
Total Illinois American Water							45.63	45.63
Illinois State Police								
Bill	09/11/2023		employment b...	Miscellaneous		Accounts Paya...	10.00	10.00
Total Illinois State Police							10.00	10.00
IMRF								
Check	09/29/2023		monthly IMRF...	IMRF		Checking	8,885.00	8,885.00
Total IMRF							8,885.00	8,885.00
INGRAM LIBRARY SERVICES								
Bill	09/05/2023		Invoice # 775...	Adult Print Materials		Accounts Paya...	539.62	539.62
Bill	09/05/2023		Invoice # 775...	Juvenile Print Items		Accounts Paya...	15.12	554.74
Bill	09/27/2023		Invoice # 779...	Adult Print Materials		Accounts Paya...	804.61	1,359.35
Bill	09/27/2023		Invoice # 779...	Juvenile Print Items		Accounts Paya...	266.95	1,626.30
Total INGRAM LIBRARY SERVICES							1,626.30	1,626.30
Interactive Sciences, Inc.								
Bill	09/01/2023		Wowbrary an...	Virtual Items		Accounts Paya...	373.13	373.13
Total Interactive Sciences, Inc.							373.13	373.13
Jane Bozzello								
Bill	09/27/2023		Refund for pa...	Miscellaneous		Accounts Paya...	5.00	5.00
Total Jane Bozzello							5.00	5.00
Johnson Controls								
Bill	09/13/2023		Invoice # 1-13...	Building		Accounts Paya...	24,995.00	24,995.00
Total Johnson Controls							24,995.00	24,995.00
Kane Consulting Group								
Bill	09/11/2023		Datto backup ...	Information Technol...		Accounts Paya...	343.00	343.00
Total Kane Consulting Group							343.00	343.00
Louis Latzer Memorial Public Library								
Bill	09/15/2023		Item # 00006...	Payments to Other L...		Accounts Paya...	6.00	6.00
Total Louis Latzer Memorial Public Library							6.00	6.00
Madison County Treasurer								
Deposit	09/19/2023		Deposit	Property Tax		General PI	-133,424.83	-133,424.83
Deposit	09/19/2023		Deposit	Building Maintenance		Building	-17,840.12	-151,264.95
Deposit	09/19/2023		Deposit	IMRF		IMRF	-6,197.06	-157,462.01
Deposit	09/19/2023		Deposit	Audit		Audit	-1,314.57	-158,776.58
Deposit	09/19/2023		Deposit	Liability Insurance		Insurance Fund	-9,201.65	-167,978.23
Deposit	09/19/2023		Deposit	FICA/Medicare		FICA	-8,450.59	-176,428.82
Deposit	09/26/2023		Deposit	Property Tax		General PI	-576.97	-177,005.79
Deposit	09/26/2023		Deposit	Building Maintenance		Building	-77.15	-177,082.94
Deposit	09/26/2023		Deposit	IMRF		IMRF	-26.80	-177,109.74
Deposit	09/26/2023		Deposit	Audit		Audit	-5.68	-177,115.42
Deposit	09/26/2023		Deposit	Liability Insurance		Insurance Fund	-39.79	-177,155.21
Deposit	09/26/2023		Deposit	FICA/Medicare		FICA	-36.54	-177,191.75
Total Madison County Treasurer							-177,191.75	-177,191.75
Metro East Sanitary District								

