

**Notice & Agenda – Mississippi Valley Library District
Board of Trustees Meeting
July 17, 2023 at 6:30 PM**

On-Site at the Blum House, 414 West Main Street, Collinsville, IL 62234

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 – Decennial Committee Meeting of June 8, 2023 and Regular Board Meeting of June 12, 2023
- b. Administrative Reports
 - i. Executive Director's Report
 - ii. Assistant Director's Report
- c. Finances
 - i. June 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
- d. Board Committee Assignments
- e. Discussion and Possible Action - Meeting Spaces Policy re: Library Non-Endorsement for Private Rentals
- f. Discussion and Possible Action Regarding Legal Representation for the MVLD
- g. 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. Selection of Date, Time, and Location for Decennial Committee Meeting
- b. Discussion and Possible Action Regarding Draft Whistleblower Policy
- c. Discussion and Possible Action Regarding Draft Bereavement Leave Policy
- d. Adoption of Revised Freedom of Information Act Policy

- e. Appointment of Two Trustees to Audit Secretary's Records for FY2023 Annual Report
 - f. Adoption of Tentative Budget and Appropriations Ordinance
 - g. Selection of Date, Time, and Location for Budget and Appropriations Ordinance Public Hearing
 - h. Discussion and Possible Action Regarding Public Comment Immediately Prior to Meeting Adjournment
 - i. Review of Serving Our Public 4.0 Chapter 9
- 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.

**MINUTES of the MISSISSIPPI VALLEY LIBRARY DISTRICT
BOARD OF TRUSTEES DECENNIAL COMMITTEE on GOVERNMENT
EFFICIENCY**

DATE: June 8, 2023

TIME: 6:30 pm

PLACE: Collinsville Memorial Library - Community Room

Call to Order

Jeanne Lomax, Chair, called the meeting to order at 6:30pm.

Roll Call

Committee members present:

Laura Gottschalk, Public Member
Jeanne Lomax, President
Ginny York, Vice-President
Cathy Kulupka, Treasurer
Lisa McCormick, Trustee
Ana Romero-Lizana, Trustee
Kathy Murphy, Trustee
Kyla Waltermire, Executive Director

Committee members absent:

Mark Schusky
Killian Weir

Assign Minutes Taker

Kulupka volunteered to take minutes.

Pledge of Allegiance

Public Input - None

New Business

- a. Review of the Efficiencies and Increased Accountability of the MVLD to Prepare the Report for the Boards of Madison and St. Clair Counties
 - i. Study the MVLD's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the state
 - ii. Collect data, research, and analysis as necessary to prepare a written report

This is the first of at least three meetings that need to be completed within the next 18 months from this date, 6/8/2023.

Waltermire shared a report template with committee members. The template was provided by law firm Ancel Glink and includes all of the necessary components required by law.

McCormick noted that sections 1 through 7 were probably best assigned to Waltermire to fill out since she already has knowledge of those items.

There was discussion about how to assign committee members to the checklist review (section 8). It was decided that Waltermire would notate checklist items that are available through the library's administrative office, then at the next meeting the committee would decide which committee members would review which items.

Waltermire was asked by the committee to put the questions from sections 9-11 into a survey to be distributed to library staff and patrons. The survey will be available online and on paper at service desks. The survey is to be completed by July 31, 2023.

It was proposed that future committee meetings be incorporated with the regular Board of Trustees meetings. This will be discussed at the July Board Meeting.

Adjournment

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

A roll call vote was taken on the motion:

Laura Gottschalk- Yes
Cathy Kulupka – Yes
Jeanie Lomax - Yes
Lisa McCormick - Yes
Kathy Murphy - Yes
Ana Romero-Lizana- Yes
Kyla Waltermire - Yes
Ginny York - Yes

Yes- 8, No – 0, Abstained – 0. Absent – 2

Motion carried.

The meeting adjourned 7:12pm

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

DATE: June 12, 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

Trustees absent:

Mark Schusky, Trustee

Also present:

Kyla Waltermire, Executive Director

Matt Harris, Assistant Director

Pledge of Allegiance

Public Input

Dorothy Joyce requested the Board consider moving public input to later in the meeting instead of the beginning.

Friends of the Library Updates

No update

Trustee Comments

Kulupka had a question from a patron, wanting to know if policy permits asking for a donation to cover room costs when renting a room. Waltermire responded that under MVLD policy, collecting money is not allowed.

Romero-Lizana reported that the annual Holy Rosary parish picnic was a great success. She thanked the library for helping with the event. She suggested that in the future maybe the library could have a booth at the event for children and provide children's activities. Murphy suggested a balloon man that her preschool used to create balloon figures for the children. Typically, the event occurs the first weekend in June.

Consent Items

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

- a. Approval of Minutes – May 15, 2023 regular meeting minutes reviewed; no discussion or modifications.
- b. Administrative Reports
Executive Director:
 - Waltermire read a thank you note from Katie Heaton, thanking the board for the donation to the local Sierra Club in her honor.
 - Cataloger position, recently vacated by retiring employee, was filled internally by Joanna Beauchamp.
 - Summer reading program has kicked off. Frisbee golf held at the Fairmont City branch and putt-putt held at the Collinsville branch were a success. The putt-putt course received good feedback.
 - Linda Dust, a professional storyteller, will be in Collinsville and Fairmont City on Saturday, June 17 at 1:00 and 3:00 respectively.
 - The State's budget includes \$5 million for the Secretary of State and the IL State Library to negotiate online resources for all IL residents. Illinois was one of a few states that didn't previously have this arrangement in place.
 - July 1-9 Waltermire and Harris will be out of the office, branch circulation supervisors will be in charge.
 - McCormick asked Waltermire when she expected the GIS MVLD layer to go live with the City of Collinsville, Waltermire did not have a date, it is still in work. Lomax said that she worked with Madison County to get the MVLD layer added to their GIS.
Assistant Director:
 - Harris got accepted to the College of DuPage's Library Technical Assistant program and will be starting classes in the fall.
- c. Finances – Finances reviewed
 - Lomax asked why the almost double drop in liability insurance expenditure from last year to this year. Waltermire explained that she changed to an insurer that caters to libraries which eliminated high liability municipalities from the insurance pool. Lomax praised Waltermire.
 - [Secretary's Note: At this time, the meeting was Zoom bombed with inappropriate images. Waltermire had to remove everyone from the Zoom call and close down Zoom access for the remainder of the meeting. Zoom continued to be used to record the remainder of the meeting.]

d. Committee Reports

-The Decennial Committee met June 8, 2023, nothing to report at this time.

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 - Absent
Ginny York - Yes

Yes- 6, No – 0, Abstained – 0, Absent – 1

Motion carried.

Unfinished Business

- a. Repairs & Updates to the Blum House (Collinsville Library Foundation) – Waltermire reached out, no response
- b. Eagle Scout Project – Memorial Bricks by Historical Museum – Waltermire reached out, no update.
- d. Short Street Lot
 - Previously, Waltermire asked the board to reach out to realtors. At this time, no one has contacted her. Lomax and Murphy said that they have been in contact with realtors and will follow up with them.
 - Murphy inquired if the board had thought of giving the property away. Waltermire responded that the property had been offered to the school district and City of Collinsville but neither were interested.

New Business

- a. Board Committee Assignments

Finance Committee:

Kulupka
McCormick

Personnel Committee:

Romero-Lizana
York

Fundraiser Committee:

Murphy
York

Per the bylaws, the President is an ex-officio member of all committees.

Board Committee assignments will be revisited when Schusky is present to allow him to choose a committee.

- b. Ordinance 23-04: Adoption of Regular Meeting Dates, Times, and Locations for Fiscal Year 2023-2024

Romero-Lizana moved and Kulupka seconded to approve 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 - Absent
Ginny York – Yes

Yes- 6, No – 0, Abstained – 0, Absent – 1

Motion carried.

- c. FY2023 Nonresident Fee Adoption

1. Waltermire explained the non-resident account fee calculation. The fee will be \$81.00/household for FY2024.

McCormick moved and York seconded to approve the adoption of the non-resident fee as presented.

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 - Absent
Ginny York – Yes

Yes- 6, No – 0, Abstained – 0, Absent – 1

Motion carried.

2. Waltermire explained the Cards for Kids Act and library accounts for disabled non-resident vets.

Kulupka moved and Romero-Lizana seconded to approve the adoption of free non-resident accounts for all non-resident youth under the age of 18 and to adopt free non-resident card for disabled non-resident vets in accordance with state laws.

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 - Absent
Ginny York – Yes

Yes- 6, No – 0, Abstained – 0, Absent – 1

Motion carried.

d. Adoption of the FY 2024 Budget

McCormick had a question regarding the line item for a van. Waltermire explained the current van is 22 years old and the library has had the van for more than 18 years. The van is in need of constant repair and is very costly to maintain. The library has the opportunity to purchase, via auction, a former IHLS delivery van. The auction will end on June 13. The new van is a cargo van and can potentially be used as a mobile library.

McCormick moved and Romero-Lizana seconded to approve the adoption of the FY2024 Budget.

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 - Absent
Ginny York – Yes

Yes- 6, No – 0, Abstained – 0, Absent – 1

Motion carried.

- e. FY2024 Financial Ordinances Calendar – Waltermire provided board with FY2024 ordinance calendar.
- f. Draft Volunteer and Community Service Policy – Waltermire explained the purpose of the new policy.

Kulupka moved and McCormick seconded to approve the adoption of the Draft Volunteer and Community Service Policy.

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 - Absent
Ginny York – Yes

Yes- 6, No – 0, Abstained – 0, Absent – 1

Motion carried.

- g. Discussion and Possible Action – Meeting Spaces Policy re: Library Non-Endorsement for Private Rentals

McCormick read the current policy that states the library does not endorse private events. She requested that, in order to make it clear to the public and less subjective to enforce, a modification to the policy be made to include advertisements or announcements must have verbiage that makes it clear the event is not endorsed by the library. Waltermire volunteered to draft language to modify the policy and present it at the next meeting.

- h. Discussion and Possible Action Regarding Legal Representation for the MVL D.

Lomax suggested that the current legal representation has experience in library issues and requested that the board consider acquiring additional local legal representation for issues that require local representation outside the auspices of our current legal representation.

