

**Notice & Agenda – Mississippi Valley Library District  
Board of Trustees Meeting  
June 12, 2023 at 6:30 PM**

**On-Site at the Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201  
Via Zoom for members of the public – see instructions below**

**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 – Regular Board Meetings of May 15, 2023
- b. Administrative Reports
  - i. Executive Director's Report
  - ii. Assistant Director's Report
- c. Finances
  - i. May 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
- d. Committee Reports
  - i. Finance
  - ii. Personnel
  - iii. Fundraiser
  - iv. Decennial Committee on Local Government Efficiency Act

7. Unfinished Business

- a. Repairs & Updates to the Blum House (Collinsville Library Foundation)
- b. Eagle Scout Project: Memorial Bricks by Historical Museum
- c. Disposal of Short Street Lot

8. New Business

- a. Board Committee Assignments
- b. Ordinance 23-04: Adoption of Regular Meeting Dates, Times, and Locations for Fiscal Year 2023-2024
- c. FY2024 Nonresident Fee Adoption
- d. Adoption of the FY2024 Budget
- e. FY2024 Financial Ordinances Calendar
- f. Draft Volunteer and Community Service Policy
- g. Discussion and Possible Action - Meeting Spaces Policy re: Library Non-Endorsement for Private Rentals
- h. Discussion and Possible Action Regarding Legal Representation for the MVLD

- i. Discussion and Possible Action Regarding a Grant from the Agency for Community Transit for Transportation Needs for Patrons of the MVLD
  - j. Review of Serving Our Public 4.0 Chapters 7 & 8
- 9. Closed Session
  - 10. 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.

**Join Zoom Meeting (for members of the public)**

<https://us02web.zoom.us/j/84088517296?pwd=Y3NuUktGTUdVbWY2dHFZSDNSVlc1QT09>

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

DATE: May 15, 2023

TIME: 6:30 PM

PLACE: Blum House, Collinsville, IL

**Call to Order**

Mark Schusky, President, called the meeting to order at 6:30 PM.

**Roll Call**

Trustees present:

Mark Schusky, President

Laura Gottschalk, Vice-President

Cathy Kulupka, Trustee

Michael Treece, Jr., Trustee

Trustees absent:

Amanda Bender, Secretary

Ana Romero-Lizana

Marleen Suarez

Also present:

Kyla Waltermire, Executive Director

Matt Harris, Assistant Director

**Pledge of Allegiance**

**Public Input** - None.

**Consent Items**

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

- a. Approval of Minutes – March 20, 2023 regular meeting minutes reviewed; no discussion or modifications.

A roll call vote was taken on the motion:

Laura Gottschalk- Yes

Cathy Kulupka - Yes

Mark Schusky- Yes

Michael Treece, Jr. - Yes

Yes- 4, No – 0, Abstained – 0, Absent – 3

Motion carried.

**Unfinished Business**

None.

**New Business**

- a. Administer the Oath of Office [75 ILCS 16/30-40(a)] for Recently Elected Trustees  
Judge Andrew Carruthers administered the oath of office to Cathy Kulupka, Jeanne Lomax, Lisa McCormick, Kathy Murphy, and Ginny York.

**Adjournment Sine Die**

A motion was made by Gottschalk and seconded by Treece, Jr. to adjourn sine die.

A roll call vote was taken on the motion:

Laura Gottschalk- Yes  
Cathy Kulupka - Yes  
Mark Schusky- Yes  
Michael Treece, Jr. - Yes

Yes- 4, No – 0, Abstained – 0, Absent – 3

Motion carried. The meeting adjourned at 6:37 PM.

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

DATE: May 15, 2023

TIME: 6:30 PM

PLACE: Blum House, Collinsville, IL

**Call to Order**

Kyla Waltermire, Executive Director, called the meeting to order at 6:38 PM.

**Roll Call**

Trustees present:

Cathy Kulupka  
Jeanne Lomax  
Lisa McCormick  
Kathy Murphy  
Mark Schusky  
Ginny York

Trustees absent:

Ana Romero-Lizana

Also present:

Kyla Waltermire, Executive Director  
Matt Harris, Assistant Director

**Pledge of Allegiance**

**Election of Board Officers**

McCormick moved and Murphy seconded to appoint Lomax as President.

A roll call vote was taken on the motion:

Cathy Kulupka  
Jeanne Lomax  
Lisa McCormick  
Kathy Murphy  
Mark Schusky  
Ginny York

Yes – 6; No – 0; Abstained – 0; Absent – 1.

Motion carried.

McCormick moved and Lomax seconded to appoint York as Vice President.

A roll call vote was taken on the motion:

Cathy Kulupka  
Jeanne Lomax  
Lisa McCormick  
Kathy Murphy  
Mark Schusky  
Ginny York

Yes – 6; No – 0; Abstained – 0; Absent – 1.

Motion carried.

York moved and Murphy seconded to appoint McCormick as Secretary.

A roll call vote was taken on the motion:

Cathy Kulupka  
Jeanne Lomax  
Lisa McCormick  
Kathy Murphy  
Mark Schusky  
Ginny York

Yes – 6; No – 0; Abstained – 0; Absent – 1.

Motion carried.

McCormick moved and Schusky seconded to appoint Kulupka as Treasurer.

A roll call vote was taken on the motion:

Cathy Kulupka  
Jeanne Lomax  
Lisa McCormick  
Kathy Murphy  
Mark Schusky  
Ginny York

Yes – 6; No – 0; Abstained – 0; Absent – 1.

Motion carried.

### **Public Input**

Michael Treece, Jr. spoke in support of libraries and in support of offering diverse programs and collections.

Doug May spoke against partisan politics in library boards.

Lee Wathan spoke in favor of the new board; doesn't agree with the library's use of TikTok.

Dorothy Joyce spoke about reaching youth where they are on social media and putting good quality content onto those platforms to combat the negative.

Killian Weir spoke about his support of the library and is in favor of continuing to support everyone in the community equally.

### **Friends of the Library Updates**

None.

### **Trustee Comments**

McCormick shared that she is happy to be on the board and is ready to work with everyone.

Lomax echoed McCormick's comments and added that the library should be welcoming to all, but should not be pushing social agendas.

York agrees that the library should be a place for education and growth, but drag events do not provide that and groom children.

### **Consent Items**

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

- a. Approval of Minutes – Regular Board Meeting of April 17, 2023 *\*if not approved in the immediately preceding meeting*  
[Recorder's note – these were approved at the immediately preceding meeting and therefore were not included in the Consent Items]
- b. Administrative Reports
  - i. Executive Director  
Waltermire informed the trustees that she would be out of office May 23-29. She also shared that staff members Syd Blandon is retiring effective June 9 and Cecilia Leffler is retiring effective June 23.
  - ii. Assistant Director  
Harris has been in the position for six days and is finding his feet.
- c. Finances  
Waltermire explained the reports included in the packet and answered questions about them.
- d. Committee Reports – None.

A roll call vote was taken on the motion:

Cathy Kulupka  
Jeanne Lomax  
Lisa McCormick  
Kathy Murphy  
Mark Schusky  
Ginny York

Yes – 6; No – 0; Abstained – 0; Absent – 1.

Motion carried.

### **Unfinished Business**

- a. COVID-19 Related Updates  
No updates. It was decided to remove this item from future agendas.
- b. Repairs and Updates to the Blum House (Collinsville Library Foundation)  
Work on the porch, columns, and soffits will begin when the Foundation's contractor has time between paying work since he is providing services pro bono.
- c. Eagle Scout Project: Memorial Bricks by Historical Museum – No update.
- d. Disposal of Short Street Lot  
Waltermire asked trustees to reach out to realtors they know about working with the library on this. An aerial view of the parcel provided through the county's parcel search program will be shared with trustees.

### **New Business**

- a. Establish Meeting Date(s) for Decennial Committee on Local Government Efficiency Act  
Almost all committee members were present and decided on June 8 at 6:30 PM in the Collinsville Library's Community Room for the first meeting.
- b. Discussion of MVLD Board of Trustees Meeting Dates and Times for FY2024  
Board meetings will continue to meet on the third Monday of the month at 6:30 PM, with alternating locations, with the exception that meetings will be on the second Monday of the month when the third Monday is a holiday.
- c. Draft FY2024 Budget Presentation – For Informational Purposes  
Waltermire reviewed the budget with the trustees, noting that it is still fluctuating as additional quotes and renewals are received.
- d. Freedom of Information Act, Open Meetings Act, and Sexual Harassment Prevention Training for Recently Elected Trustees  
Waltermire reminded trustees that the Open Meetings Act training is due within 60 days of taking office and that the sexual harassment prevention training is due each calendar year. Freedom of Information Act training is not required, but is available through the same portal as the Open Meetings Act training for those who might be interested.
- e. Review of Serving Our Public 4.0 Chapter 7  
This item was tabled and will be included with the June review of Chapter 8.

### **Closed Session**

None.

### **Adjournment**

A motion was made by McCormick and seconded by Kulupka to adjourn the meeting.



A roll call vote was taken on the motion:

Cathy Kulupka  
Jeanne Lomax  
Lisa McCormick  
Kathy Murphy  
Mark Schusky  
Ginny York

Yes – 6; No – 0; Abstained – 0; Absent – 1.

Motion carried. The meeting adjourned at 7:44 PM.

# **Report for May 2023**

## **Kyla Waltermire, Executive Director**

### **COVID-19 Updates**

- For this reporting period, no employees were in quarantine for COVID.
- Both the federal and state COVID-19 national health emergency/ disaster proclamations ended on May 11, 2023.

### **Building and Grounds Updates**

- Maintenance Tech Zeke Pennington prepped and turned on the Pan fountain for the warmer months, removed overgrown shrubs from around the fountain, and trimmed shrubs and decorative trees in the landscaping.
- Power washing of the building and grounds continues as time allows.
- Pennington has been working on repairs to the frame around the Collinsville Library's main entrance. The frame was soft and the screws holding the doors stripped out. The frame needed to be replaced with a hard wood to hold the weight of the doors.
- Johnson Controls visited the Collinsville Library to begin quoting VAVs in the HVAC system to be replaced.
- Brush hogging and fallen tree removal of the property behind the Collinsville Library and Blum House took place May 25-26.

### **Circulation and Collection Updates**

- Office Coordinator Diane Wolfe has been working on a periodicals cataloging cleanup project.
- Cards issued to students through the school district registration collaboration is completed for this school year.

### **Grant Updates**

- FY2023 Per Capita Grant – The MVLD received word that it is being awarded \$48,794.48 for this grant, with eligible expenses to be applied beginning July 1, 2023.
- FY2023 Penny Severns Family Literacy Grant – All expenses through April 2023 have been reimbursed. The May 2023 reimbursement request, which is the final request, is being compiled.
- FY2024 PNG Grant – The application for “The Wild Blue Yonder and Beyond” was submitted March 29. No word on the application's status yet.