1:37 PM

10/10/23

Accrual Basis

Mississippi Valley Library District Expenses by Vendor Detail September 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Bill	09/13/2023		FC water Aug...	Water/Sewer		Accounts Paya...	16.15	16.15
Total Metro East Sanitary District							16.15	16.15
Mount Carmel Public Library								
Bill	09/15/2023		Item # 32863...	Payments to Other L...		Accounts Paya...	15.00	15.00
Bill	09/15/2023		Item # 32863...	Payments to Other L...		Accounts Paya...	10.00	25.00
Bill	09/15/2023		Item # 32863...	Payments to Other L...		Accounts Paya...	12.00	37.00
Total Mount Carmel Public Library							37.00	37.00
National Geographic								
Bill	09/27/2023		1-year subscri...	Adult Print Materials		Accounts Paya...	49.00	49.00
Total National Geographic							49.00	49.00
O'Fallon Public Library								
Bill	09/06/2023		Item # 00016...	Payments to Other L...		Accounts Paya...	28.00	28.00
Total O'Fallon Public Library							28.00	28.00
Otis Elevator								
Bill	09/06/2023		OSV Test - re...	Building		Accounts Paya...	2,750.00	2,750.00
Total Otis Elevator							2,750.00	2,750.00
OverDrive								
Bill	09/06/2023		Invoice # 020...	FY2023 Per Capita ...		Accounts Paya...	395.48	395.48
Total OverDrive							395.48	395.48
Peerless Network, Inc.								
Bill	09/13/2023		CM monthly f...	Telephone/Fax		Accounts Paya...	111.70	111.70
Bill	09/13/2023		FC monthly fa...	Telephone/Fax		Accounts Paya...	58.20	169.90
Total Peerless Network, Inc.							169.90	169.90
Raceway BP								
Check	09/06/2023		Gas for van	Vehicles		Checking	76.17	76.17
Total Raceway BP							76.17	76.17
Redmon Insurance Agency								
Bill	09/01/2023		Treasurer's b...	Liability & Building In...		Accounts Paya...	705.00	705.00
Total Redmon Insurance Agency							705.00	705.00
Rochester Public Library District								
Bill	09/01/2023		Item # 36084...	Payments to Other L...		Accounts Paya...	34.00	34.00
Total Rochester Public Library District							34.00	34.00
St. Clair County Collector								
Deposit	09/15/2023		Deposit	Property Tax		General PI	-13,678.01	-13,678.01
Deposit	09/15/2023		Deposit	Building Maintenance		Building	-1,828.88	-15,506.89
Deposit	09/15/2023		Deposit	IMRF		IMRF	-635.29	-16,142.18
Deposit	09/15/2023		Deposit	Audit		Audit	-134.76	-16,276.94
Deposit	09/15/2023		Deposit	Liability Insurance		Insurance Fund	-943.30	-17,220.24
Deposit	09/15/2023		Deposit	FICA/Medicare		FICA	-866.31	-18,086.55
Deposit	09/29/2023		Deposit	Property Tax		General PI	-13,027.73	-31,114.28
Deposit	09/29/2023		Deposit	Building Maintenance		Building	-1,741.93	-32,856.21
Deposit	09/29/2023		Deposit	IMRF		IMRF	-605.09	-33,461.30
Deposit	09/29/2023		Deposit	Audit		Audit	-128.36	-33,589.66
Deposit	09/29/2023		Deposit	Liability Insurance		Insurance Fund	-898.46	-34,488.12
Deposit	09/29/2023		Deposit	FICA/Medicare		FICA	-825.12	-35,313.24
Total St. Clair County Collector							-35,313.24	-35,313.24
St. Louis Post Dispatch								
Bill	09/01/2023		CM annual su...	Adult Print Materials		Accounts Paya...	1,224.99	1,224.99
Total St. Louis Post Dispatch							1,224.99	1,224.99
TransFirst								
Check	09/10/2023		CM Credit car...	Other Professional ...		General PI	39.00	39.00
Total TransFirst							39.00	39.00
United States Postal Service								
Check	09/25/2023		ILIs	Postage		Checking	97.25	97.25
Total United States Postal Service							97.25	97.25

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10/10/23
Accrual Basis

Mississippi Valley Library District
Expenses by Vendor Detail
September 2023

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
TOTAL							<u>-135,459.52</u>	<u>-135,459.52</u>

Mississippi Valley Library District
Profit & Loss
 September 2023

	Sep 23
Ordinary Income/Expense	
Income	
Taxes	
Audit	1,583.37
Building Maintenance	21,488.08
FICA/Medicare	10,178.56
IMRF	7,464.24
Liability Insurance	11,083.20
Property Tax	160,707.54
Total Taxes	212,504.99
Fines & Forfeitures	
Fines	41.79
Lost or Damaged Books/Inhouse	238.43
Total Fines & Forfeitures	280.22
Charges for Services	
Fax	180.00
Printing/Copying	644.30
Total Charges for Services	824.30
Other Revenues	
COBRA Reimbursements	1,393.20
Donations - Des & Undes	31.56
Sale of Items	321.73
Reimbursements Other libraries	256.95
Interest Income	862.47
Rental Income	
FC Pavilion	200.00
Collinsville Rooms	187.50
Blum House Rental	2,455.00
Total Rental Income	2,842.50
Total Other Revenues	5,708.41
Total Income	219,317.92
Gross Profit	219,317.92
Expense	
Personnel	
Benefits	
IL Unemployment Company	386.47
FICA Company	5,558.95
Health/Dental Insurance	14,884.94
IMRF	8,885.00
Total Benefits	29,715.36
Salaries	
Full Time	52,516.83
Part time	20,416.74
Total Salaries	72,933.57
Total Personnel	102,648.93
Maintenance Services	
Building	36,371.38
Equipment	1,593.44
Grounds	3,575.00
Total Maintenance Services	41,539.82
Professional Services	
Publishing	34.40

Mississippi Valley Library District
Profit & Loss
September 2023

	Sep 23
Payroll Service	375.18
Internet Services	772.00
Information Technology	4,011.40
Legal Service	940.00
Other Professional Services	110.96
Total Professional Services	6,243.94
Professional Development	
Dues	155.00
Total Professional Development	155.00
Utilities	
Natural Gas	339.48
Telephone/Fax	479.68
Water/Sewer	469.45
Electricity	10,216.61
Total Utilities	11,505.22
Supplies	
Equipment	357.70
Office	1,308.87
Postage	341.76
Total Supplies	2,008.33
Materials	
Other Materials	10.39
Virtual Items	605.13
Adult Audio Visual Items	1,973.16
Adult Print Materials	4,810.91
Juvenile Audio Visual Items	278.91
Juvenile Print Items	657.36
Total Materials	8,335.86
Other Expenditures	
Liability & Building Insurance	705.00
Vehicles	427.57
Miscellaneous	361.11
Programming	537.08
Donation Expenditures - Des.	39.98
Grant Expenses	
FY2023 Per Capita Grant	1,972.21
Other Grants	1,005.70
Total Grant Expenses	2,977.91
Payments to Other Libraries	395.95
Total Other Expenditures	5,444.60
Total Expense	177,881.70
Net Ordinary Income	41,436.22
Net Income	41,436.22