Questions arose regarding when the board would need such representation. Selecting additional legal representation would not affect the budget since the lawyers are not on retainer and are only billed when needed. Lomax volunteered to write a list of legal needs for the additional legal representative and present it at the next meeting for better understanding and further discussion.

- i. Discussion and Possible Action Regarding a Grant from the Agency for Community Transit for Transportation Needs for Patrons of the MVLD.

Lomax contacted a representative from the Agency for Community Transit (ACT). They provided her with free summer youth bus passes for the library staff to distribute and discussed the opportunity for the MVLD to apply for a grant. The ACT is considering adding a bus stop at the Fairmont City Library.

Romero-Lizana expressed concern as to whether the new bus stop would get enough use. She explained that Metro East did a study last year with the Village of Fairmont City and found only one person used the Metro East bus so they stopped bus service and provided that individual with a taxi because it was a cheaper alternative.

Waltermire said that she believes this would benefit the community but had questions on if MVLD is eligible for the grant. Lomax volunteered to bring a representative from the ACT to discuss the details of the grant.

- j. Review of Serving Our Public 4.0 Chapter 7 and 8 – No discussion.

Closed Session – None.

Adjournment

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

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

Yes- 6, No – 0, Abstained – 0, Absent – 1

Motion carried. The meeting adjourned at 7:54 PM.

Report for June 2023

Kyla Waltermire, Executive Director

Building and Grounds Updates

- Maintenance Tech Zeke Pennington finished most repairs to the frame around the Collinsville Library's main entrance. The frame was replaced with a hard wood to hold the weight of the doors. The next step in this project will be to replace the threshold plate.
- The hard flooring in the two library branches was stripped and resealed.
- Pennington assembled a memorial bench and laid a concrete pad for it at the Fairmont City Library.
- The HVAC systems at both libraries received preventative maintenance.
- As the result of a downed tree during a recent storm, the Collinsville Library was without power for a few days and the Fairmont City Library had no internet connection. Assistant Director Matt Harris and Maintenance Technician Zeke Pennington collaborated to restore all services as quickly as possible.

Circulation and Collection Updates

- The adult nonfiction DVDs are being interfiled with the print nonfiction collection. This will free up much-needed shelf space for the TV series and feature films.
- The adult audiobook collection is being evaluated based on use and condition.

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 –The final grant reports have been submitted.
- FY2023 PNG Grant –Staff are working on the final reports.
- FY2024 PNG Grant – The application for “The Wild Blue Yonder and Beyond” was submitted March 29. No word on the application's status yet.
- FY2024 IL Reading Council Grant – The MVLD, in partnership with the Children's Dyslexia Center, applied for a Literacy Support grant in the amount of \$1,500.00. Applications will be reviewed in July.
- 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.

Meetings, Outreach, and Professional Development

- June 5 – ILA Public Policy Committee meeting; Cataloger interview
- June 6 – Webinar: Paid Leave for All Workers Act (1.0 hours CE)
- June 7 – Two Cataloger interviews
- June 8 – CAVC expansion work group meeting
- June 14 – Meeting re: chairmanship of ILA PPC
- June 20 – Program Coordinator interview; picked up new van from IHLS
- June 21 – DMV for new van registration and plates
- June 22 – Kiwanis Club meeting

- June 26 – Met with two employees re: promotions from Level 2 to Level 1 Clerks
- The library is providing books to campers enrolled in the City of Collinsville’s Kids Summer Day Camp. The library loaned 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

- Marketing efforts continue to focus on activities related to the Summer Reading Program.
- Marketing Coordinator Terry Pierson is assisting with obtaining quotes for wrapping the new van with MVLD-specific branding.

Miscellaneous

- I continue to work 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.
- Illinois HB 2789 was signed into law (P.A. 103-0100) on June 12. This law amends the IL Library Systems Act by requiring that libraries either adopt the ALA’s Bill of Rights or adopt a written statement “prohibiting the practice of banning books or other materials within the library...” Failure to do so would make a library ineligible to receive state grants. The MVLD already has a collection development policy incorporating the ALA’s Bill of Rights; no further action is needed to comply with the law.
- The State of Illinois is partnering with Dolly Parton’s Imagination Library program to provide free books to children. The program mails high-quality books once a month to children from birth to age 5. The statewide partnership is currently in the planning phase.
- The MVLD purchased a new van from the IHLS surplus auction.

Program Updates and Other Dates of Note

- The Summer Reading Program is underway. Registration is open throughout the summer for all age groups. Participants are entered into chances to win prizes.
- Upcoming events are on the library’s event calendars. Highlights include:
 - July 22 at 1:00 PM (Collinsville) – Intro to Hip Hop Dancing with Joyful Arts Movement
 - July 24-28 at both libraries – CATCH Kids Club
 - July 27 at 4:00-8:00 PM (Fairmont City) – Back to School Bash
 - August 1 at 6:00 PM (Collinsville) – Basic Computer Class
 - August 12 at 10:00 AM – 2:00 PM (Collinsville) – Free Homebuyers Workshop by NACA
 - August 15 at 1:00-3:30 PM (Fairmont City) – Answers on Aging by Collinsville Faith in Action
 - August 15 at 6:00-7:30 PM (Collinsville) – Seizure First Aid Class by the Epilepsy Foundation of Greater Southern Illinois
 - August 18 & 19 (Collinsville) – Friends of the Library book sale

Staff Updates

- No employees were in quarantine for COVID-19 during this reporting period.
- Joanna Beauchamp was promoted to the position of Cataloger.
- Katie Sand and Cat Kettler were promoted to the positions of Level 1 Library Clerk.
- Level 1 Library Clerk Cecilia Leffler retired June 23 after 15 years with the MVLD.
- Applications for the full-time Program Coordinator continue to be evaluated. The Program Coordinator position was vacated by now-Assistant Director Matt Harris.
- The library will soon begin the hiring process for vacated Level 2 Library Clerk positions.

Statistical Summary

6/1/2023 12:00:00 AM - 6/30/2023 11:59:59 PM

Mississippi Valley LD-Collinsville Libr (MVPP-ZED)

Record Counts - As of 7/13/2023 9:55 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,632,586	37,156	766,508			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	59,602	63,352	7	16,157	26	18

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
8,201	1,138	6,383	1,310	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,455	2,535	374		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	26	0	211	77
Added by Other	5,571	2,131	0	0
Deleted by Branch	53	0	894	1
Deleted by Other	2,727	1,869	0	6

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,708.44	\$392.44	\$0.00	\$392.44	\$4,187.62	\$0.00
Total Outstanding Fines - As of 7/13/2023 9:55 AM					\$123,138.47

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
2,529	4	1,697	110

Statistical Summary

6/1/2023 12:00:00 AM - 6/30/2023 11:59:59 PM

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

Record Counts - As of 7/13/2023 9:55 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,632,586	37,156	766,508			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	16,775	16,844	1	1,658	3	9

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
524	57	415	54	0
Holds Placed	Holds Satisfied	Holds Cancelled		
106	88	2		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	0	0	0	2
Added by Other	5,597	2,131	91	0
Deleted by Branch	0	0	1	0
Deleted by Other	2,780	1,869	0	0

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$114.98	\$0.00	\$0.00	\$0.00	\$277.69	\$0.00
Total Outstanding Fines - As of 7/13/2023 9:55 AM					\$4,853.44

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
55	1	83	0

Statistical Summary

6/1/2023 12:00:00 AM - 6/30/2023 11:59:59 PM

Grand Totals

Record Counts - As of 7/13/2023 9:55 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,632,586	37,156	766,508			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	76,377	80,196	8	17,815	29	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
8,725	1,188	6,798	1,364	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,561	2,623	376		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	26	0	211	79
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	53	0	895	1
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$3,823.42	\$392.44	\$0.00	\$392.44	\$4,465.31	\$0.00
Total Outstanding Fines - As of 7/13/2023 9:55 AM					\$127,991.91

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
2,584	5	1,780	110

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
June	Activity Packet	130
June	Putt-Putt Golf	191
June	I-Spy Children's Floor	11
6/3/23	Meditation Meeting	10
6/3/23	Cross Stitching Club	3
6/5/23	Dance Aerobics	9
6/5/23	Teen Cuisine	5
6/5/23	Party Games Demo	4
6/6/23	Morning Yoga	10
6/6/23	Children's Storytime	18
6/6/23	Super Smash Bros. Tournament	12
6/6/23	Navigate Your Stars: Jesmyn Ward in Conversation with Tracie D. Hall	1
6/7/23	Baby Boogie	20
6/7/23	Teen Tech Night	4
6/7/23	Yoga Time	10
6/8/23	Daytime Book Club	5
6/8/23	Lego Building Challenge Club	43
6/9/23	Children's Bingo	30
6/10/23	Meditation Meeting	11
6/10/23	Magic Show: Sensory Friendly Spectacular	30
6/10/23	Cross Stitching Club	3
6/12/23	Dance Aerobics	7
6/12/23	Teen Cuisine	5

6/12/23	Storytelling Games Demo	3
6/13/23	Morning Yoga	10
6/13/23	Preschool Storytime	17
6/14/23	Baby Boogie	38
6/14/23	Graphic Novel Club	3
6/14/23	Acoustic Jam	19
6/14/23	Yoga Time	7
6/15/23	Book and and Appetizer Club	12
6/15/23	Children's Bookworm Book Club	9
6/16/23	Movie Marathon	19
6/16/23	Splash Splash Storytime at the Collinsville Aqua Park	1
6/17/23	Cross Stitching Club	2
6/17/23	Storyteller Linda Dust	14
6/17/23	Young Adult Family Storyhour	10
6/17/23	History and Genealogy Club	10
6/20/23	Morning Yoga	8
6/20/23	Preschool Storytime	11
6/20/23	The Middle Grade Detective and Adventure Book Club	1
6/20/23	Willoughby Farms Field Trip	20
6/21/23	Baby Boogie	18
6/21/23	Epilepsy Foundation Informational Table	3
6/21/23	Game Night	5
6/21/23	Yoga Time	7
6/21/23	Braiding Sweetgrass: A Conversation with Robin Wall Kimmerer	6
6/22/23	Family Evening Storytime	13