### **Meetings, Outreach, and Professional Development**

- May 1 – ILA Public Policy Committee meeting
- May 3 – Potential security camera system demo
- May 5 – Hosted Katie Heaton's retirement open house
- May 9 – Meeting with IL State Archives rep re: records retention application
- May 10 – Trustee orientation with three trustees; Penny Severns grant implementation meeting

- May 11 – Meeting with transitional student volunteer and her high school teacher; webinar: “De-escalation 501: Verbal Tools” (1.00 CE hrs)
- May 12 – led all-day staff meeting
- May 15 – Trustee orientation with one trustee
- May 16 – Meeting with Collinsville Faith in Action director; LIRA webinar about First Amendment audits (1.00 CE hrs); interview for Program Coordinator position
- May 17 – Covered Fairmont City service desk (3.00 hours)
- May 18 – Collinsville Kiwanis Club meeting; MEPL meeting (2.00 CE hours)
- May 19 – Covered Fairmont City service desk (1.00 hours); meeting with Assistant Director for training
- May 22 – Payroll training with Assistant Director
- May 30 – Covered Fairmont City service desk (1.00 hours)
- May 31 – Meetings with two trustees; conversation with Maryville Community Library District’s director about budget planning to cover their new building’s needs
- The library is providing books to campers enrolled in the City of Collinsville’s Kids Summer Day Camp. The library will loan the Department a cart of books for campers to read during down time.
- The library will be present at the Collinsville CUSD #10’s school registration event on July 25. This is our third year partnering with the school district, and with the Caseyville Public Library District, for this event.

### **Marketing and Promotions Updates**

- The library held a National Library Week t-shirt fundraiser. Eighteen shirts were purchased by members of the public.
- Marketing efforts continue to focus on activities related to the Summer Reading Program.

### **Miscellaneous**

- I will be working with City of Collinsville staff to add a GIS map layer of the library district to share with the public on the City’s and library’s websites.
- The Illinois Paid Leave for All Workers Act was signed into law earlier this year. The Act requires all Illinois workers, irrespective of full-time or part-time status, to receive at least 40 hours of paid leave each year. The MVLD already offers paid sick and vacation leave for all employees, but there is some ambiguity about whether certain parts of the library’s paid leave policies are in compliance. I am still working with HR Source and legal sources on obtaining clarification about this.
- Donald R. Shaffner Trust - The library is to receive a percentage of the trust after certain set amounts are paid. No updates on when this disbursement might be received or how much it will be.

### **Program Updates and Other Dates of Note**

- The library will be closed on June 19 for Juneteenth and July 4 for Independence Day.
- The Summer Reading Program begins June 5. Registration is available now and throughout the summer for all age groups. Enter for a chance to win prizes!
- Upcoming events include:

- June 15 @ 6:00 PM (Collinsville) – Children’s Bookworms Book Club
- June 16 (Collinsville and Fairmont City) – Movie Marathon Days
- June 17 @ 1:00 PM (Collinsville) and 3:00 PM (Fairmont City) – Storyteller Linda Dust. Event is all-ages.
- June 20 @ 5:00 PM (Collinsville) – The Middle Grade Detective and Adventure Book Club. For approx. grades 4-7.
- June 20 (Willoughby Farm) – All-ages field trip to learn about animal care, composting and manure, and bio-char
- June 21 at 7:00 PM (Zoom) – “Braiding Sweetgrass: A Conversation with Robin Wall Kimmerer.” In this insightful and inspiring talk, Robin will share her unique perspective on the interconnectedness of humans and nature and the importance of recognizing and respecting the gifts of the earth. She will delve into her own experiences as a botanist, indigenous science professor, and environmental advocate, and offer insights into her journey of learning to listen to the voice of the natural world. Register at [https://us06web.zoom.us/webinar/register/WN\\_plrq0i4TQOWUcsGcegQFjQ](https://us06web.zoom.us/webinar/register/WN_plrq0i4TQOWUcsGcegQFjQ).
- June 22 @ 5:00 PM (Collinsville) – Family Evening Storytime with Esther the Comfort Dog
- June 23 (Collinsville and Fairmont City) – Children’s Craft Day: Making Cat Toys
- June 23 @ 2:00 PM (Willoughby Farm) – Children’s Storytime with Goats
- June 24 (Collinsville and Fairmont City) – Children’s Craft Day: Making Dog Toys
- June 26 (Collinsville) and June 27 (Fairmont City) – Chalk the Walk
- June 26 (Fairmont City) and July 1 (Collinsville) – Family Tie-Dye
- June 28 @ 4:00 PM (Fairmont City) – Garden Club
- June 30 (Collinsville and Fairmont City) – Children’s Craft Day: Basketweaving
- July 3-8 (Collinsville and Fairmont City) – Funny Photo Captions
- July 3 @ 11:00 AM (Fairmont City) – Family Storytime
- July 3 @ 4:00 PM (Fairmont City) and July 6 (Collinsville) – Morse Code bracelets and keychains. For grades K-6.
- July 5 @ 5:00 PM (Collinsville) – Children’s calligraphy
- July 6 @ 2:00 PM (Fairmont City) and July 7 @ 2:00 PM (Collinsville) – Summer STEAM for children ages 5-10. Registration required.
- July 6 @ 5:30 PM (Collinsville) – Writer’s Workshop. For new and experienced writers.
- July 8 (Collinsville) – Children’s Letter Writing. Learn how to write a letter. Postage and envelopes provided for those wishing to mail their letters.
- July 10 @ 2:00 PM (Fairmont City) and July 12 @ 2:00 PM (Collinsville) – Musical Petting Zoo. Featuring bowed string instruments.
- July 11 @ 6:00 PM (Collinsville) and July 15 @ 2:00 PM (Fairmont City) – Fun with Electrical Instruments
- July 15 @ 1:00 PM (Collinsville) – Collinsville Ramblers Concert

**Staff Updates**

- Application reviews for the full-time Program Coordinator and Cataloger positions is underway. The Program Coordinator position was vacated by now-Assistant Director Matt Harris. Cataloger Syd Blandon is retiring June 9 after almost 13 years with the MVLD.
- Library Clerk Cecilia Leffler is retiring June 23 after 15 years with the MVLD. This part-time position will be filled after the full-time positions are filled.
- Matt Harris was accepted into the College of DuPage's Library Technical Assistant program and will be starting classes in the fall.

# Statistical Summary

5/1/2023 12:00:00 AM - 5/31/2023 11:59:59 PM

## Mississippi Valley LD-Collinsville Libr (MVPP-ZED)

### Record Counts - As of 6/7/2023 8:53 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,640,030	45,538	766,243			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	60,277	64,060	0	16,081	27	17

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
7,493	1,011	5,441	1,180	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,557	2,113	325		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	59	0	292	217
Added by Other	6,193	2,565	0	0
Deleted by Branch	50	0	530	34
Deleted by Other	1,620	2,428	0	4

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$5,026.97	\$321.01	\$0.00	\$321.01	\$5,031.71	\$0.00
Total Outstanding Fines - As of 6/7/2023 8:53 AM					\$122,490.53

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
2,541	5	1,695	123

# Statistical Summary

5/1/2023 12:00:00 AM - 5/31/2023 11:59:59 PM

## Mississippi Valley LD-Fairmont City Lib (FMCP-ZED)

### Record Counts - As of 6/7/2023 8:53 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,640,030	45,538	766,243			
Branch Specific	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
	16,707	16,774	6	1,656	3	9

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
308	54	238	56	0
Holds Placed	Holds Satisfied	Holds Cancelled		
47	42	5		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	2	0	0	4
Added by Other	6,250	2,565	74	11
Deleted by Branch	0	0	0	0
Deleted by Other	1,670	2,428	7	4

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$261.60	\$7.00	\$0.00	\$7.00	\$326.56	\$0.00
Total Outstanding Fines - As of 6/7/2023 8:53 AM					\$5,234.24

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
36	1	22	1

# Statistical Summary

5/1/2023 12:00:00 AM - 5/31/2023 11:59:59 PM

## Grand Totals

### Record Counts - As of 6/7/2023 8:53 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,640,030	45,538	766,243			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	76,984	80,834	6	17,737	30	26

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
7,801	1,056	5,679	1,236	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,604	2,155	330		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	61	0	292	221
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	50	0	530	34
Deleted by Other	n/a	n/a	n/a	n/a

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$5,288.57	\$328.01	\$0.00	\$328.01	\$5,358.27	\$0.00
Total Outstanding Fines - As of 6/7/2023 8:53 AM					
\$127,724.77					

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
2,577	6	1,717	124



<b>DATE</b>	<b>PROGRAM / EVENT / PROMOTION</b>	<b># ATTENDED</b>
May	Activity Packet	75
5/2/23	Preschool Storytime	14
5/3/23	Baby Boogie	20
5/3/23	Teen Tech Night	7
5/3/23	Yoga Time	7
5/6/23	Children's Paper Flower/ Mother's Day Craft	32
5/6/23	Free Comic Book Day	60
5/6/23	Drawing Comics with Jarrett J. Krosoczka	1
5/6/23	Meditation Meeting	10
5/6/23	Cross Stitching Club	2
5/9/23	Preschool Storytime	8
5/10/23	Children's Home and Aid	23
5/10/23	Baby Boogie	23
5/10/23	Graphic Novel Club	2
5/10/23	Acoustic Jam	23
5/10/23	Yoga Time	5
5/11/23	Daytime Book Club	4
5/11/23	Lego Building Challenge Club	29
5/13/23	Meditation Meeting	9
5/13/23	Cross Stitching Club	2
5/13/23	Children's Bingo	16
5/15/23	Dance Aerobics	12
5/15/23	Livin' the Dream	1
5/15/23	Basic Computer Class	2

5/16/23	Morning Yoga	5
5/16/23	Preschool Storytime	16
5/16/23	The Middle Grade Detective and Adventure Book Club	1
5/17/23	Baby Boogie	19
5/17/23	Game Night	Cancelled
5/17/23	Yoga Time	5
5/17/23	On Being Fabulous with Jonathan Van Ness and Kristi Yamaguchi	1
5/18/23	Book and an Appetizer Club	10
5/18/23	Bookworms Book Club	1
5/20/23	Children's Dandelions Paintings	6
5/20/23	Meditation Meeting	8
5/20/23	Cross Stitching Club	3
5/20/23	History and Genealogy Club	7
5/22/23	Epilepsy Foundation Informational Table	3
5/22/23	Dance Aerobics	11
5/23/23	Morning Yoga	10
5/23/23	Preschool Storytime	12
5/24/23	Baby Boogie	19
5/24/23	Yoga Time	6
5/25/23	Family Evening Storytime	1
5/27/23	Kid's All-day Drop-in Craft Pinwheels	15
5/27/23	Pajama and Donuts Storytime	30
5/27/23	Cross Stitching Club	3
5/30/23	Morning Yoga	11

5/30/23	Preschool Storytime	10
5/31/23	Baby Boogie	16
5/31/23	Evening Book Club	4
5/31/23	Yoga Time	6
	<b>TOTAL</b>	<b>626</b>
	Children Ages 0-5 Synchronous: 210 attendance, 12 events	
	Children Ages 0-5 Self-Directed: 38 attendance, 2 events	
	Children Ages 6-11 Synchronous: 46 attendance, 3 events	
	Children Ages 6-11 Self-Directed: 15 attendance, 1 events	
	Young Adults Ages 12- 18 Synchronous: 10 attendance, 3 events	
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events	
	Adults Ages 19+ Synchronous: 161 attendance, 23 events	
	Adults Ages 19+ Self-Directed: 0 attendance, 0 events	
	General Interests Synchronous: 11 attendance, 5 events	
	General Interests Self-Directed: 135 attendance, 2 events	



## **Board Report June, 2023**

### **Matthew Harris – Assistant Director – Fairmont City Library Center**

#### **Grants, awards, donations, and special stories:**

The Fairmont City Library hosted Katie Heaton's retirement party and open house on May 5. Members from both the local community and Katie's family and friends attended. There were light refreshments served along with pictures and videos celebrating Katie's 25 years of employment for the District. Some 100 plus attended the event and the door count for the day was 241.