Mississippi Valley Library District
Balance Sheet
 As of September 30, 2023

	Sep 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Working Cash	220,477.32
Checking	30,397.49
General PI	872,052.82
Audit	13,924.01
IMRF	68,946.51
Building	11,775.43
Insurance Fund	172,582.60
FICA	58,111.95
Reserve	37,842.21
Gift Fund	11,305.62
Total Checking/Savings	1,497,415.96
Other Current Assets	
Prepaid Insurance	17,255.45
Petty Cash	100.00
Total Other Current Assets	17,355.45
Total Current Assets	1,514,771.41
Other Assets	
Taxes Receivable	864,041.62
Total Other Assets	864,041.62
TOTAL ASSETS	2,378,813.03
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-13,326.30
Total Accounts Payable	-13,326.30
Other Current Liabilities	
Manual A/P	23,347.24
Deferred Revenue	975,284.70
Accrued Vacation	18,665.72
Accrued Sick Pay	5,253.76
Accrued Wages	17,753.78
Payroll Liabilities	
Garnishment	131.60
Liberty National	5,702.60
Net Pay Offset	870.86
Miscellaneous	-127.44
Fed Withhold	-208.00
II Withhold	-823.96
Direct Deposit	-190.69
IMRF - Payable	152,510.06
SUTA	4,101.99
Payroll Liabilities - Other	1,720.68
Total Payroll Liabilities	163,687.70
Total Other Current Liabilities	1,203,992.90
Total Current Liabilities	1,190,666.60
Total Liabilities	1,190,666.60
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	840,182.03
Net Income	333,925.14

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10/10/23
Cash Basis

Mississippi Valley Library District
Balance Sheet
As of September 30, 2023

	Sep 30, 23
Total Equity	1,188,146.43
TOTAL LIABILITIES & EQUITY	<u>2,378,813.03</u>

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10/10/23

Accrual Basis

Mississippi Valley Library District FY2024 Gift Fund

Type	Date	Memo	Account	Class	Split	Amount	Balance
Jul - Sep 23							
Transfer	07/13/2023	FY2023 Interest	Gift Fund		General Pl	-40.66	-40.66
Deposit	07/16/2023	Interest	Gift Fund	Gift	Interest Income	6.49	-34.17
Transfer	07/28/2023	Funds Transfer	Gift Fund		Checking	-16.37	-50.54
Transfer	08/03/2023	Funds Transfer	Gift Fund		Checking	-242.38	-292.92
Deposit	08/16/2023	Interest	Gift Fund	Gift	Interest Income	7.30	-285.62
Deposit	09/16/2023	Interest	Gift Fund	Gift	Interest Income	7.46	-278.16
Transfer	09/29/2023	Funds Transfer	Gift Fund		Checking	-39.98	-318.14
Jul - Sep 23						-318.14	-318.14

**Mississippi Valley Library District
 Profit & Loss Budget vs. Actual
 FY2024**

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Taxes				
Audit	4,607.16	7,768.13	-3,160.97	59.3%
Building Maintenance	62,524.06	103,575.02	-41,050.96	60.4%
FICA/Medicare	29,616.64	52,823.26	-23,206.62	56.1%
IMRF	21,718.76	38,840.63	-17,121.87	55.9%
Liability Insurance	32,248.87	58,002.01	-25,753.14	55.6%
Property Tax	467,612.13	776,812.63	-309,200.50	60.2%
Total Taxes	618,327.62	1,037,821.68	-419,494.06	59.6%
Intergovernment Revenue				
E-Rate	4,176.00	20,000.00	-15,824.00	20.9%
TIF Funds	0.00	0.00	0.00	0.0%
Grants				
FY2024 PNG Grant	0.00	6,474.00	-6,474.00	0.0%
FY2023 Per Capita Grant	48,794.48	48,794.48	0.00	100.0%
FY2023 PNG Grant	2,572.05			
Other Grants	0.00	5,000.00	-5,000.00	0.0%
Total Grants	51,366.53	60,268.48	-8,901.95	85.2%
Replacement Tax	15,940.95	60,000.00	-44,059.05	26.6%
Total Intergovernment Revenue	71,483.48	140,268.48	-68,785.00	51.0%
Fines & Forfeitures				
Fines	147.99	500.00	-352.01	29.6%
Lost or Damaged Books/Inhouse	830.95	1,800.00	-969.05	46.2%
Total Fines & Forfeitures	978.94	2,300.00	-1,321.06	42.6%
Charges for Services				
Fax	746.10	3,350.00	-2,603.90	22.3%
Non-resident Fees	0.00	81.00	-81.00	0.0%
Printing/Copying	2,152.48	9,100.00	-6,947.52	23.7%
Total Charges for Services	2,898.58	12,531.00	-9,632.42	23.1%
Other Revenues				
COBRA Reimbursements	4,179.60	16,720.00	-12,540.40	25.0%
Sale of Short Street Lot	0.00	12,000.00	-12,000.00	0.0%
Sale of Vehicle	0.00	1,200.00	-1,200.00	0.0%
Property License Agreements	0.00	15,001.00	-15,001.00	0.0%
Donations - Des & Undes	272.05	20,000.00	-19,727.95	1.4%
Sale of Items	1,130.13	3,750.00	-2,619.87	30.1%
Reimbursements Other libraries	431.94	1,300.00	-868.06	33.2%
Interest Income	2,556.59	9,000.00	-6,443.41	28.4%
Miscellaneous	1.25	2,500.00	-2,498.75	0.1%
Rental Income				
FC Rooms	0.00	100.00	-100.00	0.0%
FC Pavilion	550.00	100.00	450.00	550.0%
Collinsville Rooms	487.50	1,600.00	-1,112.50	30.5%
Blum House Rental	4,028.75	12,500.00	-8,471.25	32.2%
Total Rental Income	5,066.25	14,300.00	-9,233.75	35.4%
Total Other Revenues	13,637.81	95,771.00	-82,133.19	14.2%
Total Income	707,326.43	1,288,692.16	-581,365.73	54.9%
Gross Profit	707,326.43	1,288,692.16	-581,365.73	54.9%
Expense				
Personnel				
Benefits				
IL Unemployment Company	1,072.20	8,100.00	-7,027.80	13.2%
FICA Company	12,877.21	55,200.00	-42,322.79	23.3%
Health/Dental Insurance	22,239.38	97,000.00	-74,760.62	22.9%
IMRF	26,999.94	92,000.00	-65,000.06	29.3%
Total Benefits	63,188.73	252,300.00	-189,111.27	25.0%
Salaries				
Full Time	119,723.52	501,500.00	-381,776.48	23.9%
Part time	49,229.71	200,900.00	-151,670.29	24.5%
Total Salaries	168,953.23	702,400.00	-533,446.77	24.1%