6/23/23	Children's Craft Day- Making Cat Toys	10
6/23/23	Children's Storytime at Willoughby Farms (Goat Storytime)	39
6/24/23	Children's Craft Day- Making Dog Toys	4
6/24/23	Cross Stitching Club	3
6/26/23	Children's Chalk the Walk Day	5
6/26/23	Dance Aerobics	9
6/26/23	Teen Cuisine	4
6/26/23	How to Play Dungeons and Dragons	10
6/27/23	Morning Yoga	9
6/27/23	Preschool Storytime	14
6/28/23	Baby Boogie	10
6/28/23	Rock Painting	5
6/28/23	Evening Book Club	7
6/28/23	Yoga Time	5
6/29/23	Children's Art using Paint	1
6/30/23	Children's Craft Day- Basket Weaving	12
TOTAL		985
	Children Ages 0-5 Synchronous: 187 attendance, 11 events	
	Children Ages 0-5 Self-Directed: 16 attendance, 2 events	
	Children Ages 6-11 Synchronous: 82 attendance, 3 events	
	Children Ages 6-11 Self-Directed: 26 attendance, 3 events	
	Young Adults Ages 12- 18 Synchronous: 37 attendance, 8 events	
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events	
	Adults Ages 19+ Synchronous: 175 attendance, 21 events	
	Adults Ages 19+ Self-Directed: 0 attendance, 0 events	
	General Interests Synchronous: 122 attendance, 13 events	
	General Interests Self-Directed: 340 attendance, 3 events	

Day	Front Door Count	Back Door Count	CVE OCLC Requested In State	CVE OCLC Requested Out of State	CVE OCLC Filled In State	CVE OCLC Filled Out of State	Incoming Requests In State	Incoming Requests Out of State	Unfilled Requests In State	Unfilled Requests Out of State	Non Returned Requested in state	Non Returned Requested Out of State	Non Returned Filled In State	Non Returned Filled Out of State	Total computer Uses
1		315	1				3	4	1	2					
2		227													
3	150	100													
4															
5	200	193					1	2		1					
6	195	183					4	3	1	1					
7	201	150	1				2	1	2						
8	210	190			2										
9	141	88	1												
10	150	98					2		1						
11															
12	195	123													
13	199	141					4								
14	188	150			1		3								
15	175	132	2				4	4	1	4					
16	142	110													
17	123	91													
18															
19															
20	259	172	1												
21	170	145													
22	210	109	1				4	7		5					
23	158	80					5	2		1					
24	160	75													
25															
26	205	166	1				2	4	1	1					
27	192	124	1												
28	197	128					5	2	2						
29	164	122	1												
30	168	60					2	3		1					
31															
Total:	4152	3472	10	0	7	0	41	32	9	16	0	0	0	0	699

Database Stats
FY2023

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Annual Total:
ABCmouse - home (visits)	49	14	8	1	1	43	18	5	7	0	2	8	156
ABCMouse - in library (users)	20	3	3	7	6	12	11	2	4	10	9	6	93
AtoZ Databases (logins)	63	67	44	27	20	44	26	28	50	34	46	26	475
AtoZ Food America (sessions)	12	14	9	6	7	3	4	14	11	8	12	12	100
AtoZ Maps (sessions)	2	7	3	4	7	1	2	7	10	4	8	9	64
AtoZ the USA (sessions)	0	4	3	3	4	1	3	10	9	11	9	4	61
AtoZ World Culture (sessions)	0	2	2	2	4	1	1	12	18	16	10	6	74
AtoZ World Food (sessions)	11	11	4	2	2	2	4	7	4	4	5	2	58
AtoZ World Travel (sessions)	0	1	0	2	3	1	0	3	1	5	0	0	16
Heritage Quest (searches)	44	51	2	0	0	0	31	24	56	42	7	25	282
NewsBank (searches - all products)	51	46	90	48	62	59	73	40	84	47	80	83	763
Pronunciator (logins)	7	2	6	3	1	2	8	2	3	8	2	1	45
TumbleBooks (book views)	0	0	5	4	2	0	0	0	1	0	0	12	24
Unite for Literacy - Kids Collection (users)	7	5	5	15	9	10	8	5	8	16	4	2	94
Unite for Literacy - All Ages (users)	0	0	0							0	0	0	-
World Book (sessions)	0	0											-
Explore More Illinois!	1	1	0	0	0	0	0	0	0	0	0	1	2,305
SHARE Mobile Library App (devices)	80	86	88	95	86	94	89	100	116	112	111	122	1,179
SHARE Mobile Library App (launches)	815	834	775	801	784	820	1132	923	1187	1010	1016	1181	11,278

will be canceled

1 in July 2023

Expired August
15, 2022

All databases:

Cloud Library Usage Stats
FY2023

Collection	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTALS:
Owned Items													
eBooks	43,901	43,890	43,941	43,967	43,805	43,361	43,331	43,268	43,185	43,222	43,150	43,442	
eAudiobooks	10,461	10,482	10,513	10,572	10,604	10,559	10,608	10,639	10,700	10,946	10,965	11,030	
PPU eAudio Titles	20,859	20,860	91,539	94,361	97,801	103,304	105,220	107,732	110,153	112,008	117,803	117,722	
Total All Content Available	75,221	75,232	145,993	148,900	152,210	157,224	159,159	161,639	164,038	166,176	171,918	172,194	
Total Items Circulated													
Owned eBooks	19,728	18,041	16,516	18,120	16,577	16,066	19,133	16,360	18,164	17,357	17,434	17,301	210,797
Owned eAudiobooks	11,365	10,197	9,338	10,668	9,891	9,294	11,056	9,828	10,849	11,292	12,037	11,178	126,993
PPU eAudio	1,606	2,599	2,176	1,824	1,758	1,851	1,750	1,743	1,741	1,745	1,707	1,860	22,360
NOTE: All statistics above reflect the entire CloudLibrary shared collection.													
Patron Activity													
Total Unique MVLID Patrons	135	130	120	122	127	111	122	123	128	120	128	121	
Total MVLID Usage	834	736	589	696	608	560	702	610	577	598	601	635	7,746
Total Checkouts													
eBooks	319	261	214	257	215	216	277	238	240	200	217	197	2,851
eAudiobooks	247	287	188	220	209	179	184	182	167	199	193	202	2,457
Total Holds													
eBooks	106	98	83	66	89	79	103	96	78	87	75	65	1,025
eAudiobooks	126	79	100	116	80	77	131	87	87	83	104	110	1,180
Total Suggest-to-Library													
eBooks	21	5	3	35	14	8	5	6	3	27	9	47	183
eAudiobooks	15	6	1	2	1	1	2	1	2	2	3	14	50

Kanopy Usage Stats
FY 2023

<u>Kanopy</u>	Visits	Plays	User Accounts
Jul-22	650	157	58
Aug-22	621	98	60
Sep-22	579	88	57
Oct-22	434	66	64
Nov-22	736	100	65
Dec-22	645	143	69
Jan-23	796	157	70
Feb-23	625	92	70
Mar-23	591	118	77
Apr-23	514	130	83
May-23	1,472	112	85
Jun-23	1,401	103	84
TOTALS:	9,064	1,364	

Overdrive Usage Stats
FY 2023

[illegible]

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

Patron Activity													
New Patrons													
	24	21	17	19	15	24	26	20	36	15	7	31	255
Total Unique MVLID Patrons	304	312	303	308	289	324	344	336	342	341	325	346	
Total Checkouts													
eBooks	1,395	1,440	1,396	1,431	1,285	1,464	1,637	1,555	1,611	1,577	1,483	1,636	17,922
eAudiobooks	773	826	805	771	694	718	845	786	807	795	789	857	9,473
Video	543	525	515	542	515	651	703	675	706	679	625	714	7,398
Magazines	-	1	1	2	1	-	1	1	2	2	2	2	14
	79	88	76	116	75	95	88	93	96	101	67	63	1,037
Total Requests to Library													
eBooks	20	69	25	36	13	20	26	29	46	-	no longer available through Overdrive	284	-
eAudiobooks	4	4	9	5	1	2	5	3	16	4		53	53

Board Report July, 2023

Matthew Harris – Assistant Director – Fairmont City Library Center

Grants, awards, donations, and special stories:

Summer is in full swing at the library. Our average door count each day is 156, high above our average outside of summer months. It is not uncommon to have youth at every computer as well as finding other youth both inside and outside of our building playing. There were times when at any given moment, we had roughly 20 – 25 youth on our grounds.

The library received and was able to distribute around 30 tickets to the Enjoy Illinois 300 NASCAR race thanks to World Wide Technology Raceway and the Village of Fairmont City.

Outreach and education:

June 7: Visited The Villas of Hollybrook to promote the Library's Homebound Services

June 9: Attended CAVC Community and Programming Expansion meeting at Unit 10 building

June 13: Attended Latino Roundtable monthly meeting at the FC Library

June 15: Presented Drone program for HHH at St. John's Church

June 22: Presented 3D Printing Pens program for HHH at St. John's Church

June 29: Presented Digital Drawing program for HHH at St. John's Church

Building and Grounds:

- Sewer Lift Pump was cleaned out by Commercial Plumping Services
- Floors were professionally waxed by Buildingstars
- Mulch is still being spread around the library grounds
- Memorial bench for Miguelito Villegas De Santiago was built and installed

Programming:

Tuesdays, Wednesdays, Thursdays: Epic Camp- 8:30

Wednesdays- Garden Club- 4:00

Fairmont City Stats	PROGRAM / EVENT / PROMOTION	Attended
June	Open Gaming	1
June 5- June 10, 2023	Frisbee Golf	17
June 5, 2023	Kids Storytime and Children's Home & Aid	1
June 5, 2023	Monday Fun Day	20
June 7, 2023	Staying Active and Learning about Health	16
June 7, 2023	Garden Club	11
June 9, 2023	Super Smash Bros. Tournament	12
June 10, 2023	Magic Show	9
June 12, 2023	Family Storytime	1
June 12, 2023	Monday Fun Day	7
June 14, 2023	Staying Active and Learning about Health	12
June 14, 2023	Garden Club	12
June 16, 2023	Movie Marathon	10
June 17, 2023	Storyteller Linda Dust	3
June 20, 2023	Answers on Aging	2
June 21, 2023	Garden Club	3
June 23, 2023	Making Cat Toys	6
June 24, 2023	Making Dog Toys	3
June 26, 2023	Family Storytime	1
June 26, 2023	Tie-Dye Day	3
June 27, 2023	Chalk the Walk Day	0
June 28, 2023	Garden Club	Cancelled
		150