Our Cinco de Mayo Feria de Salud Hispana (Hispanic Health Fair) event on May 6 was a success. They had some 150 visitors participate. There were blood pressure, glucose, and vision screenings, face painting, a food truck, and a DJ. 24 vendors attended from the Latino Roundtable. Our door count was 678 for the day.

#### **Outreach and education:**

**May 9:** Attended Latino Roundtable monthly meeting at the FC Library

**May 10:** Attend Latino Roundtable virtual meeting to discuss the Back to School Bash

**May 17:** Visited Dorris Intermediate School to promote the Summer Reading Program

**May 19:** Met with Leslie Wagner from SWIC to discuss the Fall 2023 ESL Classes

**May 24:** Attended Latino Roundtable virtual meeting to discuss the Back to School Bash

#### **Building and Grounds:**

- Sewer Lift Station alarm went off and A & H Mechanical had to be called. The lift station pump was locked up due to feminine products. The station is currently working again but it will need to be drained & cleaned by another company. Project still not completed. Waiting on estimate. (Carryover from previous months)
- Mulch was delivered and has been started to be spread throughout the playground and around the outside of the building
- Zeke used the power washer to clean the outside of the building

#### **Programming:**

**May 6- Cinco de Mayo Health Fair- 12:00 – 3:00**

**Wednesdays- Garden Club- 4:00**

**May 30- Summer Reading Program Kickoff Week**

<b>Fairmont City Stats</b>	<b>PROGRAM / EVENT / PROMOTION</b>	<b>Attended</b>
May 2023	Open Gaming	2
May 1, 2023	Kid's Corner	4
May 3, 2023	Kid's Corner	5
May 6, 2023	Cinco de Mayo Health Fair	150
May 8, 2023	Kid's Corner	5
May 8, 2023	Monday Fun Day	5
May 10, 2023	Kid's Corner	4
May 10, 2023	Garden Club	5
May 15, 2023	Monday Fun Day	5
May 16, 2023	Answers on Aging	2
May 16, 2023	Livin' the Dream	1
May 17, 2023	Epilepsy Foundation Information Table	1
May 17, 2023	Garden Club	2
May 22, 2023	Monday Fun Day	3
May 24, 2023	Garden Club	8
May 31, 2023	Garden Club	8
		<b>210</b>

<b>Days Open: 25 days</b>	Children Ages 0-5 Synchronous: 18 attendance, 4 events
<b>Patron Door Count: 3214</b>	Children Ages 0-5 Self-Directed: 0 attendance, 0 events
<b>Computer Uses: 387</b>	Children Ages 6-11 Synchronous: 36 attendance, 7 events
	Children Ages 6-11 Self-Directed: 0 attendance, 0 events
	Young Adults Ages 12- 18 Synchronous: 0 attendance, 0 events
	Young Adults Ages 12- 18 Self-directed: 2 attendance, 2 events
	Adults Ages 19+ Synchronous: 4 attendance, 3 events
	Adults Ages 19+ Self-directed: 0 attendance, 0 events

**General Interests Synchronous: 150 attendance, 1 events**

**General Interests Self-directed: 0 attendance, 0 events**

**E-book questions: 0**

**Homebound delivery: 0**

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Accrual Basis

# Mississippi Valley Library District

## Expenses by Vendor Detail

### May 2023

Type	Date	Num	Memo	Account	Cir	Split	Amount	Balance
<b>All Pro Ts</b>								
Bill	05/16/2023		SRP shirts for...	Programming		Accounts Paya...	344.00	344.00
Total All Pro Ts							344.00	344.00
<b>AMEREN ILLINOIS</b>								
Bill	05/15/2023		FCLC gas (01...	Natural Gas		Accounts Paya...	90.47	90.47
Bill	05/15/2023		FCLC electric ...	Electricity		Accounts Paya...	732.90	823.37
Bill	05/15/2023		CMLC gas (2...	Natural Gas		Accounts Paya...	232.56	1,055.93
Bill	05/15/2023		CMLC electric...	Electricity		Accounts Paya...	1,812.19	2,868.12
Bill	05/15/2023		CMLC outdoo...	Electricity		Accounts Paya...	26.56	2,894.68
Bill	05/15/2023		BH gas (83007)	Natural Gas		Accounts Paya...	165.09	3,059.77
Bill	05/15/2023		BH electric (1...	Electricity		Accounts Paya...	80.28	3,140.05
Total AMEREN ILLINOIS							3,140.05	3,140.05
<b>American Express</b>								
Bill	05/31/2023		Misc. supplies	Office		Accounts Paya...	370.53	370.53
Bill	05/31/2023		Acct 3-92001	Telephone/Fax		Accounts Paya...	30.00	400.53
Bill	05/31/2023		Video games ...	Adult Audio Visual It...		Accounts Paya...	911.19	1,311.72
Bill	05/31/2023		domain renewal	Information Technol...		Accounts Paya...	21.17	1,332.89
Bill	05/31/2023		SLAM field tri...	FY2023 PNG Grant		Accounts Paya...	470.95	1,803.84
Bill	05/31/2023		annual HR So...	Other Professional ...		Accounts Paya...	912.24	2,716.08
Bill	05/31/2023		Misc. supplies	Building		Accounts Paya...	852.47	3,568.55
Bill	05/31/2023		nonfiction	Adult Print Materials		Accounts Paya...	37.50	3,606.05
Bill	05/31/2023		Misc. supplies...	Programming		Accounts Paya...	1,148.72	4,754.77
Bill	05/31/2023		DVDs	Juvenile Audio Visu...		Accounts Paya...	96.57	4,851.34
Bill	05/31/2023		annual AmEx ...	Miscellaneous		Accounts Paya...	248.78	5,100.12
Bill	05/31/2023		Stamps	Postage		Accounts Paya...	385.38	5,485.50
Bill	05/31/2023		M. Harris ILA ...	Dues		Accounts Paya...	100.00	5,585.50
Total American Express							5,585.50	5,585.50
<b>Americom Imaging Systems Inc.</b>								
Bill	05/15/2023		Monthly copie...	Equipment		Accounts Paya...	496.20	496.20
Total Americom Imaging Systems Inc.							496.20	496.20
<b>Americom Imaging Systems Inc. - Maint</b>								
Bill	05/30/2023		Overages for ...	Equipment		Accounts Paya...	371.15	371.15
Total Americom Imaging Systems Inc. - Maint							371.15	371.15
<b>Aqua Systems</b>								
Bill	05/15/2023		Invoice # 171...	Office		Accounts Paya...	6.95	6.95
Total Aqua Systems							6.95	6.95
<b>Architectural Digest</b>								
Bill	05/16/2023		Magazine - 1 ...	Adult Print Materials		Accounts Paya...	44.99	44.99
Total Architectural Digest							44.99	44.99
<b>Belleville News-Democrat</b>								
Bill	05/15/2023		CM periodical...	Adult Print Materials		Accounts Paya...	1,122.15	1,122.15
Total Belleville News-Democrat							1,122.15	1,122.15
<b>Blue Cross / Blue Shield</b>								
Bill	05/24/2023		Health Insura...	Health/Dental Insura...		Accounts Paya...	5,570.60	5,570.60
Total Blue Cross / Blue Shield							5,570.60	5,570.60
<b>Brian Brown</b>								
Bill	05/30/2023		May 2023 mo...	Grounds		Accounts Paya...	1,405.00	1,405.00
Total Brian Brown							1,405.00	1,405.00
<b>Brodart</b>								
Bill	05/24/2023		Invoice # 332...	Office		Accounts Paya...	164.07	164.07
Bill	05/24/2023		Invoice # 332...	Office		Accounts Paya...	287.61	451.68
Total Brodart							451.68	451.68
<b>Buildingstars</b>								
Bill	05/02/2023		Invoice # 333...	Building		Accounts Paya...	175.00	175.00
Bill	05/02/2023		Credit Memo ...	Building		Accounts Paya...	-53.13	121.87
Bill	05/15/2023		Invoice # 333...	Building		Accounts Paya...	1,900.00	2,021.87
Bill	05/15/2023		Invoice # 333...	Building		Accounts Paya...	425.00	2,446.87
Bill	05/24/2023		Invoice # 333...	Building		Accounts Paya...	250.00	2,696.87
Bill	05/24/2023		CM # 488213...	Building		Accounts Paya...	-86.36	2,610.51



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Accrual Basis

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

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Total Buildingstars							2,610.51	2,610.51
<b>Capital One</b>								
Bill	05/30/2023		Misc. program...	Donation Expenditur...		Accounts Paya...	82.14	82.14
Bill	05/30/2023		facial tissues	Office		Accounts Paya...	34.90	117.04
Bill	05/30/2023		juvenile DVDs	Juvenile Audio Visu...		Accounts Paya...	20.00	137.04
Total Capital One							137.04	137.04
<b>Casey' General Store</b>								
Check	05/02/2023		Gasoline	Vehicles		Checking	58.01	58.01
Total Casey' General Store							58.01	58.01
<b>Center Point Large Print</b>								
Bill	05/15/2023		standing orde...	Adult Print Materials		Accounts Paya...	147.42	147.42
Total Center Point Large Print							147.42	147.42
<b>Charter Communications</b>								
Bill	05/30/2023		CM & FC fiber...	Internet Services		Accounts Paya...	772.00	772.00
Bill	05/30/2023		CM elevator e...	Telephone/Fax		Accounts Paya...	49.99	821.99
Total Charter Communications							821.99	821.99
<b>City of Collinsville</b>								
Bill	05/15/2023		CM & BH wat...	Water/Sewer		Accounts Paya...	346.64	346.64
Total City of Collinsville							346.64	346.64
<b>Cody Clark</b>								
Bill	05/15/2023		50% final pay...	Donation Expenditur...		Accounts Paya...	500.00	500.00
Total Cody Clark							500.00	500.00
<b>Connor Co.</b>								
Check	05/09/2023		toilet cartridge...	Building		Checking	51.84	51.84
Total Connor Co.							51.84	51.84
<b>Daugherty Public Library District</b>								
Bill	05/18/2023		Item # 00023...	Payments to Other L...		Accounts Paya...	35.00	35.00
Total Daugherty Public Library District							35.00	35.00
<b>Delta Dental</b>								
Bill	05/16/2023		Dental Insura...	Health/Dental Insura...		Accounts Paya...	338.88	338.88
Total Delta Dental							338.88	338.88
<b>Demco</b>								
Bill	05/24/2023		name badge	Office		Accounts Paya...	23.89	23.89
Total Demco							23.89	23.89
<b>E-rate Funding Services</b>								
Bill	05/30/2023		FY2024 cons...	Other Professional ...		Accounts Paya...	950.00	950.00
Total E-rate Funding Services							950.00	950.00
<b>Edwardsville Public Library</b>								
Bill	05/15/2023		Item # 00008...	Payments to Other L...		Accounts Paya...	87.99	87.99
Bill	05/18/2023		Item # 80133...	Payments to Other L...		Accounts Paya...	16.00	103.99
Bill	05/18/2023		Item # 80272...	Payments to Other L...		Accounts Paya...	9.95	113.94
Bill	05/18/2023		Items # 80334...	Payments to Other L...		Accounts Paya...	53.98	167.92
Total Edwardsville Public Library							167.92	167.92
<b>ELM USA, Inc.</b>								
Bill	05/30/2023		Invoice # 585...	Office		Accounts Paya...	100.99	100.99
Total ELM USA, Inc.							100.99	100.99
<b>First Data Global Leasing</b>								
Check	05/08/2023		FC credit card...	Other Professional ...		Checking	39.98	39.98
Total First Data Global Leasing							39.98	39.98
<b>Glen Carbon Centennial Library</b>								
Bill	05/15/2023		Item # 00042...	Payments to Other L...		Accounts Paya...	27.00	27.00
Total Glen Carbon Centennial Library							27.00	27.00
<b>Globe Life</b>								