Mississippi Valley Library District Profit & Loss Budget vs. Actual

FY2024

	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Total Personnel	232,141.96	954,700.00	-722,558.04	24.3%
Maintenance Services				
Building	53,158.99	120,000.00	-66,841.01	44.3%
Equipment	2,344.18	10,000.00	-7,655.82	23.4%
Grounds	5,150.16	11,000.00	-5,849.84	46.8%
Total Maintenance Services	60,653.33	141,000.00	-80,346.67	43.0%
Professional Services				
Publishing	34.40	600.00	-565.60	5.7%
Payroll Service	924.46	4,100.00	-3,175.54	22.5%
SHARE Membership	0.00	0.00	0.00	0.0%
OCLC Interlibrary Loan	0.00	0.00	0.00	0.0%
Internet Services	2,959.30	9,300.00	-6,340.70	31.8%
Information Technology	11,967.16	55,000.00	-43,032.84	21.8%
Audit	0.00	8,300.00	-8,300.00	0.0%
Legal Service	940.00	3,000.00	-2,060.00	31.3%
Other Professional Services	445.56	3,600.00	-3,154.44	12.4%
Total Professional Services	17,270.88	83,900.00	-66,629.12	20.6%
Professional Development				
Dues	170.00	600.00	-430.00	28.3%
Training/Tuition	0.00	1,000.00	-1,000.00	0.0%
Travel Expenses	0.00	1,200.00	-1,200.00	0.0%
Total Professional Development	170.00	2,800.00	-2,630.00	6.1%
Utilities				
Natural Gas	519.68	9,750.00	-9,230.32	5.3%
Telephone/Fax	790.99	3,600.00	-2,809.01	22.0%
Water/Sewer	915.57	3,000.00	-2,084.43	30.5%
Electricity	14,727.53	56,000.00	-41,272.47	26.3%
Total Utilities	16,953.77	72,350.00	-55,396.23	23.4%
Supplies				
Equipment	934.57	10,000.00	-9,065.43	9.3%
Office	2,154.62	11,000.00	-8,845.38	19.6%
Postage	830.13	4,200.00	-3,369.87	19.8%
Total Supplies	3,919.32	25,200.00	-21,280.68	15.6%
Materials				
Other Materials	27.38	1,250.00	-1,222.62	2.2%
Virtual Items	1,152.74	5,000.00	-3,847.26	23.1%
Adult Audio Visual Items	2,877.81	11,000.00	-8,122.19	26.2%
Adult Print Materials	7,112.07	27,000.00	-19,887.93	26.3%
Juvenile Audio Visual Items	323.90	2,000.00	-1,676.10	16.2%
Juvenile Print Items	1,010.04	4,500.00	-3,489.96	22.4%
Online Databases	3,284.00	11,000.00	-7,716.00	29.9%
Total Materials	15,787.94	61,750.00	-45,962.06	25.6%
Other Expenditures				
Liability & Building Insurance	705.00	30,000.00	-29,295.00	2.4%
Vehicles	923.96	12,500.00	-11,576.04	7.4%
Miscellaneous	892.01	2,750.00	-1,857.99	32.4%
Programming	759.80	5,000.00	-4,240.20	15.2%
Donation Expenditures - Des.	318.24	6,000.00	-5,681.76	5.3%
Grant Expenses				
FY2024 PNG Grant	0.00	6,474.00	-6,474.00	0.0%
FY2023 Per Capita Grant	21,266.13	48,794.48	-27,528.35	43.6%
Other Grants	1,005.70	3,000.00	-1,994.30	33.5%
Total Grant Expenses	22,271.83	58,268.48	-35,996.65	38.2%
Payments to Other Libraries	633.25	1,600.00	-966.75	39.6%
Total Other Expenditures	26,504.09	116,118.48	-89,614.39	22.8%
Total Expense	373,401.29	1,457,818.48	-1,084,417.19	25.6%
Net Ordinary Income	333,925.14	-169,126.32	503,051.46	-197.4%
Net Income	333,925.14	-169,126.32	503,051.46	-197.4%