Days Open: 25

Children Ages 0-5 Synchronous: 1 attendance, 1 events

Patron Door Count: 3900	Children Ages 0-5 Self-Directed: 0 attendance, 0 events
Computer Uses: 605	Children Ages 6-11 Synchronous: 27 attendance, 2 events
	Children Ages 6-11 Self-Directed: 9 attendance, 2 events
	Young Adults Ages 12- 18 Synchronous: 28 attendance, 2 events
	Young Adults Ages 12- 18 Self-directed: 0 attendance, 0 events
	Adults Ages 19+ Synchronous: 2 attendance, 1 events
	Adults Ages 19+ Self-directed: 0 attendance, 0 events
	General Interests Synchronous: 55 attendance, 9 events
	General Interests Self-directed: 28 attendance, 4 events
	E-book questions: 0
	Homebound delivery: 2

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Accrual Basis

Mississippi Valley Library District
Expenses by Vendor Detail
June 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Albers Heating & Air Conditioning, Inc.								
Bill	06/21/2023		CM spring pre...	Building		Accounts Paya...	1,695.00	1,695.00
Bill	06/21/2023		FC spring pre...	Building		Accounts Paya...	350.00	2,045.00
Bill	06/21/2023		FC - thermost...	Building		Accounts Paya...	260.00	2,305.00
Total Albers Heating & Air Conditioning, Inc.							2,305.00	2,305.00
AMEREN ILLINOIS								
Bill	06/21/2023		FCLC gas (01...	Natural Gas		Accounts Paya...	61.97	61.97
Bill	06/21/2023		FCLC electric ...	Electricity		Accounts Paya...	759.48	821.45
Bill	06/21/2023		CMLC gas (2...	Natural Gas		Accounts Paya...	123.29	944.74
Bill	06/21/2023		CMLC electric...	Electricity		Accounts Paya...	2,145.31	3,090.05
Bill	06/21/2023		CMLC outdoo...	Electricity		Accounts Paya...	25.60	3,115.65
Bill	06/21/2023		BH gas (83007)	Natural Gas		Accounts Paya...	100.01	3,215.66
Bill	06/21/2023		BH electric (1...	Electricity		Accounts Paya...	83.92	3,299.58
Total AMEREN ILLINOIS							3,299.58	3,299.58
American Express								
Bill	06/21/2023		Misc. supplies	Office		Accounts Paya...	144.13	144.13
Bill	06/21/2023		Acct 3-92001	Telephone/Fax		Accounts Paya...	30.00	174.13
Bill	06/21/2023		Video games ...	Adult Audio Visual It...		Accounts Paya...	1,138.98	1,313.11
Bill	06/21/2023		Edwardsville ...	Other Materials		Accounts Paya...	750.00	2,063.11
Bill	06/21/2023		STEM book	FY2023 PNG Grant		Accounts Paya...	24.99	2,088.10
Bill	06/21/2023		monthly Zoom...	Other Professional ...		Accounts Paya...	15.99	2,104.09
Bill	06/21/2023		Misc. supplies	Building		Accounts Paya...	389.45	2,493.54
Bill	06/21/2023		nonfiction	Adult Print Materials		Accounts Paya...	17.51	2,511.05
Bill	06/21/2023		Misc. supplies	Programming		Accounts Paya...	85.08	2,596.13
Bill	06/21/2023		barcode scan...	Equipment		Accounts Paya...	79.99	2,676.12
Bill	06/21/2023		supplies for S...	Miscellaneous		Accounts Paya...	142.94	2,819.06
Bill	06/21/2023		stamps, ILL, I...	Postage		Accounts Paya...	381.47	3,200.53
Bill	06/21/2023		Pan fountain ...	Donation Expenditur...		Accounts Paya...	91.47	3,292.00
Total American Express							3,292.00	3,292.00
Americom Imaging Systems Inc.								
Bill	05/02/2023		Monthly copie...	Equipment		Accounts Paya...	496.20	496.20
Total Americom Imaging Systems Inc.							496.20	496.20
Americom Imaging Systems Inc. - Maint								
Bill	05/20/2023		Overages for ...	Equipment		Accounts Paya...	295.72	295.72
Total Americom Imaging Systems Inc. - Maint							295.72	295.72
Aqua Systems								
Bill	06/05/2023		Invoice # 172...	Office		Accounts Paya...	32.90	32.90
Bill	06/21/2023		Invoice # 173...	Office		Accounts Paya...	6.95	39.85
Bill	06/21/2023		Invoice # 173...	Office		Accounts Paya...	19.10	58.95
Total Aqua Systems							58.95	58.95
Better Homes and Gardens								
Bill	06/05/2023		Magazine - 1 ...	Adult Print Materials		Accounts Paya...	12.00	12.00
Total Better Homes and Gardens							12.00	12.00
Blue Cross / Blue Shield								
Bill	06/22/2023		Health Insura...	Health/Dental Insura...		Accounts Paya...	7,226.06	7,226.06
Total Blue Cross / Blue Shield							7,226.06	7,226.06
Brady Pest and Termite Management								
Bill	06/24/2023		Bimonthly pes...	Grounds		Accounts Paya...	275.00	275.00
Total Brady Pest and Termite Management							275.00	275.00
Brian Brown								
Bill	06/29/2023		June 2023 mo...	Grounds		Accounts Paya...	750.00	750.00
Total Brian Brown							750.00	750.00
Brodart								
Bill	06/20/2023		Invoice # 626...	Office		Accounts Paya...	124.35	124.35
Total Brodart							124.35	124.35
Buildingstars								
Bill	06/05/2023		Invoice # 334...	Building		Accounts Paya...	1,900.00	1,900.00
Bill	06/05/2023		Invoice # 334...	Building		Accounts Paya...	425.00	2,325.00
Bill	06/20/2023		Invoice # 334...	Building		Accounts Paya...	1,845.00	4,170.00
Bill	06/20/2023		Invoice # 334...	Building		Accounts Paya...	275.00	4,445.00

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Accrual Basis

Mississippi Valley Library District
Expenses by Vendor Detail
June 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Bill	06/22/2023		Invoice # 334...	Building		Accounts Paya...	1,890.00	6,335.00
Total Buildingstars							6,335.00	6,335.00
Capital One								
Bill	06/20/2023		Misc. program...	Programming		Accounts Paya...	120.67	120.67
Total Capital One							120.67	120.67
Casey' General Store								
Check	06/06/2023		Gasoline	Vehicles		Checking	70.01	70.01
Check	06/28/2023		Gasoline	Vehicles		Checking	60.01	130.02
Total Casey' General Store							130.02	130.02
Center Point Large Print								
Bill	06/21/2023		standing orde...	Adult Print Materials		Accounts Paya...	147.42	147.42
Total Center Point Large Print							147.42	147.42
Children's Plus Inc.								
Bill	06/06/2023		Juvenile & YA...	FY2023 PNG Grant		Accounts Paya...	332.68	332.68
Total Children's Plus Inc.							332.68	332.68
Commercial Pumping Service								
Bill	06/21/2023		Pump and cle...	Building		Accounts Paya...	400.00	400.00
Total Commercial Pumping Service							400.00	400.00
Data2 Corporation								
Bill	06/21/2023		Barcodes	Office		Accounts Paya...	905.22	905.22
Total Data2 Corporation							905.22	905.22
Decatur Public Library								
Bill	06/21/2023		Lost item # 31 ...	Payments to Other L...		Accounts Paya...	30.00	30.00
Total Decatur Public Library							30.00	30.00
Delta Dental								
Bill	06/21/2023		Dental Insura...	Health/Dental Insura...		Accounts Paya...	348.96	348.96
Total Delta Dental							348.96	348.96
Demco								
Bill	06/21/2023		scented book...	Programming		Accounts Paya...	96.40	96.40
Total Demco							96.40	96.40
First Data Global Leasing								
Check	06/08/2023		FC credit card...	Other Professional ...		Checking	39.98	39.98
Total First Data Global Leasing							39.98	39.98
Germantown Pub Library District								
Bill	06/06/2023		Item # 00052...	Payments to Other L...		Accounts Paya...	17.00	17.00
Total Germantown Pub Library District							17.00	17.00
Globe Life								
Bill	06/20/2023		Supplemental...	Health/Dental Insura...		Accounts Paya...	198.02	198.02
Total Globe Life							198.02	198.02
Green Sky Cleaning Supply								
Bill	06/06/2023		trash can liner...	Office		Accounts Paya...	415.17	415.17
Total Green Sky Cleaning Supply							415.17	415.17
Home Depot								
Check	06/06/2023		HVAC filters	Building		Checking	25.92	25.92
Check	06/08/2023		mop & broom ...	Building		Checking	122.27	148.19
Check	06/12/2023		landscaping s...	Building		Checking	166.31	314.50
Check	06/20/2023		Pan fountain ...	Building		Checking	46.31	360.81
Total Home Depot							360.81	360.81
Illinois American Water								
Bill	06/14/2023		FCLC water 5...	Water/Sewer		Accounts Paya...	45.42	45.42
Total Illinois American Water							45.42	45.42
Illinois Heartland Library System								