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Accrual Basis

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

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Bill	05/30/2023		Supplemental...	Health/Dental Insura...		Accounts Paya...	311.61	311.61
Total Globe Life							311.61	311.61
<b>Green Sky Cleaning Supply</b>								
Bill	05/24/2023		toilet paper, tr...	Office		Accounts Paya...	411.79	411.79
Total Green Sky Cleaning Supply							411.79	411.79
<b>Holy Rosary Catholic Church</b>								
Bill	05/15/2023		ad for annual ...	Miscellaneous		Accounts Paya...	50.00	50.00
Total Holy Rosary Catholic Church							50.00	50.00
<b>Home Depot</b>								
Check	05/09/2023		algaeicide, sh...	Building		Checking	145.81	145.81
Check	05/16/2023		Misc. maint. s...	Building		Checking	75.41	221.22
Check	05/18/2023		upplies for C...	Building		Checking	173.33	394.55
Check	05/26/2023		upplies for C...	Building		Checking	93.60	488.15
Check	05/31/2023		upplies for C...	Building		Checking	21.12	509.27
Total Home Depot							509.27	509.27
<b>Illinois American Water</b>								
Bill	05/22/2023		FCLC water 4...	Water/Sewer		Accounts Paya...	55.93	55.93
Total Illinois American Water							55.93	55.93
<b>Illinois Heartland Library System</b>								
Bill	05/15/2023		Invoice # 202...	Virtual Items		Accounts Paya...	322.99	322.99
Total Illinois Heartland Library System							322.99	322.99
<b>IMRF</b>								
Check	05/24/2023		monthly IMRF...	IMRF		Checking	6,665.87	6,665.87
Total IMRF							6,665.87	6,665.87
<b>INGRAM LIBRARY SERVICES</b>								
Bill	05/18/2023		CM #7582653...	Adult Print Materials		Accounts Paya...	1,589.57	1,589.57
Bill	05/18/2023		Invoice # 758...	Juvenile Print Items		Accounts Paya...	149.21	1,738.78
Bill	05/30/2023		Invoice # 760...	Adult Print Materials		Accounts Paya...	137.30	1,876.08
Bill	05/30/2023		Invoice # 760...	Juvenile Print Items		Accounts Paya...	182.47	2,058.55
Total INGRAM LIBRARY SERVICES							2,058.55	2,058.55
<b>Kane Consulting Group</b>								
Bill	05/15/2023		Datto backup ...	Information Technol...		Accounts Paya...	683.00	683.00
Total Kane Consulting Group							683.00	683.00
<b>Lazerware</b>								
Bill	05/02/2023		Invoice # 403...	Information Technol...		Accounts Paya...	1,110.53	1,110.53
Bill	05/02/2023		Invoice # 402...	Information Technol...		Accounts Paya...	2,757.87	3,868.40
Bill	05/30/2023		Invoice # 410...	Information Technol...		Accounts Paya...	957.77	4,826.17
Bill	05/30/2023		Invoice # 409...	Information Technol...		Accounts Paya...	2,753.49	7,579.66
Total Lazerware							7,579.66	7,579.66
<b>Linda Dust</b>								
Bill	05/22/2023		SRP all-ages ...	Donation Expenditur...		Accounts Paya...	250.00	250.00
Total Linda Dust							250.00	250.00
<b>Metro East Sanitary District</b>								
Bill	05/15/2023		FC water April...	Water/Sewer		Accounts Paya...	19.81	19.81
Total Metro East Sanitary District							19.81	19.81
<b>Midwest Tape</b>								
Bill	05/15/2023		April 2023 juv...	Juvenile Audio Visu...		Accounts Paya...	210.93	210.93
Bill	05/16/2023		April 2023 juv...	Juvenile Audio Visu...		Accounts Paya...	106.96	317.89
Bill	05/30/2023		January 2023 ...	Adult Audio Visual It...		Accounts Paya...	34.99	352.88
Total Midwest Tape							352.88	352.88
<b>O'Fallon Public Library</b>								
Bill	05/15/2023		Item # 00016...	Payments to Other L...		Accounts Paya...	17.31	17.31
Bill	05/18/2023		# 160258837...	Payments to Other L...		Accounts Paya...	341.95	359.26
Total O'Fallon Public Library							359.26	359.26
<b>OverDrive</b>								

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Accrual Basis

# Mississippi Valley Library District

## Expenses by Vendor Detail

### May 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Bill	05/02/2023		Invoice # 020...	Virtual Items		Accounts Paya...	5.98	5.98
Total OverDrive							5.98	5.98
<b>Palestine Public Library</b>								
Bill	05/02/2023		Item # 35317...	Payments to Other L...		Accounts Paya...	7.00	7.00
Total Palestine Public Library							7.00	7.00
<b>Peerless Network, Inc.</b>								
Bill	05/15/2023		CM monthly f...	Telephone/Fax		Accounts Paya...	111.81	111.81
Bill	05/15/2023		FC monthly fa...	Telephone/Fax		Accounts Paya...	58.31	170.12
Total Peerless Network, Inc.							170.12	170.12
<b>Platinum Excavating and Landscaping</b>								
Bill	05/22/2023		Brush hoggin...	Grounds		Accounts Paya...	4,870.00	4,870.00
Total Platinum Excavating and Landscaping							4,870.00	4,870.00
<b>Quill LLC</b>								
Bill	05/24/2023		Invoice # 324...	Office		Accounts Paya...	367.40	367.40
Total Quill LLC							367.40	367.40
<b>Raceway BP</b>								
Check	05/25/2023		Gas for van	Vehicles		Checking	25.00	25.00
Total Raceway BP							25.00	25.00
<b>Rural King</b>								
Check	05/04/2023		interlocking n...	Building		Checking	132.95	132.95
Total Rural King							132.95	132.95
<b>Six Mile Regional Library District</b>								
Bill	05/15/2023		Item # 00004...	Payments to Other L...		Accounts Paya...	26.99	26.99
Bill	05/30/2023		Item # 00004...	Payments to Other L...		Accounts Paya...	17.95	44.94
Bill	05/30/2023		Item # 00004...	Payments to Other L...		Accounts Paya...	16.00	60.94
Total Six Mile Regional Library District							60.94	60.94
<b>Southern Illinois University Edwardsville</b>								
Bill	05/22/2023		SIUE Summe...	Programming		Accounts Paya...	100.00	100.00
Total Southern Illinois University Edwardsville							100.00	100.00
<b>TransFirst</b>								
Check	05/10/2023		CM Credit car...	Other Professional ...		Checking	49.75	49.75
Check	05/10/2023		CM Credit car...	Other Professional ...		General PI	39.00	88.75
Total TransFirst							88.75	88.75
<b>United States Postal Service</b>								
Check	05/08/2023		ILLs	Postage		Checking	66.60	66.60
Check	05/10/2023		ILLs	Postage		Checking	6.66	73.26
Check	05/22/2023		ILLs	Postage		Checking	38.17	111.43
Total United States Postal Service							111.43	111.43
<b>WalMart</b>								
Check	05/04/2023		Giveaway for ...	Donation Expenditur...		Checking	97.91	97.91
Total WalMart							97.91	97.91
<b>Wendy's Restaurant</b>								
Check	05/26/2023		accidental us...	Miscellaneous		Checking	15.59	15.59
Total Wendy's Restaurant							15.59	15.59
<b>Woman's Day</b>								
Bill	05/16/2023		Magazine - 1 ...	Adult Print Materials		Accounts Paya...	12.00	12.00
Total Woman's Day							12.00	12.00
<b>TOTAL</b>							<b>50,591.07</b>	<b>50,591.07</b>

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06/07/23

Cash Basis

# Mississippi Valley Library District

## Profit & Loss

### May 2023

	May 23
Ordinary Income/Expense	
Income	
Intergovernment Revenue	
Grants	
FY2023 Penny Severns Grant	507.25
FY2023 PNG Grant	1,074.44
Total Grants	1,581.69
Total Intergovernment Revenue	1,581.69
Fines & Forfeitures	
Fines	67.43
Lost or Damaged Books/Inhouse	271.29
Total Fines & Forfeitures	338.72
Charges for Services	
Fax	259.60
Non-resident Fees	87.00
Printing/Copying	794.85
Total Charges for Services	1,141.45
Other Revenues	
Donations - Des & Undes	851.50
Sale of Items	337.15
Programming	-344.00
Online Sales	46.55
Reimbursements Other libraries	61.94
Interest Income	745.08
Miscellaneous	16.14
Rental Income	
Collinsville Rooms	275.00
Blum House Rental	900.00
Total Rental Income	1,175.00
Total Other Revenues	2,889.36
Total Income	5,951.22
Gross Profit	5,951.22
Expense	
Personnel	
Benefits	
IL Unemployment Company	497.84
FICA Company	4,194.13
Health/Dental Insurance	11,748.50
IMRF	6,665.87
Total Benefits	23,106.34
Salaries	
Full Time	42,069.79
Part time	13,213.38
Total Salaries	55,283.17
Total Personnel	78,389.51
Maintenance Services	
Building	4,816.47
Equipment	1,122.59
Grounds	7,470.00
Total Maintenance Services	13,409.06
Professional Services	

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06/07/23  
Cash Basis

**Mississippi Valley Library District**  
**Profit & Loss**  
**May 2023**

	May 23
Payroll Service	274.28
Internet Services	1,544.00
Information Technology	8,283.83
Other Professional Services	2,006.96
Total Professional Services	12,109.07
Professional Development	
Dues	100.00
Travel Expenses	442.96
Total Professional Development	542.96
Utilities	
Natural Gas	488.12
Telephone/Fax	360.10
Water/Sewer	475.42
Electricity	2,651.93
Total Utilities	3,975.57
Supplies	
Office	2,400.45
Postage	622.81
Total Supplies	3,023.26
Materials	
Other Materials	667.50
Virtual Items	530.97
Adult Audio Visual Items	1,510.36
Adult Print Materials	3,429.59
Juvenile Audio Visual Items	474.30
Juvenile Print Items	451.65
Online Databases	3,260.00
Total Materials	10,324.37
Other Expenditures	
Vehicles	83.01
Miscellaneous	314.37
Programming	2,227.42
Donation Expenditures - Des.	1,523.49
Grant Expenses	
FY2023 Penny Severns Grant	368.50
FY2023 PNG Grant	829.68
FY2022 Per Capita Grant	499.00
Total Grant Expenses	1,697.18
Payments to Other Libraries	798.96
Total Other Expenditures	6,644.43
Total Expense	128,418.23
Net Ordinary Income	-122,467.01
Net Income	-122,467.01