Mississippi Valley Library District Profit & Loss Prev Year Comparison

July through September 2023

	Jul - Sep 23	Jul - Sep 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
Taxes				
Audit	4,607.16	2,736.75	1,870.41	68.3%
Building Maintenance	62,524.06	50,907.98	11,616.08	22.8%
FICA/Medicare	29,616.64	24,632.97	4,983.67	20.2%
IMRF	21,718.76	20,527.27	1,191.49	5.8%
Liability Insurance	32,248.87	51,455.34	-19,206.47	-37.3%
Property Tax	467,612.13	410,548.39	57,063.74	13.9%
Total Taxes	618,327.62	560,808.70	57,518.92	10.3%
Intergovernment Revenue				
E-Rate	4,176.00	7,509.20	-3,333.20	-44.4%
Grants				
FY2023 Per Capita Grant	48,794.48	0.00	48,794.48	100.0%
FY2023 PNG Grant	2,572.05	0.00	2,572.05	100.0%
FY2022 Per Capita Grant	0.00	48,794.48	-48,794.48	-100.0%
FY2022 PNG Grant	0.00	8,034.51	-8,034.51	-100.0%
Total Grants	51,366.53	56,828.99	-5,462.46	-9.6%
Replacement Tax	15,940.95	16,049.78	-108.83	-0.7%
Total Intergovernment Revenue	71,483.48	80,387.97	-8,904.49	-11.1%
Fines & Forfeitures				
Fines	147.99	119.56	28.43	23.8%
Lost or Damaged Books/Inhouse	830.95	336.90	494.05	146.7%
Total Fines & Forfeitures	978.94	456.46	522.48	114.5%
Charges for Services				
Fax	746.10	655.20	90.90	13.9%
Non-resident Fees	0.00	87.00	-87.00	-100.0%
Printing/Copying	2,152.48	2,121.99	30.49	1.4%
Total Charges for Services	2,898.58	2,864.19	34.39	1.2%
Other Revenues				
COBRA Reimbursements	4,179.60	0.00	4,179.60	100.0%
Donations - Des & Undes	272.05	1,244.46	-972.41	-78.1%
Sale of Items	1,130.13	756.54	373.59	49.4%
Online Sales	0.00	31.27	-31.27	-100.0%
Reimbursements Other libraries	431.94	235.93	196.01	83.1%
Interest Income	2,556.59	507.34	2,049.25	403.9%
Miscellaneous	1.25	277.08	-275.83	-99.6%
Rental Income				
FC Pavilion	550.00	0.00	550.00	100.0%
Collinsville Rooms	487.50	75.00	412.50	550.0%
Blum House Rental	4,028.75	3,155.00	873.75	27.7%
Total Rental Income	5,066.25	3,230.00	1,836.25	56.9%
Total Other Revenues	13,637.81	6,282.62	7,355.19	117.1%
Total Income	707,326.43	650,799.94	56,526.49	8.7%
Gross Profit	707,326.43	650,799.94	56,526.49	8.7%
Expense				
Personnel				
Benefits				
IL Unemployment Company	1,072.20	218.25	853.95	391.3%
FICA Company	12,877.21	12,000.90	876.31	7.3%
Health/Dental Insurance	22,239.38	12,192.83	10,046.55	82.4%
IMRF	26,999.94	20,022.37	6,977.57	34.9%
Total Benefits	63,188.73	44,434.35	18,754.38	42.2%
Salaries				
Full Time	119,723.52	123,853.01	-4,129.49	-3.3%
Part time	49,229.71	33,494.22	15,735.49	47.0%
Total Salaries	168,953.23	157,347.23	11,606.00	7.4%
Total Personnel	232,141.96	201,781.58	30,360.38	15.1%
Maintenance Services				
Building	53,158.99	14,014.49	39,144.50	279.3%
Equipment	2,344.18	2,736.17	-391.99	-14.3%
Grounds	5,150.16	3,650.00	1,500.16	41.1%
Total Maintenance Services	60,653.33	20,400.66	40,252.67	197.3%
Professional Services				
Publishing	34.40	32.80	1.60	4.9%
Payroll Service	924.46	933.20	-8.74	-0.9%
Internet Services	2,959.30	2,157.93	801.37	37.1%
Information Technology	11,967.16	15,206.69	-3,239.53	-21.3%
Legal Service	940.00	160.00	780.00	487.5%
Other Professional Services	445.56	604.71	-159.15	-26.3%