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Accrual Basis

Mississippi Valley Library District
Expenses by Vendor Detail
June 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Bill	06/07/2023		Invoice # 202...	Virtual Items		Accounts Paya...	357.47	357.47
Bill	06/16/2023		2019 Ford Tra...	Vehicles		Accounts Paya...	6,350.00	6,707.47
Total Illinois Heartland Library System							6,707.47	6,707.47
Illinois Secretary of State								
Bill	06/20/2023		Notary Public ...	Dues		Accounts Paya...	15.00	15.00
Total Illinois Secretary of State							15.00	15.00
Illinois State Police								
Bill	06/06/2023		background c...	Miscellaneous		Accounts Paya...	10.00	10.00
Total Illinois State Police							10.00	10.00
INGRAM LIBRARY SERVICES								
Bill	06/06/2023		Invoice # 762...	Adult Print Materials		Accounts Paya...	863.22	863.22
Bill	06/06/2023		Invoice # 762...	Juvenile Print Items		Accounts Paya...	117.32	980.54
Bill	06/21/2023		Invoice # 763...	Adult Print Materials		Accounts Paya...	764.56	1,745.10
Bill	06/21/2023		Invoice # 762...	Juvenile Print Items		Accounts Paya...	109.44	1,854.54
Total INGRAM LIBRARY SERVICES							1,854.54	1,854.54
Kane Consulting Group								
Bill	06/07/2023		Datto backup ...	Information Technol...		Accounts Paya...	343.00	343.00
Total Kane Consulting Group							343.00	343.00
KANOPY, INC.								
Bill	06/05/2023		Invoice # 352...	Virtual Items		Accounts Paya...	186.00	186.00
Total KANOPY, INC.							186.00	186.00
Madison County Treasurer								
Deposit	06/06/2023		Deposit	Property Tax		General PI	-6,300.36	-6,300.36
Deposit	06/06/2023		Deposit	Building Maintenance		Building	-842.41	-7,142.77
Deposit	06/06/2023		Deposit	IMRF		IMRF	-292.63	-7,435.40
Deposit	06/06/2023		Deposit	Audit		Audit	-62.08	-7,497.48
Deposit	06/06/2023		Deposit	Liability Insurance		Insurance Fund	-434.51	-7,931.99
Deposit	06/06/2023		Deposit	FICA/Medicare		FICA	-399.04	-8,331.03
Deposit	06/20/2023		Deposit	Property Tax		General PI	-43,371.22	-51,702.25
Deposit	06/20/2023		Deposit	Building Maintenance		Building	-5,799.13	-57,501.38
Deposit	06/20/2023		Deposit	IMRF		IMRF	-2,014.42	-59,515.80
Deposit	06/20/2023		Deposit	Audit		Audit	-427.32	-59,943.12
Deposit	06/20/2023		Deposit	Liability Insurance		Insurance Fund	-2,991.10	-62,934.22
Deposit	06/20/2023		Deposit	FICA/Medicare		FICA	-2,746.96	-65,681.18
Total Madison County Treasurer							-65,681.18	-65,681.18
Metro East Sanitary District								
Bill	06/14/2023		FC water May...	Water/Sewer		Accounts Paya...	21.96	21.96
Total Metro East Sanitary District							21.96	21.96
Midwest Tape								
Bill	06/05/2023		Invoice # 503...	Adult Audio Visual It...		Accounts Paya...	345.92	345.92
Bill	06/21/2023		Invoice # 503...	Adult Audio Visual It...		Accounts Paya...	240.95	586.87
Bill	06/29/2023		Invoice # 503...	Adult Audio Visual It...		Accounts Paya...	302.93	889.80
Total Midwest Tape							889.80	889.80
OverDrive								
Bill	06/05/2023		Invoice # 020...	Virtual Items		Accounts Paya...	5.98	5.98
Bill	06/20/2023		Invoice # 020...	Virtual Items		Accounts Paya...	164.63	170.61
Total OverDrive							170.61	170.61
Peerless Network, Inc.								
Bill	06/21/2023		CM monthly f...	Telephone/Fax		Accounts Paya...	111.07	111.07
Bill	06/21/2023		FC monthly fa...	Telephone/Fax		Accounts Paya...	58.46	169.53
Total Peerless Network, Inc.							169.53	169.53
Platinum Excavating and Landscaping								
Bill	06/07/2023		Additonal tree...	Grounds		Accounts Paya...	1,400.00	1,400.00
Total Platinum Excavating and Landscaping							1,400.00	1,400.00
Prevention								
Bill	06/05/2023		Magazine - 1 ...	Adult Print Materials		Accounts Paya...	36.00	36.00
Total Prevention							36.00	36.00

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Accrual Basis

Mississippi Valley Library District
Expenses by Vendor Detail
June 2023

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
TransFirst								
Check	06/10/2023		CM Credit car...	Other Professional ...		Checking	30.95	30.95
Check	06/10/2023		CM Credit car...	Other Professional ...		General PI	39.00	69.95
Total TransFirst							69.95	69.95
Trenton Public Library								
Bill	06/22/2023		Item # 30183...	Payments to Other L...		Accounts Paya...	39.00	39.00
Total Trenton Public Library							39.00	39.00
United States Postal Service								
Check	06/05/2023		ILLs	Postage		Checking	73.00	73.00
Check	06/12/2023		ILLs	Postage		Checking	13.88	86.88
Check	06/26/2023		ILLs	Postage		Checking	13.88	100.76
Total United States Postal Service							100.76	100.76
Village Locksmith								
Check	06/14/2023		Padlock sets	Building		Checking	17.10	17.10
Total Village Locksmith							17.10	17.10
TOTAL							-25,592.83	-25,592.83

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Cash Basis

Mississippi Valley Library District
Profit & Loss
June 2023

	Jun 23
Ordinary Income/Expense	
Income	
Taxes	
Audit	489.40
Building Maintenance	6,641.54
FICA/Medicare	3,146.00
IMRF	2,307.05
Liability Insurance	3,425.61
Property Tax	49,671.58
Total Taxes	65,681.18
Intergovernment Revenue	
Grants	
FY2023 Penny Severns Grant	368.50
Total Grants	368.50
Replacement Tax	31,841.85
Total Intergovernment Revenue	32,210.35
Fines & Forfeitures	
Fines	9.40
Lost or Damaged Books/Inhouse	278.34
Total Fines & Forfeitures	287.74
Charges for Services	
Fax	364.20
Printing/Copying	1,148.55
Total Charges for Services	1,512.75
Other Revenues	
Donations - Des & Undes	287.62
Sale of Items	490.00
Reimbursements Other libraries	143.77
Interest Income	689.38
Miscellaneous	1,755.87
Rental Income	
Collinsville Rooms	287.50
Blum House Rental	150.00
Total Rental Income	437.50
Total Other Revenues	3,804.14
Total Income	103,496.16
Gross Profit	103,496.16
Expense	
Personnel	
Benefits	
IL Unemployment Company	277.03
FICA Company	3,757.85
Health/Dental Insurance	7,545.24
Total Benefits	11,580.12
Salaries	
Full Time	36,513.79
Part time	12,848.13
Total Salaries	49,361.92
Total Personnel	60,942.04
Maintenance Services	

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Mississippi Valley Library District
Profit & Loss
June 2023

	Jun 23
Building	7,687.36
Equipment	791.92
Grounds	1,675.00
Total Maintenance Services	10,154.28
Professional Services	
Payroll Service	268.38
Information Technology	343.00
Other Professional Services	125.92
Total Professional Services	737.30
Utilities	
Natural Gas	285.27
Telephone/Fax	199.53
Water/Sewer	67.38
Electricity	3,014.31
Total Utilities	3,566.49
Supplies	
Equipment	79.99
Office	1,523.47
Postage	482.23
Total Supplies	2,085.69
Materials	
Other Materials	750.00
Virtual Items	549.45
Adult Audio Visual Items	1,725.85
Adult Print Materials	1,840.71
Juvenile Print Items	226.76
Total Materials	5,092.77
Other Expenditures	
Vehicles	6,480.02
Miscellaneous	152.94
Programming	181.48
Donation Expenditures - Des.	91.47
Grant Expenses	
FY2023 PNG Grant	357.67
Total Grant Expenses	357.67
Payments to Other Libraries	86.00
Total Other Expenditures	7,349.58
Total Expense	89,928.15
Net Ordinary Income	13,568.01
Net Income	13,568.01

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Cash Basis

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

	Jun 30, 23
ASSETS	
Current Assets	
Checking/Savings	
Working Cash	220,061.05
Checking	31,814.96
General PI	575,339.37
Audit	9,294.58
IMRF	58,635.34
Building	6,983.33
Insurance Fund	160,615.26
FICA	41,276.47
Reserve	37,771.54
Gift Fund	11,623.76
Total Checking/Savings	1,153,415.66
Other Current Assets	
Prepaid Insurance	17,255.45
Petty Cash	100.00
Total Other Current Assets	17,355.45
Total Current Assets	1,170,771.11
Other Assets	
Taxes Receivable	864,041.62
Total Other Assets	864,041.62
TOTAL ASSETS	2,034,812.73
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	5,062.10
Net Pay Offset	870.86
Miscellaneous	-127.44
Fed Withhold	-208.00
II Withhold	-823.96
Direct Deposit	-190.69
IMRF - Payable	143,089.25
SUTA	4,101.99
Payroll Liabilities - Other	1,720.68
Total Payroll Liabilities	153,626.39
Total Other Current Liabilities	1,193,931.59
Total Current Liabilities	1,180,605.29
Total Liabilities	1,180,605.29
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	778,793.53
Net Income	61,374.65

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

	Jun 30, 23
Total Equity	854,207.44
TOTAL LIABILITIES & EQUITY	<u>2,034,812.73</u>

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Accrual Basis

Mississippi Valley Library District FY2023 Gift Fund

Type	Date	Memo	Account	Class	Split	Amount	Balance
Jul '22 - Jun 23							
Transfer	07/05/2022	Funds Transfe...	Gift Fund		General Pl	-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
Transfer	06/02/2023	Funds Transfer	Gift Fund		Checking	-82.08	9,014.24
Deposit	06/16/2023	Interest	Gift Fund	Gift	Interest Income	8.21	9,022.45
Deposit	06/20/2023	Deposit	Gift Fund		-SPLIT-	200.00	9,222.45
Transfer	06/27/2023	Funds Transfer	Gift Fund		Checking	-256.12	8,966.33
Jul '22 - Jun 23						8,966.33	8,966.33