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06/07/23  
Cash Basis

Mississippi Valley Library District  
**Balance Sheet**  
As of May 31, 2023

	May 31, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Working Cash	219,925.48
Checking	5,347.66
General PI	577,939.61
Audit	8,799.66
IMRF	59,629.66
Building	11,925.35
Insurance Fund	161,959.13
FICA	41,863.15
Reserve	37,746.72
Gift Fund	11,753.75
Total Checking/Savings	1,136,890.17
Other Current Assets	
Prepaid Insurance	17,255.45
Petty Cash	100.00
Total Other Current Assets	17,355.45
Total Current Assets	1,154,245.62
Other Assets	
Taxes Receivable	864,041.62
Total Other Assets	864,041.62
<b>TOTAL ASSETS</b>	<b>2,018,287.24</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
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	4,817.66
Net Pay Offset	870.86
Miscellaneous	-127.44
Fed Withhold	-208.00
II Withhold	-823.96
Direct Deposit	-190.69
IMRF - Payable	140,376.21
SUTA	4,101.99
Payroll Liabilities - Other	1,720.68
Total Payroll Liabilities	150,668.91
Total Other Current Liabilities	1,190,974.11
Total Current Liabilities	1,177,647.81
Total Liabilities	1,177,647.81
<b>Equity</b>	
Opening Bal Equity	14,039.26
Retained Earnings	778,793.53
Net Income	47,806.64

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06/07/23  
Cash Basis

**Mississippi Valley Library District**  
**Balance Sheet**  
**As of May 31, 2023**

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	May 31, 23
Total Equity	840,639.43
TOTAL LIABILITIES & EQUITY	<u>2,018,287.24</u>

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06/07/23

Accrual Basis

# Mississippi Valley Library District FY2023 Gift Fund

Type	Date	Memo	Account	Class	Split	Amount	Balance
<b>Jul '22 - May 23</b>							
Transfer	07/05/2022	Funds Transfe...	Gift Fund		General PI	-0.13	-0.13
Transfer	07/14/2022	Funds Transfer	Gift Fund		Checking	-61.58	-61.71
Deposit	07/14/2022	Interest	Gift Fund	Gift	Interest Income	0.02	-61.69
Transfer	07/28/2022	Funds Transfer	Gift Fund		Checking	-74.48	-136.17
Transfer	08/12/2022	Funds Transfer	Gift Fund		Checking	-1,443.03	-1,579.20
Deposit	08/14/2022	Interest	Gift Fund	Gift	Interest Income	0.02	-1,579.18
Transfer	08/31/2022	Funds Transfer	Gift Fund		Checking	-55.68	-1,634.86
Transfer	09/13/2022	Funds Transfer	Gift Fund		Checking	-368.95	-2,003.81
Deposit	09/14/2022	Interest	Gift Fund	Gift	Interest Income	0.01	-2,003.80
Deposit	09/20/2022	Deposit	Gift Fund		Donations - De...	20.00	-1,983.80
Deposit	09/27/2022	interest correc...	Gift Fund		Interest Income	0.08	-1,983.72
Transfer	10/05/2022	Funds Transfer	Gift Fund		Checking	-175.95	-2,159.67
Deposit	10/14/2022	Interest	Gift Fund	Gift	Interest Income	0.33	-2,159.34
Transfer	10/28/2022	Funds Transfer	Gift Fund		Checking	-333.59	-2,492.93
Deposit	11/01/2022	Deposit	Gift Fund		Donations - De...	100.00	-2,392.93
Deposit	11/14/2022	Interest	Gift Fund	Gift	Interest Income	0.21	-2,392.72
Deposit	11/15/2022	Deposit	Gift Fund		Donations - De...	2.00	-2,390.72
Deposit	12/05/2022	Deposit	Gift Fund		Donations - De...	250.00	-2,140.72
Transfer	12/07/2022	Funds Transfer	Gift Fund		Checking	-447.22	-2,587.94
Transfer	12/09/2022	Funds Transfe...	Gift Fund	Gift	Checking	61.26	-2,526.68
Deposit	12/14/2022	Interest	Gift Fund	Gift	Interest Income	0.15	-2,526.53
Deposit	01/04/2023	Deposit	Gift Fund		-SPLIT-	1,100.00	-1,426.53
Deposit	01/10/2023	Deposit	Gift Fund		-SPLIT-	11,173.60	9,747.07
Transfer	01/11/2023	Funds Transfer	Gift Fund		Checking	-236.47	9,510.60
Deposit	01/14/2023	Interest	Gift Fund	Gift	Interest Income	1.95	9,512.55
Transfer	01/18/2023	Funds Transfer	Gift Fund		Reserve	-1,000.00	8,512.55
Transfer	02/02/2023	Funds Transfer	Gift Fund		Checking	-500.00	8,012.55
Deposit	02/08/2023	Deposit	Gift Fund		Donations - De...	1,578.90	9,591.45
Deposit	02/14/2023	Interest	Gift Fund	Gift	Interest Income	7.28	9,598.73
Transfer	02/27/2023	Funds Transfer	Gift Fund		Checking	-125.00	9,473.73
Deposit	03/16/2023	Interest	Gift Fund	Gift	Interest Income	7.00	9,480.73
Transfer	04/04/2023	Funds Transfer	Gift Fund		Checking	-403.40	9,077.33
Deposit	04/04/2023	Deposit	Gift Fund		Donations - De...	345.00	9,422.33
Deposit	04/16/2023	Interest	Gift Fund	Gift	Interest Income	7.72	9,430.05
Deposit	04/18/2023	Deposit	Gift Fund		Donations - De...	300.00	9,730.05
Deposit	05/02/2023	Deposit	Gift Fund		Donations - De...	800.00	10,530.05
Transfer	05/02/2023	Funds Transfer	Gift Fund		Checking	-593.44	9,936.61
Transfer	05/16/2023	Funds Transfer	Gift Fund		Checking	-597.97	9,338.64
Deposit	05/16/2023	Interest	Gift Fund	Gift	Interest Income	7.68	9,346.32
Transfer	05/23/2023	Funds Transfer	Gift Fund		Checking	-250.00	9,096.32
<b>Jul '22 - May 23</b>						<b>9,096.32</b>	<b>9,096.32</b>



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**Mississippi Valley Library District**  
**Profit & Loss Budget vs. Actual**  
**FY2022**

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Taxes</b>				
Audit	4,968.88	4,921.66	47.22	101.0%
Building Maintenance	92,429.61	95,480.26	-3,050.65	96.8%
FICA/Medicare	44,724.15	46,263.63	-1,539.48	96.7%
IMRF	37,269.78	38,881.14	-1,611.36	95.9%
Liability Insurance	93,423.38	96,464.60	-3,041.22	96.8%
Property Tax	745,400.54	738,249.47	7,151.07	101.0%
<b>Total Taxes</b>	<b>1,018,216.34</b>	<b>1,020,260.76</b>	<b>-2,044.42</b>	<b>99.8%</b>
<b>Intergovernment Revenue</b>				
E-Rate	14,633.69	12,000.00	2,633.69	121.9%
TIF Funds	0.00	0.00	0.00	0.0%
<b>Grants</b>				
FY2023 Penny Severns Grant	4,412.63	2,812.00	1,600.63	156.9%
FY2023 PNG Grant	11,026.95	13,599.00	-2,572.05	81.1%
FY2022 Per Capita Grant	48,794.48	48,794.47	0.01	100.0%
FY2022 PNG Grant	8,034.51			
Other Grants	0.00	3,000.00	-3,000.00	0.0%
<b>Total Grants</b>	<b>72,268.57</b>	<b>68,205.47</b>	<b>4,063.10</b>	<b>106.0%</b>
<b>Replacement Tax</b>	<b>69,515.74</b>	<b>40,000.00</b>	<b>29,515.74</b>	<b>173.8%</b>
<b>Total Intergovernment Revenue</b>	<b>156,418.00</b>	<b>120,205.47</b>	<b>36,212.53</b>	<b>130.1%</b>
<b>Fines &amp; Forfeitures</b>				
Fines	416.12	1,100.00	-683.88	37.8%
Lost or Damaged Books/Inhouse	1,608.40	2,100.00	-491.60	76.6%
<b>Total Fines &amp; Forfeitures</b>	<b>2,024.52</b>	<b>3,200.00</b>	<b>-1,175.48</b>	<b>63.3%</b>
<b>Charges for Services</b>				
Fax	2,772.40	3,350.00	-577.60	82.8%
Non-resident Fees	174.00	87.00	87.00	200.0%
Printing/Copying	8,359.97	7,100.00	1,259.97	117.7%
<b>Total Charges for Services</b>	<b>11,306.37</b>	<b>10,537.00</b>	<b>769.37</b>	<b>107.3%</b>
<b>Other Revenues</b>				
Sale of Short Street Lot	0.00	13,000.00	-13,000.00	0.0%
Sale of Vehicle	0.00	1,000.00	-1,000.00	0.0%
Property License Agreements	15,000.00	15,001.00	-1.00	100.0%
Donations - Des & Undes	18,850.15	6,500.00	12,350.15	290.0%
Sale of Items	3,457.60	2,600.00	857.60	133.0%
Online Sales	77.82	700.00	-622.18	11.1%
Reimbursements Other libraries	1,248.22	1,000.00	248.22	124.8%
Interest Income	7,491.38	115.00	7,376.38	6,514.2%
Miscellaneous	2,219.79	750.00	1,469.79	296.0%
<b>Rental Income</b>				
FC Rooms	50.00	0.00	50.00	100.0%
FC Pavilion	0.00	0.00	0.00	0.0%
Collinsville Rooms	1,505.00	500.00	1,005.00	301.0%
Blum House Rental	11,156.25	5,500.00	5,656.25	202.8%
<b>Total Rental Income</b>	<b>12,711.25</b>	<b>6,000.00</b>	<b>6,711.25</b>	<b>211.9%</b>
<b>Total Other Revenues</b>	<b>61,056.21</b>	<b>46,666.00</b>	<b>14,390.21</b>	<b>130.8%</b>
<b>Total Income</b>	<b>1,249,021.44</b>	<b>1,200,869.23</b>	<b>48,152.21</b>	<b>104.0%</b>
<b>Gross Profit</b>	<b>1,249,021.44</b>	<b>1,200,869.23</b>	<b>48,152.21</b>	<b>104.0%</b>
<b>Expense</b>				
<b>Personnel</b>				
<b>Benefits</b>				
IL Unemployment Company	5,719.96	2,500.00	3,219.96	228.8%
FICA Company	43,475.81	50,500.00	-7,024.19	86.1%
Health/Dental Insurance	61,722.37	74,000.00	-12,277.63	83.4%
IMRF	71,506.44	71,000.00	506.44	100.7%
<b>Total Benefits</b>	<b>182,424.58</b>	<b>198,000.00</b>	<b>-15,575.42</b>	<b>92.1%</b>
<b>Salaries</b>				
Full Time	430,906.06	465,000.00	-34,093.94	92.7%
Part time	140,062.38	137,000.00	3,062.38	102.2%
<b>Total Salaries</b>	<b>570,968.44</b>	<b>602,000.00</b>	<b>-31,031.56</b>	<b>94.8%</b>