**Mississippi Valley Library District
Profit & Loss Prev Year Comparison**

July through September 2023

	Jul - Sep 23	Jul - Sep 22	\$ Change	% Change
Total Professional Services	17,270.88	19,095.33	-1,824.45	-9.6%
Professional Development				
Dues	170.00	180.00	-10.00	-5.6%
Total Professional Development	170.00	180.00	-10.00	-5.6%
Utilities				
Natural Gas	519.68	512.10	7.58	1.5%
Telephone/Fax	790.99	868.13	-77.14	-8.9%
Water/Sewer	915.57	486.55	429.02	88.2%
Electricity	14,727.53	19,819.35	-5,091.82	-25.7%
Total Utilities	16,953.77	21,686.13	-4,732.36	-21.8%
Supplies				
Equipment	934.57	85.99	848.58	986.8%
Office	2,154.62	1,757.02	397.60	22.6%
Postage	830.13	963.75	-133.62	-13.9%
Total Supplies	3,919.32	2,806.76	1,112.56	39.6%
Materials				
Other Materials	27.38	320.00	-292.62	-91.4%
Virtual Items	1,152.74	919.88	232.86	25.3%
Adult Audio Visual Items	2,877.81	2,109.07	768.74	36.5%
Adult Print Materials	7,112.07	7,427.99	-315.92	-4.3%
Juvenile Audio Visual Items	323.90	247.69	76.21	30.8%
Juvenile Print Items	1,010.04	1,309.03	-298.99	-22.8%
Online Databases	3,284.00	6,304.00	-3,020.00	-47.9%
Total Materials	15,787.94	18,637.66	-2,849.72	-15.3%
Other Expenditures				
Liability & Building Insurance	705.00	0.00	705.00	100.0%
Vehicles	923.96	504.68	419.28	83.1%
Miscellaneous	892.01	507.33	384.68	75.8%
Programming	759.80	123.94	635.86	513.0%
Donation Expenditures - Des.	318.24	2,295.25	-1,977.01	-86.1%
Grant Expenses				
FY2023 Per Capita Grant	21,266.13	0.00	21,266.13	100.0%
FY2023 Penny Severns Grant	0.00	1,170.35	-1,170.35	-100.0%
FY2023 PNG Grant	0.00	6,236.35	-6,236.35	-100.0%
FY2022 Per Capita Grant	0.00	19,595.16	-19,595.16	-100.0%
FY2022 PNG Grant	0.00	480.37	-480.37	-100.0%
Other Grants	1,005.70	0.00	1,005.70	100.0%
Total Grant Expenses	22,271.83	27,482.23	-5,210.40	-19.0%
Payments to Other Libraries	633.25	131.98	501.27	379.8%
Total Other Expenditures	26,504.09	31,045.41	-4,541.32	-14.6%
Total Expense	373,401.29	315,633.53	57,767.76	18.3%
Net Ordinary Income	333,925.14	335,166.41	-1,241.27	-0.4%
Net Income	333,925.14	335,166.41	-1,241.27	-0.4%



Resolution 24-01
Resolution to Determine Estimate of Funds Needed for 2023-2024
Fiscal Year

WHEREAS, The Mississippi Valley Library District must file on or before December 26, 2023 (the last Tuesday in December pursuant to 75 ILCS 16/30-85(c)) its Levy Ordinance for the 2023-2024 fiscal year; and

WHEREAS, pursuant to "The Truth in Taxation Act" (35 ILCS 200/18-55 et. seq.), The Mississippi Valley Library District must determine not less than 20 days prior to adoption of its Levy Ordinance the amounts of money estimated to be necessary to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in said Library District;

NOW, THEREFORE, BE IT RESOLVED AND DETERMINED by the Board of Trustees of the Mississippi Valley Library District as follows:

- a. The amount of money estimated to be necessary to be raised by taxation for the 2023-2024 fiscal year upon the taxable property in said Library District is \$1,243,283;
- b. The estimate of \$1,243,283 is 8% higher than last year's tax extension of \$1,151,188;
- c. According to the Truth in Taxation Act, a public hearing and publication of notice of the proposed levy amount are required.

ADOPTED this 23rd day of October, 2023 by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

ABSTAIN: _____

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees



ORDINANCE NO. 23-04.1

**ADOPTION OF REGULAR MEETING DATES, TIMES, AND LOCATIONS
FOR FISCAL YEAR 2023-2024**

Pursuant to Illinois Compiled Statutes, Chapter 75, Act 16, 30-50 (a), the Mississippi Valley Library District Board of Trustees sets the following times and places for regularly scheduled meetings, effective July 1, 2023 through June 30, 2024.

The regularly scheduled board meetings shall be held on the third Monday of the month unless otherwise noted below. Board meetings start at 6:30 PM unless otherwise noted.

Date	Location
July 17, 2023	Blum House, 414 West Main Street, Collinsville, IL 62234
August 21, 2023	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
September 18, 2023	Blum House, 414 West Main Street, Collinsville, IL 62234
October 23, 2023	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
November 20, 2023	Collinsville Memorial Library 408 W. Main St., Collinsville, IL 62234
January 8, 2024 (2 nd Monday)	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
February 12, 2024 (2 nd Monday)	Collinsville Memorial Library 408 W. Main St., Collinsville, IL 62234
March 18, 2024	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
April 15, 2024	Collinsville Memorial Library 408 W. Main St., Collinsville, IL 62234
May 20, 2024	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
June 17, 2024	Collinsville Memorial Library 408 W. Main St., Collinsville, IL 62234

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting, October 23, 2023.

Board of Trustees of the Mississippi Valley
Library District

President, Board of Trustees

ATTESTED:

Secretary, Board of Trustees

Chapter 12 (Technology)

Technology is ubiquitous and permeates most aspects of our lives, environments, and expectations. Libraries are challenged to cope with the integration of technology solutions for all library services as well as to plan for and assess the impact of technology based on users' expectations. Technology, however, is only a tool that is interwoven into all aspects of library services, programs, and operations. The significant keys that serve as the catalyst to unlock technology, the tool, include:

- an informed, qualified, and trained staff whose direct interaction, insight, and instruction in the provision of quality patron services are imperative;
- an adequate budget to maintain and improve all aspects of the library's technological environment and services; and,
- a long-range/strategic technology plan that embraces integration of new technologies into library services, programs, and operations.