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Cash Basis

Mississippi Valley Library District Profit & Loss Budget vs. Actual

FY2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Taxes				
Audit	5,458.28	4,921.66	536.62	110.9%
Building Maintenance	99,071.15	95,480.26	3,590.89	103.8%
FICA/Medicare	47,870.15	46,263.63	1,606.52	103.5%
IMRF	39,576.83	38,881.14	695.69	101.8%
Liability Insurance	96,848.99	96,464.60	384.39	100.4%
Property Tax	795,072.12	738,249.47	56,822.65	107.7%
Total Taxes	1,083,897.52	1,020,260.76	63,636.76	106.2%
Intergovernment Revenue				
E-Rate	14,633.69	12,000.00	2,633.69	121.9%
TIF Funds	0.00	0.00	0.00	0.0%
Grants				
FY2024 PNG Grant	0.00	0.00	0.00	0.0%
FY2023 Per Capita Grant	0.00	0.00	0.00	0.0%
FY2023 Penny Severns Grant	4,781.13	2,812.00	1,969.13	170.0%
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%
Total Grants	72,637.07	68,205.47	4,431.60	106.5%
Replacement Tax	101,357.59	40,000.00	61,357.59	253.4%
Total Intergovernment Revenue	188,628.35	120,205.47	68,422.88	156.9%
Fines & Forfeitures				
Fines	425.52	1,100.00	-674.48	38.7%
Lost or Damaged Books/Inhouse	1,886.74	2,100.00	-213.26	89.8%
Total Fines & Forfeitures	2,312.26	3,200.00	-887.74	72.3%
Charges for Services				
Fax	3,136.60	3,350.00	-213.40	93.6%
Non-resident Fees	174.00	87.00	87.00	200.0%
Printing/Copying	9,508.52	7,100.00	2,408.52	133.9%
Total Charges for Services	12,819.12	10,537.00	2,282.12	121.7%
Other Revenues				
COBRA Reimbursements	0.00	0.00	0.00	0.0%
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	19,137.77	6,500.00	12,637.77	294.4%
Sale of Items	3,947.60	2,600.00	1,347.60	151.8%
Online Sales	77.82	700.00	-622.18	11.1%
Reimbursements Other libraries	1,391.99	1,000.00	391.99	139.2%
Interest Income	8,180.76	115.00	8,065.76	7,113.7%
Miscellaneous	3,975.66	750.00	3,225.66	530.1%
Rental Income				
FC Rooms	50.00	0.00	50.00	100.0%
FC Pavilion	0.00	0.00	0.00	0.0%
Collinsville Rooms	1,792.50	500.00	1,292.50	358.5%
Blum House Rental	11,306.25	5,500.00	5,806.25	205.6%
Total Rental Income	13,148.75	6,000.00	7,148.75	219.1%
Total Other Revenues	64,860.35	46,666.00	18,194.35	139.0%
Total Income	1,352,517.60	1,200,869.23	151,648.37	112.6%
Gross Profit	1,352,517.60	1,200,869.23	151,648.37	112.6%
Expense				
Personnel				
Benefits				
IL Unemployment Company	5,996.99	2,500.00	3,496.99	239.9%
FICA Company	47,233.66	50,500.00	-3,266.34	93.5%
Health/Dental Insurance	69,267.61	74,000.00	-4,732.39	93.6%
IMRF	71,506.44	71,000.00	506.44	100.7%
Total Benefits	194,004.70	198,000.00	-3,995.30	98.0%
Salaries				
Full Time	467,288.60	465,000.00	2,288.60	100.5%

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Cash Basis

**Mississippi Valley Library District
Profit & Loss Budget vs. Actual
FY2023**

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Part time	152,910.51	137,000.00	15,910.51	111.6%
Total Salaries	620,199.11	602,000.00	18,199.11	103.0%
Total Personnel	814,203.81	800,000.00	14,203.81	101.8%
Maintenance Services				
Building	92,560.28	90,000.00	2,560.28	102.8%
Equipment	9,953.56	10,000.00	-46.44	99.5%
Grounds	15,050.00	11,000.00	4,050.00	136.8%
Total Maintenance Services	117,563.84	111,000.00	6,563.84	105.9%
Professional Services				
Publishing	492.80	325.00	167.80	151.6%
Payroll Service	3,625.81	3,500.00	125.81	103.6%
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	55,303.07	45,000.00	10,303.07	122.9%
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	5,135.88	2,500.00	2,635.88	205.4%
Total Professional Services	83,963.49	71,475.00	12,488.49	117.5%
Professional Development				
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%
Total Professional Development	1,863.58	1,500.00	363.58	124.2%
Utilities				
Natural Gas	8,901.19	9,600.00	-698.81	92.7%
Telephone/Fax	3,420.41	3,600.00	-179.59	95.0%
Water/Sewer	2,787.94	2,200.00	587.94	126.7%
Electricity	49,080.21	27,500.00	21,580.21	178.5%
Total Utilities	64,189.75	42,900.00	21,289.75	149.6%
Supplies				
Equipment	11,701.83	10,000.00	1,701.83	117.0%
Office	12,790.33	10,000.00	2,790.33	127.9%
Postage	4,296.14	4,600.00	-303.86	93.4%
Total Supplies	28,788.30	24,600.00	4,188.30	117.0%
Materials				
Other Materials	1,737.50	1,500.00	237.50	115.8%
Virtual Items	3,812.08	5,000.00	-1,187.92	76.2%
Adult Audio Visual Items	11,947.14	10,500.00	1,447.14	113.8%
Adult Print Materials	26,481.10	25,000.00	1,481.10	105.9%
Juvenile Audio Visual Items	1,818.84	1,500.00	318.84	121.3%
Juvenile Print Items	3,658.17	5,000.00	-1,341.83	73.2%
Online Databases	13,961.43	10,500.00	3,461.43	133.0%
Total Materials	63,416.26	59,000.00	4,416.26	107.5%
Other Expenditures				
Liability & Building Insurance	27,211.72	30,000.00	-2,788.28	90.7%
Vehicles	7,607.19	2,500.00	5,107.19	304.3%
Miscellaneous	3,062.81	2,500.00	562.81	122.5%
Programming	4,947.20	5,000.00	-52.80	98.9%
Donation Expenditures - Des.	5,726.06	3,000.00	2,726.06	190.9%
Grant Expenses				
FY2024 PNG Grant	0.00	0.00	0.00	0.0%
FY2023 Per Capita Grant	0.00	0.00	0.00	0.0%
FY2023 Penny Severns Grant	4,771.38	2,812.00	1,959.38	169.7%
FY2023 PNG Grant	13,000.29	13,599.00	-598.71	95.6%
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%
Total Grant Expenses	67,046.52	68,205.47	-1,158.95	98.3%
Payments to Other Libraries	1,552.42	2,500.00	-947.58	62.1%
Total Other Expenditures	117,153.92	113,705.47	3,448.45	103.0%
Total Expense	1,291,142.95	1,224,180.47	66,962.48	105.5%

Mississippi Valley Library District
Profit & Loss Budget vs. Actual
FY2023

	Jul '22 - Jun 23	Budget	\$ Over Budget	% of Budget
Net Ordinary Income	61,374.65	-23,311.24	84,685.89	-263.3%
Net Income	61,374.65	-23,311.24	84,685.89	-263.3%

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Cash Basis

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

	Jul '22 - Jun 23	Jul '21 - Jun 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
Taxes				
Audit	5,458.28	5,158.87	299.41	5.8%
Building Maintenance	99,071.15	99,318.99	-247.84	-0.3%
FICA/Medicare	47,870.15	48,831.01	-960.86	-2.0%
IMRF	39,576.83	48,290.80	-8,713.97	-18.0%
Liability Insurance	96,848.99	115,227.27	-18,378.28	-16.0%
Property Tax	795,072.12	773,867.06	21,205.06	2.7%
Total Taxes	1,083,897.52	1,090,694.00	-6,796.48	-0.6%
Intergovernment Revenue				
E-Rate	14,633.69	11,666.40	2,967.29	25.4%
Grants				
FY2023 Penny Severns Grant	4,781.13	0.00	4,781.13	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	4,006.30	-4,006.30	-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%
Total Grants	72,637.07	96,189.07	-23,552.00	-24.5%
Replacement Tax	101,357.59	89,574.29	11,783.30	13.2%
Total Intergovernment Revenue	188,628.35	197,429.76	-8,801.41	-4.5%
Fines & Forfeitures				
Fines	425.52	1,230.19	-804.67	-65.4%
Lost or Damaged Books/Inhouse	1,886.74	2,062.11	-175.37	-8.5%
Total Fines & Forfeitures	2,312.26	3,292.30	-980.04	-29.8%
Charges for Services				
Fax	3,136.60	3,575.96	-439.36	-12.3%
Non-resident Fees	174.00	0.00	174.00	100.0%
Printing/Copying	9,508.52	8,287.08	1,221.44	14.7%
Total Charges for Services	12,819.12	11,863.04	956.08	8.1%
Other Revenues				
Property License Agreements	15,000.00	15,000.00	0.00	0.0%
Donations - Des & Undes	19,137.77	9,983.55	9,154.22	91.7%
Sale of Items	3,947.60	3,071.72	875.88	28.5%
Online Sales	77.82	695.37	-617.55	-88.8%
Reimbursements Other libraries	1,391.99	1,014.34	377.65	37.2%
Interest Income	8,180.76	117.12	8,063.64	6,884.9%
Miscellaneous	3,975.66	2,487.86	1,487.80	59.8%
Rental Income				
FC Rooms	50.00	150.00	-100.00	-66.7%
Collinsville Rooms	1,792.50	337.50	1,455.00	431.1%
Blum House Rental	11,306.25	6,265.00	5,041.25	80.5%
Total Rental Income	13,148.75	6,752.50	6,396.25	94.7%
Total Other Revenues	64,860.35	39,122.46	25,737.89	65.8%
Total Income	1,352,517.60	1,342,401.56	10,116.04	0.8%
Gross Profit	1,352,517.60	1,342,401.56	10,116.04	0.8%
Expense				
Personnel				
Benefits				
IL Unemployment Company	5,996.99	2,047.15	3,949.84	192.9%
FICA Company	47,233.66	45,301.47	1,932.19	4.3%
Health/Dental Insurance	69,267.61	64,706.32	4,561.29	7.1%
IMRF	71,506.44	72,478.36	-971.92	-1.3%
Total Benefits	194,004.70	184,533.30	9,471.40	5.1%
Salaries				
Full Time	467,288.60	454,366.61	12,921.99	2.8%
Part time	152,910.51	128,918.96	23,991.55	18.6%
Total Salaries	620,199.11	583,285.57	36,913.54	6.3%
Total Personnel	814,203.81	767,818.87	46,384.94	6.0%
Maintenance Services				
Building	92,560.28	96,643.14	-4,082.86	-4.2%
Equipment	9,953.56	9,974.73	-21.17	-0.2%
Grounds	15,050.00	9,882.16	5,167.84	52.3%
Total Maintenance Services	117,563.84	116,500.03	1,063.81	0.9%
Professional Services				
Publishing	492.80	280.80	212.00	75.5%
Payroll Service	3,625.81	3,348.82	276.99	8.3%
Internet Services	9,105.93	7,801.81	1,304.12	16.7%
Information Technology	55,303.07	16,081.17	39,221.90	243.7%