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**Mississippi Valley Library District  
Profit & Loss Budget vs. Actual  
FY2022**

	Jul '22 - May 23	Budget	\$ Over Budget	% of Budget
<b>Total Personnel</b>	753,393.02	800,000.00	-46,606.98	94.2%
<b>Maintenance Services</b>				
Building	84,872.92	90,000.00	-5,127.08	94.3%
Equipment	9,197.69	10,000.00	-802.31	92.0%
Grounds	13,375.00	11,000.00	2,375.00	121.6%
<b>Total Maintenance Services</b>	107,445.61	111,000.00	-3,554.39	96.8%
<b>Professional Services</b>				
Publishing	492.80	325.00	167.80	151.6%
Payroll Service	3,357.43	3,500.00	-142.57	95.9%
SHARE Membership	0.00	0.00	0.00	0.0%
OCLC Interlibrary Loan	0.00	0.00	0.00	0.0%
Internet Services	9,105.93	9,000.00	105.93	101.2%
Information Technology	54,960.07	45,000.00	9,960.07	122.1%
Audit	8,200.00	8,150.00	50.00	100.6%
Legal Service	2,100.00	3,000.00	-900.00	70.0%
Other Professional Services	5,009.96	2,500.00	2,509.96	200.4%
<b>Total Professional Services</b>	83,226.19	71,475.00	11,751.19	116.4%
<b>Professional Development</b>				
Dues	564.64	500.00	64.64	112.9%
Training/Tuition	0.00	0.00	0.00	0.0%
Travel Expenses	1,298.94	1,000.00	298.94	129.9%
<b>Total Professional Development</b>	1,863.58	1,500.00	363.58	124.2%
<b>Utilities</b>				
Natural Gas	8,615.92	9,600.00	-984.08	89.7%
Telephone/Fax	3,220.88	3,600.00	-379.12	89.5%
Water/Sewer	2,720.56	2,200.00	520.56	123.7%
Electricity	46,065.90	27,500.00	18,565.90	167.5%
<b>Total Utilities</b>	60,623.26	42,900.00	17,723.26	141.3%
<b>Supplies</b>				
Equipment	11,621.84	10,000.00	1,621.84	116.2%
Office	11,266.86	10,000.00	1,266.86	112.7%
Postage	3,813.91	4,600.00	-786.09	82.9%
<b>Total Supplies</b>	26,702.61	24,600.00	2,102.61	108.5%
<b>Materials</b>				
Other Materials	987.50	1,500.00	-512.50	65.8%
Virtual Items	3,262.63	5,000.00	-1,737.37	65.3%
Adult Audio Visual Items	10,221.29	10,500.00	-278.71	97.3%
Adult Print Materials	24,640.39	25,000.00	-359.61	98.6%
Juvenile Audio Visual Items	1,818.84	1,500.00	318.84	121.3%
Juvenile Print Items	3,431.41	5,000.00	-1,568.59	68.6%
Online Databases	13,961.43	10,500.00	3,461.43	133.0%
<b>Total Materials</b>	58,323.49	59,000.00	-676.51	98.9%
<b>Other Expenditures</b>				
Liability & Building Insurance	27,211.72	30,000.00	-2,788.28	90.7%
Vehicles	1,091.12	2,500.00	-1,408.88	43.6%
Miscellaneous	2,909.87	2,500.00	409.87	116.4%
Programming	4,765.72	5,000.00	-234.28	95.3%
Donation Expenditures - Des.	5,634.59	3,000.00	2,634.59	187.8%
Grant Expenses				
FY2023 Penny Severns Grant	4,771.38	2,812.00	1,959.38	169.7%
FY2023 PNG Grant	12,511.37	13,599.00	-1,087.63	92.0%
FY2022 Per Capita Grant	48,794.48	48,794.47	0.01	100.0%
FY2022 PNG Grant	480.37			
Other Grants	0.00	3,000.00	-3,000.00	0.0%
<b>Total Grant Expenses</b>	66,557.60	68,205.47	-1,647.87	97.6%
<b>Payments to Other Libraries</b>	1,466.42	2,500.00	-1,033.58	58.7%
<b>Total Other Expenditures</b>	109,637.04	113,705.47	-4,068.43	96.4%
<b>Total Expense</b>	1,201,214.80	1,224,180.47	-22,965.67	98.1%
<b>Net Ordinary Income</b>	47,806.64	-23,311.24	71,117.88	-205.1%
<b>Net Income</b>	<u>47,806.64</u>	<u>-23,311.24</u>	<u>71,117.88</u>	<u>-205.1%</u>

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Cash Basis

# Mississippi Valley Library District Profit & Loss Prev Year Comparison

July 2022 through May 2023

	Jul '22 - May 23	Jul '21 - May 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
Income				
Taxes				
Audit	4,968.88	4,798.78	170.10	3.5%
Building Maintenance	92,429.61	92,620.77	-191.16	-0.2%
FICA/Medicare	44,724.15	45,589.93	-865.78	-1.9%
IMRF	37,269.78	45,589.93	-8,320.15	-18.3%
Liability Insurance	93,423.38	108,457.03	-15,033.65	-13.9%
Property Tax	745,400.54	719,849.13	25,551.41	3.6%
<b>Total Taxes</b>	<b>1,018,216.34</b>	<b>1,016,905.57</b>	<b>1,310.77</b>	<b>0.1%</b>
Intergovernment Revenue				
E-Rate	14,633.69	11,666.40	2,967.29	25.4%
Grants				
FY2023 Penny Severns Grant	4,412.63	0.00	4,412.63	100.0%
FY2023 PNG Grant	11,026.95	0.00	11,026.95	100.0%
FY2022 Per Capita Grant	48,794.48	0.00	48,794.48	100.0%
FY2022 Penny Severns Grant	0.00	2,217.46	-2,217.46	-100.0%
FY2022 PNG Grant	8,034.51	5,367.49	2,667.02	49.7%
FY2021 Per Capita Grant	0.00	51,815.28	-51,815.28	-100.0%
Other Grants	0.00	35,000.00	-35,000.00	-100.0%
<b>Total Grants</b>	<b>72,268.57</b>	<b>94,400.23</b>	<b>-22,131.66</b>	<b>-23.4%</b>
Replacement Tax	69,515.74	51,093.41	18,422.33	36.1%
<b>Total Intergovernment Revenue</b>	<b>156,418.00</b>	<b>157,160.04</b>	<b>-742.04</b>	<b>-0.5%</b>
Fines & Forfeitures				
Fines	416.12	1,094.64	-678.52	-62.0%
Lost or Damaged Books/Inhouse	1,608.40	1,900.23	-291.83	-15.4%
<b>Total Fines &amp; Forfeitures</b>	<b>2,024.52</b>	<b>2,994.87</b>	<b>-970.35</b>	<b>-32.4%</b>
Charges for Services				
Fax	2,772.40	3,076.40	-304.00	-9.9%
Non-resident Fees	174.00	0.00	174.00	100.0%
Printing/Copying	8,359.97	7,056.10	1,303.87	18.5%
<b>Total Charges for Services</b>	<b>11,306.37</b>	<b>10,132.50</b>	<b>1,173.87</b>	<b>11.6%</b>
Other Revenues				
Property License Agreements	15,000.00	15,000.00	0.00	0.0%
Donations - Des & Undes	18,850.15	9,406.38	9,443.77	100.4%
Sale of Items	3,457.60	2,631.62	825.98	31.4%
Online Sales	77.82	695.37	-617.55	-88.8%
Reimbursements Other libraries	1,248.22	974.41	273.81	28.1%
Interest Income	7,491.38	108.93	7,382.45	6,777.2%
Miscellaneous	2,219.79	2,487.86	-268.07	-10.8%
Rental Income				
FC Rooms	50.00	150.00	-100.00	-66.7%
Collinsville Rooms	1,505.00	187.50	1,317.50	702.7%
Blum House Rental	11,156.25	5,062.50	6,093.75	120.4%
<b>Total Rental Income</b>	<b>12,711.25</b>	<b>5,400.00</b>	<b>7,311.25</b>	<b>135.4%</b>
<b>Total Other Revenues</b>	<b>61,056.21</b>	<b>36,704.57</b>	<b>24,351.64</b>	<b>66.3%</b>
<b>Total Income</b>	<b>1,249,021.44</b>	<b>1,223,897.55</b>	<b>25,123.89</b>	<b>2.1%</b>
<b>Gross Profit</b>	<b>1,249,021.44</b>	<b>1,223,897.55</b>	<b>25,123.89</b>	<b>2.1%</b>
Expense				
Personnel				
Benefits				
IL Unemployment Company	5,719.96	1,954.30	3,765.66	192.7%
FICA Company	43,475.81	41,394.81	2,081.00	5.0%
Health/Dental Insurance	61,722.37	58,552.86	3,169.51	5.4%
IMRF	71,506.44	66,025.65	5,480.79	8.3%
<b>Total Benefits</b>	<b>182,424.58</b>	<b>167,927.62</b>	<b>14,496.96</b>	<b>8.6%</b>
Salaries				
Full Time	430,906.06	414,716.55	16,189.51	3.9%
Part time	140,062.38	118,416.58	21,645.80	18.3%
<b>Total Salaries</b>	<b>570,968.44</b>	<b>533,133.13</b>	<b>37,835.31</b>	<b>7.1%</b>
<b>Total Personnel</b>	<b>753,393.02</b>	<b>701,060.75</b>	<b>52,332.27</b>	<b>7.5%</b>
Maintenance Services				
Building	84,872.92	87,521.31	-2,648.39	-3.0%
Equipment	9,197.69	8,912.54	285.15	3.2%
Grounds	13,375.00	8,717.16	4,657.84	53.4%
<b>Total Maintenance Services</b>	<b>107,445.61</b>	<b>105,151.01</b>	<b>2,294.60</b>	<b>2.2%</b>
Professional Services				
Publishing	492.80	280.80	212.00	75.5%
Payroll Service	3,357.43	3,104.09	253.34	8.2%
Internet Services	9,105.93	7,127.81	1,978.12	27.8%
Information Technology	54,960.07	16,070.00	38,890.07	242.0%

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**Mississippi Valley Library District**  
**Profit & Loss Prev Year Comparison**  
**July 2022 through May 2023**