The multifaceted roles for technology in the library environment include but are not limited to:

- communications conduit(s): telephone, fax, chat, email, social media;
- providing access to relevant digital content and enabling community members to create their own digital content (workstations, printers, use of software, Internet access, email, makerspaces);
- access to resources within and beyond the local library's resources through the library's website (e-books, audio books, real-time reference);
- expedited and enhanced patron services (automated circulation systems, self-checkout, e-commerce solutions);
- 24/7 library access (via the library's website); and
- improved staff efficiency in both serving patrons and in handling day-to-day routine library functions/operations (remote servers, Cloud, off-site servers).

Technology Standards

1. Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
2. The library must have:
 - a telephone, with a listing in the phone book and via Internet search engine;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access, with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (email must be read and responded to during library hours.)
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers with sufficient capacity to meet needs for staff and public access;

- up-to-date printers with sufficient capacity to meet needs for staff and public access;
 - up-to-date anti-virus protection and Internet security software installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.
3. The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis. The wait time for patron-accessible workstations/devices is minimal and does not exceed 15 to 30 minutes.
 4. The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness. Illinois libraries participate in the Illinois telecommunications network/backbone, i.e., the Illinois Century Network [www.illinois.net] when such participation is economically feasible.
 5. The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, instant or text messaging services, and/or library email account.
 6. The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and,
 - accessible via phone, email, and/or through messaging services.
 7. The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
 8. The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
 9. As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
 10. The library has a board-adopted Internet acceptable use policy that is reviewed annually.
 11. The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.

12. The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.
13. The library develops and updates at regular intervals a long range/strategic plan for its future technology needs based on community needs and priorities. The plan includes the date of implementation, the planned review schedule, and addresses, at a minimum, the areas noted below as required in the School and Libraries Program of the Universal Service Fund [www.universalservice.org/sl/applicants/step01/default.aspx]
 - goals and realistic strategy for using telecommunications and information technology;
 - a professional development strategy;
 - an assessment of telecommunications and information technology services, hardware, software, and other services needed;
 - budget resources; and
 - ongoing evaluation process.
14. The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies, community feedback about library technology, and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, and is interactive and mobile compatible;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspaces, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
15. The library protects the integrity, safety, and security of its technological environment via:
 - anti-virus software and other Internet security software;
 - Firewalls with advanced threat protection;
 - authentication;
 - routine installation of upgrades, patches, etc.;
 - scheduled data backup; and
 - remote/off-site storage of data backups with a plan for redundancy in case of backup failure.

16. The library's automated catalog and its components comply with current state, national, and international standards including, for example, but not limited to:
 - Illinois statewide cataloging standards [<http://www.cyberdriveillinois.com/departments/library/grants/cmc.html>]
 - MARC 21 (Machine Readable Cataloging) formats [www.dublincore.org/]
 - ANSI (American National Standards Institute);
 - NISO (National Information Standards Organization);
 - ISO (International Organization for Standardization); and
 - Specific standards including ANSI/NISO Z39.50 protocol, the Bath Profile, and ISO 16160, 10161.
17. The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC) and applies as determined by the local library board [www.usac.org/sl].

Technology Checklist

- Based on local technology planning, the library ensures adequate technological access and maintains appropriate hardware/software that effectively accommodates both library operations and patron needs.
- The library has:
 - a telephone, with a listing in the phone book;
 - a telephone voice mail and/or answering machine;
 - a fax and/or scanner;
 - a photocopier;
 - effective Internet access with sufficient capacity to meet the needs of both the staff and the public;
 - library and/or departmental email accounts for patron communication with the library (the library email account is reviewed and responded to during library hours);
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly;
 - up-to-date computers for staff and public access with sufficient capacity to meet needs;
 - up-to-date printers for staff and public access with sufficient capacity to meet needs;
 - up-to-date antivirus and Internet security software protection installed on every library computer;
 - up-to-date Internet browsers, web applications, and plug-ins;
 - a valid email address, accessible via the library's website, for the library administrator; and
 - a website that includes basic library information such as hours, location, contact, official name of library, and content required by the *Open Meetings Act*.

- The library provides a sufficient number of patron-accessible workstations/devices on a per capita basis.
- The wait time for patron workstations does not exceed 15 to 30 minutes.
- The library annually evaluates and, if necessary, updates its Internet connectivity options for service impact and cost-effectiveness.
- The library provides 24/7 remote access to library services and resources through:
 - a web-accessible library catalog;
 - an Americans with Disabilities Act (ADA) compliant library website that is updated at least monthly;
 - appropriate regional, state, national, and international bibliographic databases;
 - other authenticated electronic resources that are available for direct patron use; and
 - virtual reference service, and/or text messaging services, and/or a library email account.
- The library staff must be:
 - computer literate;
 - trained to use and assist patrons in the use of electronic resources and materials; and
 - accessible via email and/or through messaging services.
- The library provides or partners with other community agencies to offer its patrons instruction (workshops, classes) in the use of computers, email, productivity software, and the Internet.
- The library provides web links and access to regional and/or statewide initiatives including:
 - regional library system consortial web-based catalogs;
 - the CARLI academic library catalog (I-Share);
 - Illinois State Library-sponsored databases/e-resources;
 - other electronic collections as available; and
 - virtual reference service.
- As an equal partner in resource sharing, the library inputs and makes its collection holdings accessible for resource sharing within a regional, statewide, national, and/or international database.
- The library has a board-adopted Internet acceptable use policy.
- The Internet acceptable use policy is reviewed annually.
- The library budgets for ongoing technology needs including but not limited to: hardware and software purchases, upgrades, ongoing maintenance, services, and connectivity.
- The library maintains, troubleshoots, repairs, and replaces computer hardware and software. This ongoing maintenance is handled by trained library staff and/or via a contractual service agreement with an appropriate service provider.