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Cash Basis

Mississippi Valley Library District Profit & Loss Prev Year Comparison

July 2022 through June 2023

	Jul '22 - Jun 23	Jul '21 - Jun 22	\$ Change	% Change
Audit	8,200.00	8,050.00	150.00	1.9%
Legal Service	2,100.00	1,527.46	572.54	37.5%
Other Professional Services	5,135.88	5,834.10	-698.22	-12.0%
Total Professional Services	83,963.49	42,934.16	41,029.33	95.6%
Professional Development				
Dues	564.64	448.00	116.64	26.0%
Travel Expenses	1,298.94	0.00	1,298.94	100.0%
Total Professional Development	1,863.58	448.00	1,415.58	316.0%
Utilities				
Natural Gas	8,901.19	9,248.72	-347.53	-3.8%
Telephone/Fax	3,420.41	3,656.43	-236.02	-6.5%
Water/Sewer	2,787.94	2,080.34	707.60	34.0%
Electricity	49,080.21	27,497.49	21,582.72	78.5%
Total Utilities	64,189.75	42,482.98	21,706.77	51.1%
Supplies				
Equipment	11,701.83	9,063.55	2,638.28	29.1%
Office	12,790.33	8,622.10	4,168.23	48.3%
Postage	4,296.14	4,686.96	-390.82	-8.3%
Total Supplies	28,788.30	22,372.61	6,415.69	28.7%
Insurance				
Liability and Building	0.00	42,010.00	-42,010.00	-100.0%
Workmans Compensation	0.00	1,371.00	-1,371.00	-100.0%
Total Insurance	0.00	43,381.00	-43,381.00	-100.0%
Materials				
Other Materials	1,737.50	831.10	906.40	109.1%
Virtual Items	3,812.08	0.00	3,812.08	100.0%
Adult Audio Visual Items	11,947.14	10,492.82	1,454.32	13.9%
Adult Print Materials	26,481.10	28,135.64	-1,654.54	-5.9%
Juvenile Audio Visual Items	1,818.84	1,110.45	708.39	63.8%
Juvenile Print Items	3,658.17	5,250.16	-1,591.99	-30.3%
Online Databases	13,961.43	10,748.89	3,212.54	29.9%
Total Materials	63,416.26	56,569.06	6,847.20	12.1%
Other Expenditures				
Liability & Building Insurance	27,211.72	0.00	27,211.72	100.0%
Vehicles	7,607.19	2,516.31	5,090.88	202.3%
Miscellaneous	3,062.81	2,901.70	161.11	5.6%
Programming	4,947.20	1,910.20	3,037.00	159.0%
Donation Expenditures - Des.	5,726.06	3,692.78	2,033.28	55.1%
Grant Expenses				
FY2023 Penny Severns Grant	4,771.38	0.00	4,771.38	100.0%
FY2023 PNG Grant	13,000.29	0.00	13,000.29	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	12,931.69	-12,451.32	-96.3%
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%
Total Grant Expenses	67,046.52	103,753.27	-36,706.75	-35.4%
Payments to Other Libraries	1,552.42	1,653.02	-100.60	-6.1%
Total Other Expenditures	117,153.92	116,427.28	726.64	0.6%
Total Expense	1,291,142.95	1,208,933.99	82,208.96	6.8%
Net Ordinary Income	61,374.65	133,467.57	-72,092.92	-54.0%
Net Income	61,374.65	133,467.57	-72,092.92	-54.0%

Draft Meeting Spaces Policy Revision

Presented 7/17/2023

NOTE: **Bolded** wording is added

4.3.1 Availability

- Library programming has priority, and the Library reserves the right to cancel or relocate any previously scheduled meeting.
- Available rental spaces are the Community Room, Programming Resource Center, and Blum House in Collinsville and the Pavilion, Community Room, and Meeting Rooms in Fairmont City. Occasionally other spaces may be rented or reserved on a case-by-case basis as approved by the Assistant Director or Executive Director.
- Maximum capacity for each space is as follows:
 - Collinsville Programming Resource Center - 73 occupants with tables and chairs; 155 occupants with chair seating
 - Collinsville Community Room - 115 occupants with tables and chairs; 245 occupants with chair seating
 - Collinsville Blum House - 42 occupants for tables and chairs; 104 occupants for chair seating (occupancies are combined totals for the main floor - individual rooms' occupancies are posted in the kitchen)
 - Fairmont City Community Room - TBD
 - Fairmont City Meeting Rooms - TBD
 - Fairmont City Pavilion – 150 occupants
 - Although maximum capacities as determined by local fire authorities will be observed, recommended capacities will be determined by the Library based on criteria including but not limited to room setup and the comfort of the attendees.
- Booking of a meeting space will be on a first come, first served basis.
- Permission to use a Library meeting space does not imply Library endorsement of the aims, policies, or activities of any **individual**, group, or organization. Advertisements or announcements implying such endorsement are not permitted.
- **Rentals that open attendance to the public must include the following wording on all advertisements, promotional materials, social media posts, and other similar promotions: "While open to the public, this event is a private rental. The Mississippi Valley Library District does not endorse the aims, policies, or activities of any individual, group, or organization renting space in the Library."**
- The Library will not be the phone contact for the event or activity. The library's name, address, telephone number, or URL may not be used as the address or headquarters for any group using the library.

- Solicitation, admission or other charges, money raising activities, and/or sales are not allowed. This guideline is waived for all Library related programs or Library fundraising activities.
- Standing reservations for groups may be made for up to a one year period. It is the responsibility of the group to re-apply at the end of this time.
- Meeting space requests need to be submitted to and approved by the Assistant Director, Circulation Supervisor, or Blum House Manager at least one week prior to the activity.
- Meeting space may be provided for groups of children that are supervised by adults at the ratio of one adult for every seven children. Groups with members under the age of 18 must have an adult sponsor in attendance at all times during their meetings.
- Rentals for private gatherings will be charged a fee as set by the Executive Director.
- Public information meetings are to be open to the public and free of charge for attendees. No fee shall be charged or donation solicited as a condition of entry.

Reviewed and Approved, 3/19/2018. Revised 7/17/2023.

DRAFT WHISTLEBLOWER POLICY

Presented July 17, 2023

NOTE: This a new policy and does not supersede any other policies. It will be included in Section 6 - Personnel.

Whistleblower Policy

Definitions

“Auditing official” or “auditor” as applied to this policy is a MVLD Trustee appointed by the Library Board of Trustees’ President at the beginning of each fiscal year. In the event that the appointed individual is the subject of the complaint and/or not available, the Library’s Executive Director will fulfill the role. The auditor or their designee has the authority to appoint other members of the management team, Board members, and/or outside counsel/consultants to assist with the investigation.

“Improper governmental action” means any action by a Library employee or appointed or elected official that is undertaken in violation of a federal, state, or local law or rule; is an abuse of authority; violates the public’s trust or expectation their conduct; is of substantial and specific danger to the public’s health or safety; or is a gross waste of public funds. The action need not be within the scope of the official’s or employee’s official duties to be subject to a claim of improper governmental action. This definition does not include personnel actions such as, but not limited to, employee grievances, performance evaluations, promotions, transfers, demotions, suspensions, dismissals, reductions in pay, or reinstatements.

“Retaliate,” “retaliation,” or “retaliatory action” means any adverse change in an employee’s employment status or the terms and conditions of employment that results from an employee’s protected activity under this policy. It includes, but is not limited to, denial of adequate staff to perform duties, frequent staff changes, frequent and undesirable office changes, refusal to assign meaningful work, unsubstantiated letters of reprimand or unsatisfactory performance evaluations, demotion, reduction in pay, denial of promotion, transfer or reassignment, suspension or dismissal, or other disciplinary action made because of an employee’s protected activity under this policy.

“Whistleblower” as defined by this policy is an employee or contractor of the Mississippi Valley Library District (hereafter “Library”) who reports an activity that they consider to be illegal or dishonest to the auditor or their designee.

Illegal or Dishonest Activities

Examples of illegal or dishonest activities include, but are not limited to, violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

False Reporting

The employee or contractor filing a whistleblower report must exercise sound judgment to avoid baseless allegations. An employee or contractor who intentionally files a false report of wrongdoing will be subject to disciplinary action up to and including termination.

Whistleblower Protections

Whistleblower protections are provided in two important areas: confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower and any witnesses will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law, and/or to provide accused individuals their legal rights of defense.

The Library will not retaliate against a whistleblower for:

- Reporting an improper governmental action pursuant to this policy,
- Cooperating with an investigation by an auditing official related to a report of improper governmental action, or
- Testifying in a proceeding or prosecution arising out of an improper governmental action

This protection includes, but is not limited to, protection from retaliation. Any whistleblower who believes they are being retaliated against should contact the auditor or their designee immediately. Reports of retaliation must be made within 60 days of gaining knowledge of the retaliatory action. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Process for Reporting Illegal or Dishonest Activity, Review of Report, and Resolution of Investigation

- Whistleblower and retaliation claims should be reported to the designated auditor or, in the event that they are named in the complaint and/or unavailable, the Executive Director. Reports must be made in writing.
- Upon receiving such a report, the auditor or their designee will consult with others (such as the Board of Trustees or outside counsel) to determine whether the claim falls under the whistleblower policy and, if so, how to proceed. Employment-related concerns, including but not limited to harassment, discrimination, bullying, and other such work-related complaints are not covered by this policy (*see 2.7 Non-Discrimination and Anti-Harassment Policy and 6.7 Grievance Policy*).
- After a written report is received by the auditor and determined to be covered by this policy, a written acknowledgement may be sent to the complainant including a timeline for review, investigation, and resolution.
- The auditor or their designee may meet with the complainant, respondent, and/or other witnesses as part of the investigation. The auditor or their designee has the authority to conduct multiple interviews, if needed. The auditor or their

designee may also request written statements and/or other documentation that may be pertinent to the resolution of the complaint.

- If it is determined that the conduct that is the subject of the complaint involves fraud, illegal, and/or egregious conduct, the auditor or their designee has the authority to conduct the investigation in a more formal manner. This may include a report to law enforcement agencies.
- Upon completion of the investigation, the complainant and respondent will be notified in writing that the investigation is complete and what the determination is. If the auditor or their designee determines this policy has been violated, the Board of Trustees will be notified. Remedies and discipline for policy violations will be in accordance with applicable law.