	Jul '22 - May 23	Jul '21 - May 22	\$ Change	% Change
<b>Audit</b>	8,200.00	8,050.00	150.00	1.9%
<b>Legal Service</b>	2,100.00	1,347.46	752.54	55.9%
<b>Other Professional Services</b>	5,009.96	5,703.85	-693.89	-12.2%
<b>Total Professional Services</b>	83,226.19	41,684.01	41,542.18	99.7%
<b>Professional Development</b>				
<b>Dues</b>	564.64	348.00	216.64	62.3%
<b>Travel Expenses</b>	1,298.94	0.00	1,298.94	100.0%
<b>Total Professional Development</b>	1,863.58	348.00	1,515.58	435.5%
<b>Utilities</b>				
<b>Natural Gas</b>	8,615.92	8,887.52	-271.60	-3.1%
<b>Telephone/Fax</b>	3,220.88	3,311.65	-90.77	-2.7%
<b>Water/Sewer</b>	2,720.56	1,984.08	736.48	37.1%
<b>Electricity</b>	46,065.90	25,107.51	20,958.39	83.5%
<b>Total Utilities</b>	60,623.26	39,290.76	21,332.50	54.3%
<b>Supplies</b>				
<b>Equipment</b>	11,621.84	8,676.69	2,945.15	33.9%
<b>Office</b>	11,266.86	7,743.63	3,523.23	45.5%
<b>Postage</b>	3,813.91	4,102.14	-288.23	-7.0%
<b>Total Supplies</b>	26,702.61	20,522.46	6,180.15	30.1%
<b>Insurance</b>				
<b>Liability and Building</b>	0.00	42,010.00	-42,010.00	-100.0%
<b>Workmans Compensation</b>	0.00	1,371.00	-1,371.00	-100.0%
<b>Total Insurance</b>	0.00	43,381.00	-43,381.00	-100.0%
<b>Materials</b>				
<b>Other Materials</b>	987.50	831.10	156.40	18.8%
<b>Virtual Items</b>	3,262.63	0.00	3,262.63	100.0%
<b>Adult Audio Visual Items</b>	10,221.29	8,925.26	1,296.03	14.5%
<b>Adult Print Materials</b>	24,640.39	26,700.03	-2,059.64	-7.7%
<b>Juvenile Audio Visual Items</b>	1,818.84	994.40	824.44	82.9%
<b>Juvenile Print Items</b>	3,431.41	5,214.28	-1,782.87	-34.2%
<b>Online Databases</b>	13,961.43	10,748.89	3,212.54	29.9%
<b>Total Materials</b>	58,323.49	53,413.96	4,909.53	9.2%
<b>Other Expenditures</b>				
<b>Liability &amp; Building Insurance</b>	27,211.72	0.00	27,211.72	100.0%
<b>Vehicles</b>	1,091.12	2,417.68	-1,326.56	-54.9%
<b>Miscellaneous</b>	2,909.87	2,839.59	70.28	2.5%
<b>Programming</b>	4,765.72	1,673.30	3,092.42	184.8%
<b>Donation Expenditures - Des.</b>	5,634.59	3,634.78	1,999.81	55.0%
<b>Grant Expenses</b>				
FY2023 Penny Severns Grant	4,771.38	0.00	4,771.38	100.0%
FY2023 PNG Grant	12,511.37	0.00	12,511.37	100.0%
FY2022 Per Capita Grant	48,794.48	0.00	48,794.48	100.0%
FY2022 Penny Severns Grant	0.00	4,006.30	-4,006.30	-100.0%
FY2022 PNG Grant	480.37	12,118.42	-11,638.05	-96.0%
FY2021 Per Capita Grant	0.00	50,366.70	-50,366.70	-100.0%
Other Grants	0.00	33,779.72	-33,779.72	-100.0%
<b>Total Grant Expenses</b>	66,557.60	100,271.14	-33,713.54	-33.6%
<b>Payments to Other Libraries</b>	1,466.42	1,543.09	-76.67	-5.0%
<b>Total Other Expenditures</b>	109,637.04	112,379.58	-2,742.54	-2.4%
<b>Total Expense</b>	1,201,214.80	1,117,231.53	83,983.27	7.5%
<b>Net Ordinary Income</b>	47,806.64	106,666.02	-58,859.38	-55.2%
<b>Net Income</b>	47,806.64	106,666.02	-58,859.38	-55.2%

2. All officers, the Assistant Director, and the Executive Director will be authorized signers on any official documents pertaining to the business of the district.

## **ARTICLE VI COMMITTEES**

In general, the committees make reports and recommendations to the full Board, which are subject to full Board approval.

### **Section 1. Standing Committees**

The President shall appoint committees of two or more Trustees. The Executive Director is ex-officio on all committees. Appointments to standing committees will be made biennially following the reorganization of the Board. These committees will remain in effect for a period of two years. The committees will meet as needed. The Standing Committees are:

1. Finance: The Finance Committee's responsibilities include, but are not limited to, working with the Executive Director to prepare the annual budget to be submitted to the Board for approval.
2. Personnel: The Personnel Committee's responsibilities include, but are not limited to, preparation of the annual review of the Executive Director, and assuming a leadership role in the resolution of any personnel conflict that cannot be resolved by the Executive Director. The Executive Director is responsible for the annual review of all other library employees.
3. Fund Raising: The Fund Raising Committee's responsibilities include, but are not limited to, procuring donations from local businesses, organizing large fund raising events, and organizing Capital Campaigns.

### **Section 2. Special Committees**

The President may appoint ad hoc committees for specific purposes as the business of the Board may require from time to time. Each committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board.

## **ARTICLE VII ADMINISTRATION**

### **Executive Director**

The Board shall appoint a qualified Executive Director who shall be the chief executive and administrative officer of the District on behalf of the Board and under its review and direction. The Executive Director shall have full professional responsibility of administration of district policy, personnel selection and management, monthly and



**ORDINANCE NO. 23-04**

**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.

<b>Date</b>	<b>Location</b>
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	Blum House, 414 West Main Street, Collinsville, IL 62234
January 8, 2024 (2 <sup>nd</sup> Monday)	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
February 12, 2024 (2 <sup>nd</sup> Monday)	Blum House, 414 West Main Street, Collinsville, IL 62234
March 18, 2024	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
April 15, 2024	Blum House, 414 West Main Street, Collinsville, IL 62234
May 20, 2024	Fairmont City Library, 4444 Collinsville Road, Fairmont City, IL 62201
June 17, 2024	Blum House, 414 West Main Street, Collinsville, IL 62234

This Ordinance is effective immediately upon adoption.

Adopted at the Regular Meeting, June 12, 2023.

Board of Trustees of the Mississippi Valley  
Library District

\_\_\_\_\_  
President, Board of Trustees

ATTESTED:

\_\_\_\_\_  
Secretary, Board of Trustees

## FY2023 Non-Resident Fee Calculation General Mathematical Formula

The minimum fee for a non-resident library card is calculated using a formula outlined in the Illinois General Assembly's Administrative Code:  
<http://www.ilga.gov/commission/jcar/admincode/023/023030500000600R.html>

FY2022 Tax Income (All Funds)	\$ 1,151,188.00	* Amount of taxes levied in fall 2022 for collection in 2023
<u>/ Population Served</u>	<u>33,081</u>	* From Census data
Per Capita Cost	\$ 34.80	
Average Household Size	2.30	* From Census data
<u>x Per Capita Cost</u>	<u>34.80</u>	
Minimum Nonresident Fee:	\$ 80.04	per household/annual
Rounded up:	\$ 81.00	per household/annual

### The Cards for Kids Act

The Cards for Kids Act requires libraries that offer Non-Resident accounts to provide free accounts for non-resident students whose household falls at or below the U.S. Department of Agriculture's Income Eligibility Guidelines. Specifics about how libraries are to implement the Act are still being sorted out by the Illinois State Library and the MVLD will follow the ISL's guidance when it's released.

A summary of the Act and how it came to be can be found at:

[https://www.citizenadvocacycenter.org/uploads/8/8/4/0/8840743/cards\\_for\\_kids\\_act\\_citizen\\_guide.pdf](https://www.citizenadvocacycenter.org/uploads/8/8/4/0/8840743/cards_for_kids_act_citizen_guide.pdf)

In Spring 2022, both IL Houses passed a bill that expands the Cards for Kids initiative. Rather than limit free nonresident cards to specific low-income youth, P.A. 102-0843 allows library boards to decide if they want to expand the free nonresident cards to all nonresident youth under age 18.

## **FY2023 Non-Resident Fee Calculation General Mathematical Formula**

### **Free Library Accounts for Disabled Non-Resident Veterans**

In addition to the Cards for Kids Act, disabled non-resident veterans may also be eligible for a free non-resident library account. Details about this rule can be found starting on page 46 of this PDF (page 18660 of the document):  
[https://www.cyberdriveillinois.com/departments/index/register/volume44/register\\_volume44\\_issue\\_48.pdf#page=46](https://www.cyberdriveillinois.com/departments/index/register/volume44/register_volume44_issue_48.pdf#page=46)

### **E-Resources for Non-Residents**

An optional service that a local Board of Trustees can decide whether to participate in or not is to provide free e-resources accounts for non-residents. These accounts offer online services only; checking out physical items is not permitted. It is not advisable to approve this service because SHARE does not have a way to limit use of accounts set up under this service. Details about this optional service can be found starting on page 46 of this PDF (page 18660 of the document):  
[https://www.cyberdriveillinois.com/departments/index/register/volume44/register\\_volume44\\_issue\\_48.pdf#page=46](https://www.cyberdriveillinois.com/departments/index/register/volume44/register_volume44_issue_48.pdf#page=46)



MVLD FY2021 Budget  
Draft as of 6/8/2023

Chart of Accounts / Budget Line	FY2023 to Date	% Taxes Rcvd	Levied Fall 2022	Verified Extensions	FY2024 Budget (taxes 95.97% extended)	Notes	General
<b>Fund Balances Estimated for 6/30/2023</b>	<b>5/30/2023</b>	<b>vs. Extended</b>					
<b>INCOME</b>							\$ 498,000.00
<b>Taxes</b>							
Audit	\$ 4,968.88	97.08%	\$ 8,000.00	\$ 8,094.33	\$ 7,768.13		
Building & Maintenance	\$ 92,429.61	93.09%	\$ 116,181.00	\$ 107,924.37	\$ 103,575.02		
FICA/Medicare	\$ 44,724.15	92.96%	\$ 55,000.00	\$ 55,041.43	\$ 52,823.26		
IMRF	\$ 37,269.78	92.17%	\$ 40,000.00	\$ 40,471.64	\$ 38,840.63		
Liability Insurance	\$ 93,423.38	93.13%	\$ 60,000.00	\$ 60,437.65	\$ 58,002.01		
General Property Tax	\$ 745,400.54	97.09%	\$ 872,007.00	\$ 809,432.77	\$ 776,812.63		\$ 776,812.63
<b>Intergovernmental Revenue</b>							
TIF Funds	\$ -				\$ -	Apply when capital projects arise	\$ -
E-Rate	\$ 14,633.69				\$ 20,000.00	Increased based on past few years' actuals & submitted projects	\$ 20,000.00
Replacement Tax	\$ 69,515.74				\$ 60,000.00	Increased based on past few years' actuals	\$ 60,000.00
Other	\$ -				\$ -		\$ -
<b>Grants:</b>							
FY2022 PNG Grant	\$ 8,034.51						
FY2022 Per Capita Grant	\$ 48,794.48					Replaced by new FY grant	\$ -
FY2023 PNG Grant	\$ 11,026.95					Replaced by new FY grant	\$ -
FY2023 Penny Severns Literacy Grant	\$ 4,412.63					Replaced by new FY grant	\$ -
FY2023 Per Capita Grant					\$ 48,794.48	Current funding level is \$1.475 per capita. 2020 Census pop. - 33,081	\$ 48,794.48
FY2024 PNG Grant					\$ 6,474.00		\$ 6,474.00
Other Grants					\$ 5,000.00		\$ 5,000.00
<b>Fines &amp; Forfeitures</b>							
Fines	\$ 416.12				\$ 500.00		\$ 500.00
Lost or Damaged Books/Inhouse	\$ 1,608.40				\$ 1,800.00		\$ 1,800.00
<b>Charges for Services</b>							
Fax	\$ 2,772.40				\$ 3,350.00		\$ 3,350.00
Non-Resident Fees	\$ 174.00				\$ 81.00		\$ 81.00
Printing/Copying	\$ 8,359.97				\$ 9,100.00		\$ 9,100.00
<b>Other Revenues</b>							