- The library develops and updates, at regular intervals, a long-range/strategic plan for its future technology needs. The plan is based on community needs and priorities.
- The library continuously strives to improve its technological services, resources, and access. An ongoing planning cycle includes a needs assessment that examines current and emerging technologies and service enhancements including but not limited to:
 - wireless access (Wi-Fi);
 - Internet connectivity upgrades sufficient for patron and staff use;
 - networking (local area vs. wide area);
 - library Intranet;
 - an *Americans with Disabilities Act* (ADA) compliant library website that is updated at least monthly, highlights library services and programs, includes hyperlinks, is mobile compatible, and is interactive;
 - patron self-checkout functionality;
 - new technologies/potential services; for example, social networking, makerspace, and mobile apps;
 - current and functional meeting room technology;
 - adaptive technologies that accommodate service needs for persons with disabilities and special populations, including but not limited to: accessible computer hardware, deaf interpreters, language translators, open captioning; and
 - ongoing staff continuing education/training related to all aspects of technological services.
- The library protects the integrity, safety, and security of its technological environment.
- The library's automated catalog and its components comply with current state, national, and international standards.
- The library is aware of E-rate discounts (telecommunications/connectivity services and/or Internet access) as available through the Schools and Libraries Program of the Universal Service Fund, administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC).

Chapter 13 (Marketing, Promotion, and Collaboration)

A public that is aware of all the services and collections offered by its library and that views its library as a positive, fundamental, and indispensable part of their community is the ideal achieved through an effective public relations and marketing program. In a hyper-connected, on-demand world, libraries must market and promote their services and demonstrate all they offer to the public. The library patron must be the center of every program or service the library provides. The library staff must be aware of the variety of programs and services and learn to promote them to library patrons during reference interviews and the check out process. Of imperative importance, the community must be aware of what the library is providing, and library staff should always make sure their library patrons leave the library satisfied—since it is highly likely that a library user who is not satisfied will not return.

Marketing, Promotion, and Collaboration Standards

1. The library staff develops, adopts, and reviews a marketing plan at regular intervals that supports the library's long-range and strategic plan.
2. The library staff and trustees participate in two or more cooperative activities with other community organizations, businesses, and institutions, such as Chamber of Commerce and service organizations.
3. The library's services and programs are regularly promoted in the community by using three or more publicity methods such as flyers, newsletters, brochures, library website, social networking, community calendars, posters, banners, displays, billboards, and presentations and speeches.
4. The library should maintain a social media presence on at least one of their community's most used platforms.
5. Information about library programs and services is provided to the community either through a print newsletter or email newsletter at least three times per year.
6. The library specifically invites local, state, and federal officials to visit the library, providing them a firsthand view of the library's services.
7. The library's website is updated at least monthly to reflect current and future programs, board minutes, library policies, and new material.
8. The board, administration, and staff assess the library's appearance at least once a year, using this information to revise the library's image in the community.
9. The board, administration, and appropriate staff visit other libraries at least once a year, or review other libraries' publications and websites to learn what services and programs other libraries offer their patrons.
10. The operating budget includes funds for public relations and marketing.
11. The library considers persons with special needs when developing and delivering information about the library's collections and services.
12. The library develops strategies to reach those groups that do not use the library.
13. One member of the staff coordinates the library's marketing efforts, but all staff receive customer service and marketing training.

14. The library includes public relations and customer service as part of the orientation of all new staff and board members.
15. The library develops a brand identity and all collateral material adheres to the library's brand for the most effective messaging.
16. The library administration ensures all board and staff members receive an orientation of the library covering the library's history, funding sources, long-range/strategic plan, and services.
17. The library builds on public relations and marketing efforts developed by state and national organizations, the state library, and the community.

Marketing, Promotion, and Collaboration Checklist

- The library has a communications plan that supports the library's long-range/strategic plan.
- The library staff and trustees participate in two or more cooperative activities with other community organizations.
- The library's services and programs are promoted in the community. Check the applicable publicity methods.
 - flyers
 - brochures
 - website
 - newsletter
 - posters
 - banners
 - displays
 - podcasting
 - presentations
 - speeches
 - billboards
 - other
- The library maintains at least one social media account.
- The library invites local, state, and federal officials to visit the library.
- The library's website is updated at least monthly.
- The board, administration, and staff conduct an annual library walk-through.
- The board, administration, and appropriate staff visit other libraries.
- The budget includes funds for public relations and marketing activities.
- The library's promotional methods and services are ADA compliant.
- A designated staff member coordinates the library's marketing efforts.

Marketing, Promotion, and Collaboration

- The library's staff receives customer service and marketing training.
- The library's orientation for staff and trustees includes the library's public relations, customer service philosophy, library history, funding sources, and long-range/strategic plan.
- The library surveys patrons and the community to judge awareness of the library's programs and services.