DRAFT BEREAVEMENT LEAVE POLICY
Presented July 17, 2023

NOTE: Changes are in compliance with the Illinois Family Bereavement Leave Act. Added wording is **bolded**.

6.8.7 Bereavement

Bereavement leave with pay will be granted per occurrence to employees to mourn the passing or to prepare for the imminent death of a person or persons of significant importance to the employee, **as well as to cover pregnancy loss, failed adoptions or surrogacy agreements, unsuccessful reproductive procedures, and other diagnoses or events negatively impacting pregnancy or fertility:**

- Up to 40 hours for full-time employees
- **Up to 28 hours for Level 1 part-time employees**
- Up to 18 hours for **Level 2** part-time employees

Additionally, employees may take up to two weeks (10 working days) of unpaid leave for events covered by the Illinois Family Bereavement Leave Act (FBLA) to grieve, to attend a funeral, or to make arrangements necessitated by the death of a person or persons of significant importance to the employee. This unpaid leave will run concurrently with the paid leave.

The Library may require reasonable documentation to certify that an employee requesting FBLA leave experienced an event covered by the Act, but employees are not required to identify the specific event that qualifies them for leave. Reasonable documentation includes but is not limited to death certificates, published obituaries, and documentation from an adoption or surrogacy organization.

Reviewed and Approved, 3/19/2018. Revised 5/16/2022; **7/17/2023**

**DRAFT POLICY
FREEDOM OF INFORMATION ACT**

Bolded = new language

~~Strikethrough~~ = removed language

2.1.1 A brief description of our public body is as follows:

The purpose of the Mississippi Valley Library District (hereafter "Library") is to provide materials and services to meet the personal, intellectual, educational and recreational needs and interests of the members of the community. In order to fulfill this purpose, the Library will assemble, organize, preserve, and make easily and readily accessible to all people a variety of materials. The Library functions as a center for community activities, meetings, and programs which provides the opportunity for members of the community to experience personal enrichment and furtherance of knowledge.

The total amount of our operating budget for ~~FY2023~~ **FY2024** is: ~~\$1,200,869.23~~ **\$1,288,692.16**.

Funding sources are property and personal property replacement taxes, grants, charges, and donations. Tax levies are:

- Corporate purposes (for general operating expenditures)
- IMRF (provides for employee's retirement and related expenses)
- Social Security (employer's FICA costs and related expenses)
- Audit (for annual audit and related expenses)
- Maintenance (for maintaining the building)
- Tort Liability (for insurance premiums, risk management, attorney's fees and related expenses, unemployment, and worker's compensation insurance)

The administrative office is located at 408 West Main Street, Collinsville, IL 62234. We have approximately the following number of persons employed: 12 full-time and ~~40~~ **11** part-time.

The following organization exercises control over our policies and procedures: The Mississippi Valley Library District Board of Trustees, which typically meets monthly on the third Monday of each month, excluding December, 6:30 p.m., alternating between the Blum House, 414 W. Main, Collinsville, IL and the Fairmont City Library Center, 4444 Collinsville Road, Fairmont City, IL.

Members are:

- ~~Mark Schusky~~ **Jeanne Lomax**, President
- ~~Laura Gottschalk~~ **Ginny York**, Vice-President
- ~~Amanda Bender~~ **Lisa McCormick**, Secretary
- ~~Nancy Gerstenecker~~ **Cathy Kulupka**, Treasurer
- ~~Cathy Kulupka~~ **Kathy Murphy**, Trustee
- Ana Romero-Lizana, Trustee
- ~~Marleen Suarez~~ **Mark Schusky**, Trustee

We are required to report and be answerable for our operations to: The Illinois State Library, Gwendolyn Brooks Building, 300 South Second Street, Springfield, Illinois.



**ORDINANCE NO. 24-01
BUDGET AND APPROPRIATIONS ORDINANCE**

**ANNUAL BUDGET AND APPROPRIATIONS ORDINANCE FOR THE MISSISSIPPI VALLEY LIBRARY DISTRICT
OF THE COUNTIES OF MADISON AND ST. CLAIR, STATE OF ILLINOIS
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024**

WHEREAS, the Board of Trustees of the Mississippi Valley Library District, of the Counties of Madison and St. Clair, State of Illinois, has prepared or caused to be prepared a tentative form of the Annual Budget and Appropriation for said Public Library District for the fiscal year beginning July 1, 2023 and ending June 30, 2024 and the same has been conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Annual Budget and Appropriation Ordinance on September 18, 2023, notice of which was given at least thirty (30) days prior thereto by publishing notice thereof in a newspaper of general circulation in the Mississippi Valley Library District; and

WHEREAS, all other legal requirements have been duly complied with by the Board of Trustees of Mississippi Valley Library District;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE TRUSTEES OF THE MISSISSIPPI VALLEY LIBRARY DISTRICT, IN THE COUNTIES OF MADISON AND ST. CLAIR, STATE OF ILLINOIS, AS FOLLOWS:

Section 1: That the following sums, or so much thereof as by law may be authorized, be and the same are hereby budgeted, set aside and appropriated for the specified Library Purposes for the fiscal year beginning July 1, 2023 and ending June 30, 2024; and the objects and purposes for which said appropriations are made, and the amounts thereby appropriated are as follows; to-wit:

FOR CORPORATE PURPOSES [75 ILCS 16/35-5]:

1.	For personnel salaries	\$ 640,000
2.	For health insurance benefits	\$ 100,000
3.	For state unemployment insurance	\$ 10,000
4.	For Illinois Municipal Retirement Fund (Employee)	\$ 41,000
5.	For maintenance services	\$ 60,000
6.	For professional services	
a.	Internet services	\$ 13,000
b.	Info. technology	\$ 65,000

c.	Legal service	\$ 10,000	
d.	Payroll service	\$ 6,000	
e.	Publishing	\$ 800	
f.	Other prof. services	\$ 10,000	
			\$ 104,800
7.	For professional development		\$ 5,000
8.	For utilities		
a.	Electricity	\$ 70,000	
b.	Natural gas	\$ 12,000	
c.	Telephone/Fax	\$ 5,000	
d.	Water/sewer	\$ 4,000	
			\$ 91,000
9.	For supplies (office/building/equipment)		\$ 28,000
10.	For postage		\$ 7,000
11.	For materials		
a.	Adult print items	\$ 35,000	
b.	Adult audio/visual	\$ 15,000	
c.	Online databases	\$ 20,000	
d.	Juvenile print items	\$ 8,000	
e.	Juvenile audio/visual	\$ 4,000	
f.	Virtual	\$ 10,000	
g.	Other materials	\$ 4,000	
			\$ 96,000
12.	For grant expenses		\$ 90,000
13.	For payments to other libraries		\$ 4,000
14.	Programming		\$ 10,000
15.	For vehicles		\$ 15,000
16.	For miscellaneous expenses		\$ 10,000
		TOTAL	\$ 1,311,800

FOR SOCIAL SECURITY FUND PURPOSES [40 ILCS 5/21-110; 40 ILCS 5/21-110.1]:

Social Security and Medicare Taxes	\$ 60,000
TOTAL	\$ 60,000

FOR ILLINOIS MUNICIPAL RETIREMENT FUND [40 ILCS 5/ 7-171]:

Illinois Municipal Retirement Fund (Employer)	\$ 70,000	
	TOTAL	\$ 70,000

FOR AUDIT PURPOSES [50 ILCS 310/9]:

Contractual Services - Audit	\$ 10,000	
	TOTAL	\$ 10,000

FOR LIABILITY AND WORKERS' COMPENSATION INSURANCE [745 ILCS 10/9-107]:

Insurance

a.	Liability & Workers Comp. Insurance	\$ 45,000	
b.	Risk Management and Loss Control Program	\$ 100,000	
	TOTAL	\$ 145,000	

FOR BUILDING MAINTENANCE FUND [75 ILCS 16/35-5]:

Building Maintenance Cost

a.	Building expenses	\$ 130,000	
b.	Grounds	\$ 10,000	
	TOTAL	\$ 140,000	

FOR SPECIAL RESERVE FUND [75 ILCS 16/40-40; 75 ILCS 5/5-8]:

1.	Emergency and/or designated projects	\$ 50,000	
2.	Contingency	\$ 10,000	
	TOTAL	\$ 60,000	

FOR THE PURPOSE OF A GIFT FUND [75 ILCS 16/30-75]

Designated donations	\$ 30,000	
	TOTAL	\$ 30,000

FOR THE PURPOSE OF A WORKING CASH FUND [75 ILCS 16/30-95; 75 ILCS 16/35-35]:

Working Cash Fund	\$ 230,000
TOTAL	\$ 230,000

Section 2: Appropriated for the foregoing expenses from the following estimate of revenues, by source, anticipated to be received by the Library District in the fiscal year:

Projected cash on hand July 1, 2023	\$1,000,000
Special Reserve Fund	\$ 60,000
Working Cash Fund	\$ 230,000
Gift Fund	\$ 30,000
Miscellaneous gifts and donations	\$ 49,800
Interest Income	\$ 15,000
Special purpose grants	\$ 100,000
Fees and charges	\$ 25,000
Miscellaneous income	\$ 30,000
Reimbursements (COBRA, E-Rate, other libraries)	\$ 42,000
Rentals and leases	\$ 35,000
Personal property replacement taxes	\$ 95,000
Tax for General Corporate Library purposes	\$ 920,000
Tax for Social Security purposes	\$ 60,000
Tax for IL Municipal Retirement Fund	\$ 70,000
Tax for Audit purposes	\$ 10,000
Tax for Liability and Insurance	\$ 145,000
Tax for Maintenance purposes	\$ 140,000

Expected cash on hand June 30, 2024

\$ 1,000,000

Section 3: Any unexpended balances in the General Library Fund and Maintenance Fund appropriations will be deposited into the Special Reserve Fund pursuant to a plan in accordance with 75 ILCS 16/40-50.

Section 4: The Secretary of the Mississippi Valley Library District is hereby authorized and directed to have this Ordinance published at least once in a newspaper of general circulation within this library district.

Section 5: This Ordinance shall be in full force and effect from its passage, approval and publication as provided by law.

Passed by the Board of Trustees of the Mississippi Valley Library District and approved by the President thereof this 18th day of September, 2023.

BOARD OF TRUSTEES OF
MISSISSIPPI VALLEY LIBRARY DISTRICT

President

ATTEST:

Secretary