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MVLD FY2021 Budget  
Draft as of 6/8/2023

	Full Time	\$ 430,906.06							Changes to salaries/wages on July 1, 2023. Includes regular wages (net wages incl. EE taxes), holiday bonuses, & health insurance reimbursements. Certain positions partially or fully paid by Liability Fund	\$ 501,500.00	\$ 429,500.00
	Part Time	\$ 140,062.38							Changes to wages on July 1, 2023. Includes regular wages (net wages incl. EE taxes) & holiday bonuses	\$ 200,900.00	\$ 200,900.00
<b>Maintenance Services</b>											
	Building	\$ 84,872.92							Includes continuation of VAV replacements (3 VAVs), replacement of CM security camera system, & all building cleaning services, contractor repairs, etc.	\$ 120,000.00	\$ 20,000.00
	Grounds	\$ 13,375.00							Includes lawn maint./landscaping and pest control	\$ 11,000.00	\$ 8,000.00
	Equipment	\$ 9,197.69							Includes monthly copier leasing, etc.	\$ 10,000.00	\$ 10,000.00
<b>Professional Services</b>											
	SHARE Membership	\$ -							Included in FY2024 Per Capita Grant	\$ -	\$ -
	OCCLC Membership	\$ -							Included in FY2024 Per Capita Grant	\$ -	\$ -
	Internet Services	\$ 9,105.93								\$ 9,300.00	\$ 9,300.00
	Information Technology	\$ 54,960.07							Includes website domains, IT support, IT repairs/replacements (incl. pt-to-pt wifi for BH)	\$ 55,000.00	\$ 55,000.00
	Audit	\$ 8,200.00								\$ 8,300.00	\$ 8,300.00
	Legal Service	\$ 2,100.00								\$ 3,000.00	\$ 3,000.00
	Payroll Service	\$ 3,357.43							Notice rcvd of 7.5% increase effective 7/1/2023	\$ 4,100.00	\$ 4,100.00
									Includes credit card vendor fees, E-Rate consultant, Quickbooks subscription, & Zoom subscription	\$ 3,600.00	\$ 3,600.00
<b>Other Professional Services</b>											
		\$ 5,009.96								\$ 3,600.00	\$ 3,600.00

MVLD FY2021 Budget  
Draft as of 6/8/2023

Publishing	\$	492.80					\$	600.00	Legal notices - B&A Ordinance, property sale, TITA hearing, etc.	\$	600.00
<b>Professional Development</b>											
Dues	\$	564.64					\$	600.00		\$	600.00
Training/Tuition	\$	-					\$	1,000.00	Mostly included in FY2024 Per Capita Grant	\$	1,000.00
Travel Expenses	\$	1,298.94					\$	1,200.00		\$	1,200.00
<b>Utilities</b>											
Natural Gas	\$	8,615.92					\$	9,750.00		\$	9,750.00
Telephone/Fax	\$	3,220.88					\$	3,600.00		\$	3,600.00
Water/Sewer	\$	2,720.56					\$	3,000.00		\$	3,000.00
Electricity	\$	46,065.90					\$	56,000.00		\$	56,000.00
<b>Supplies</b>											
Equipment	\$	11,621.84					\$	10,000.00	Receipt printers, disc cleaning kits, headphones, etc.	\$	10,000.00
Office Postage	\$	11,266.86					\$	11,000.00	Includes cleaning supplies, etc.	\$	11,000.00
	\$	3,813.91					\$	4,200.00	Includes stamps & ILLs	\$	4,200.00
<b>Materials</b>											
Virtual Items	\$	3,262.63					\$	5,000.00	Overdrive & CloudLibrary annual maintenance fees & some e-materials purchases moved to FY24 Per Capita Grant.	\$	5,000.00
Adult Audio Visual	\$	10,221.29					\$	11,000.00		\$	11,000.00
Adult Print	\$	24,640.39					\$	27,000.00		\$	27,000.00
Juvenile Audio Visual	\$	1,818.84					\$	2,000.00		\$	2,000.00
Juvenile Print	\$	3,431.41					\$	4,500.00		\$	4,500.00
Online Databases	\$	13,961.43					\$	11,000.00	Not renewing Pronunciator or Tumblebooks	\$	11,000.00
Other Materials	\$	987.50					\$	1,250.00	For kits, circulating equipment, etc.	\$	1,250.00
<b>Other Expenses</b>											
Liability & Building Insurance	\$	27,211.72					\$	30,000.00			
Vehicles	\$	1,091.12					\$	12,500.00	Includes purchase of former IHLS delivery van	\$	12,500.00
Miscellaneous	\$	2,909.87					\$	2,750.00		\$	2,750.00

**MVLD FY2021 Budget  
Draft as of 6/8/2023**

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**MVLD FY2021 Budget  
Draft as of 6/8/2023**

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**MVLD FY2021 Budget  
Draft as of 6/8/2023**

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## FINANCIAL ORDINANCES CALENDAR FY2024 (July 1, 2023 – June 30, 2024)

July 17, 2023	Regular Board meeting. <u>Tentative Budget &amp; Appropriations Ordinance (B&amp;A)</u> reviewed and passed. Set public hearing for tentative B&A.
Prior to end of July	Notice of public hearing on B&A published in <i>Madison-St. Clair Record</i> . (Must be published at least 30 days prior to the hearing.) Post tentative B&A in library.
Sept. 18, 2023	Public hearing on B&A and regular Board meeting. <u>Review and approval of Building &amp; Maintenance Ordinance (B&amp;M)</u> . <u>Review and approval of final B&amp;A</u> . Post ordinances in library (within 3 days of adoption).
Sept. 19, 2023	File certified copy of B&M and B&A with Certificate of Authenticity with County Clerks. (Must be filed within 30 days of adoption.)
Sept. 20, 2023	Publish certified copy of the B&A and B&M in <i>Madison-St. Clair Record</i> . (Within 14 days of adoption.)
Prior to Oct.23, 2023	Finance Committee meets to discuss amount to be levied by taxes and whether it is more than 105% of the previous year's tax extension.
Oct. 23, 2023	Regular Board meeting. <u>Board adopts Resolution to Determine Estimate of Funds Needed</u> . (Should be adopted even if further compliance with Truth in Taxation is not required.)  If levy is estimated to be more than 105% of the amount extended upon the levy of the prior year, a Truth in Taxation Act hearing must be held. A black border notice of the Truth in Taxation Act hearing must be published not less than 7 days nor more than 14 days prior to the hearing.
Nov. 20, 2023	Regular Board meeting and Truth in Taxation Act public hearing if levy is more than 105% of the previous year's extension. <u>Adoption of Tax Levy Ordinance</u> . Must be adopted no sooner than 7 days after publication of B&A and no sooner than 20 days after adoption of Resolution to Determine Estimate of Funds Needed.
Nov. 21, 2023	File certified copy of Tax Levy Ordinance, Certificate of Authenticity (from MVLD Secretary), and Certification of Compliance with Truth in Taxation Act with County Clerks. Attach copy of black border notice if one was published. Post in library.

**NOTES:** "Every ordinance shall contain an effective date, which shall be no later than 60 days after the date of enactment." – Public Library District Act

"Every ordinance shall be posted in a public area of the...building within 3 days after the date of enactment and shall remain posted for 14 days." 75 ILCS 16/1-40

## **DRAFT VOLUNTEER AND COMMUNITY SERVICE POLICY**

*Note:* This is a new policy and does not replace or supersede any other policy.

### **2.13 Volunteers and Community Service**

Volunteers and community service workers are an important extension of the Library's operations. Volunteers perform a wide variety of tasks that are important to the Library. The following is designed to promote a maximum degree of excellence.

#### **2.13.1 Definitions**

"Volunteer" is defined as one who performs a service of their own free will; who contributes time, energy, and/or talents directly to or on behalf of the Library; and who is not paid by the Library for their efforts.

"Community service" is defined as work that is done without pay to help people in a community or to assist organizations benefiting the whole community, and the work is required by an organization or governmental entity.

"Community service worker" is an individual required to complete community service. Examples include students who are required to complete a set amount of community service for inclusion in extracurricular activities and individuals who are ordered by a court to complete community service as part of their sentence.

#### **2.13.2 Guidelines for Volunteers and Community Service**

- Potential volunteers and community service workers are encouraged to reach out to the Library to express their interest in volunteering.
- Volunteers and community service workers are responsible for providing the Library with a copy of their paperwork for tracking hours completed.
- All personal information requested, recorded, and/or retained by the Library is for internal use only; however, information may be eligible for disclosure under the Freedom of Information Act.
- Volunteers under the age of 18 years of age are required to have permission from their parent/guardian to serve as volunteers.
- Any volunteer who is volunteering on a basis of at least once per month must successfully pass a background check prior to the start of their service.
- Volunteers and community service workers will coordinate tasks and work schedules with Library staff. The Library cannot guarantee the availability of tasks, as work is based on Library needs.
- Volunteers and community service workers will notify Library staff of changes to their schedule as soon as feasible. Three "no-call, no-shows" will disqualify an individual from further service with the Library.
- Volunteers and community service workers will comply with all Library policies and applicable laws.
- Volunteers and community service workers will not be in staff-only areas without express permission and/or supervision from Library staff supervising their work.

- The Library reserves the right to terminate the services of any volunteer or community service worker.
- Volunteers and/or community service workers may not be used to replace or reduce the number of paid Library staff.
- Volunteers and community service workers will be covered with respect to liability insurance in relation to their duties, but are not covered by other insurance or benefits that are available to Library staff.
- Volunteers and community service workers will not access and/or disclose any information considered confidential under applicable laws.

# ACT Community Action Grants Program



Agency for Community Transportation (ACT) has launched a program to provide multi-modal transportation services to the people, organizations, and communities of Madison County to enhance mobility for the elderly and disabled, improve ADA accessibility, and promote alternative transportation modes to improve the quality of life for Madison County residents.

## Eligible Applicants

City, Village, or Township within Madison County, Illinois. 501(c)(3) non-profit organizations, park districts, transit districts, and airport districts based in or providing services within Madison County, Illinois.

## Funding Opportunities

ACT has committed \$2 million for the calendar year 2022 Community Action Grants Program with a maximum of \$100,000 per project and maximum of \$100,000 per entity.

## Eligible Projects

Transportation | Bicycle | Pedestrian | ADA Accessibility Improvements | Related Projects

## Submittal Details

Grant application deadline dependent on funding request amount.

## Questions?

Please contact Miriam Bell, ACT Grants Coordinator, for additional information. P 618-797-4600, ext. 2251, [ACTgrants@mct.org](mailto:ACTgrants@mct.org)

Visit [www.actinfo.org/grants](http://www.actinfo.org/grants)  
for more information on the program.