

**Notice & Agenda – Mississippi Valley Library District  
Board of Trustees Meeting  
September 18, 2023 at 6:30 PM**

**On-Site at the Blum House, 414 W. Main St., Collinsville, IL 62234**

**Via Zoom: <https://us02web.zoom.us/j/83736996015?pwd=WEEdabXJrZFBhZ3BTSnOUjlyTDFZQT09>**

**Public Hearing – FY2024 Budget & Appropriations Ordinance**

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. Adjournment

**Regular Monthly Board of Trustees Meeting**

1. Call to Order and Roll Call
2. 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>*

3. Friends of the Library Updates
4. Trustee Comments
5. Consent Items

- a. Approval of Minutes –Regular Board Meeting of August 21, 2023
- b. Communications
- c. Administrative Reports
- d. Finances
  - i. August 2023 Expenses by Vendor, Profit & Loss, and Funds Balances
  - ii. Gift Fund Transactions
  - iii. FY 2023 Profit & Loss Budget vs. Actual
  - iv. Profit & Loss Previous Year Comparison
- e. Committee Reports
  - i. Finance
  - ii. Personnel
  - iii. Fundraiser
  - iv. Decennial Committee on Local Government Efficiency Act
    1. Next Meeting – October 23, 2023

6. Unfinished Business

- a. Discussion and Possible Action Regarding a Grant from the Agency for Community Transit for Transportation Needs for Patrons of the MVLD
- b. Decennial Committee – Appointment of Member of the Public

7. New Business

- a. Discussion and Action on Ordinance 24-01: FY2024 Budget & Appropriations Ordinance

- b. Discussion and Action on Ordinance 24-02: FY2024 Building & Maintenance Ordinance
  - c. Review of FY2023 Illinois Public Library Annual Report
  - d. Review of Serving Our Public 4.0 Chapter 11
  - e. Review of Closed Session Minutes – none
8. Closed Session
- a. Closed session, if necessary, for any lawful exemption pursuant to Section 2(c) of the Illinois Open Meetings Act
9. Action for Items Discussed in Closed Session
- a. Action(s), if necessary, for any lawfully exempt matter discussed in 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 REGULAR MEETING**

DATE: August 21, 2023

TIME: 6:30 PM

PLACE: Fairmont City Library, Fairmont City, IL

**Call to Order**

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

**Roll Call**

Trustees present:

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

Trustees absent:

Also present:

Kyla Waltermire, Executive Director, via Zoom  
Matt Harris, Assistant Director

**Pledge of Allegiance**

**Public Input**

Michael Treece, Jr. expressed his concerns regarding what he felt was York and Lomax's personal bias.

Sharon Autenrieth was concerned because she believed some members of the board were pushing a conservative agenda.

Ted Crail spoke regarding his believe in the first amendment and that libraries are for everyone.

Cynthia Klein expressed her positive experiences with the library but has concerns regarding some of the newest library board members. See attached written input.

Dorothy Joyce voiced her concerns about the removal of bookmarks from the library and the board's discussion regarding adding a new lawyer.

DeeAnna Beckham representing Parents for Change, is concerned about her belief that some of the board will discriminating against people that are different.

### **Friends of the Library**

- Book sale on August 18 and 19 went very well. They are tentatively looking at December for next book sale.
- They offered to pay for digital marquee component that failed. The part has been replaced.

### **Trustee Comment**

None

### **Consent Items**

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

- a. Approval of Minutes – July 17, 2023 regular meeting minutes reviewed; approved with minor update.
- b. Communications: None
- c. Administrative Reports  
Executive Director:
  - Waltermire announced a new clerk hire, Bee Brown. She is working out very well.
  - Waltermire indicated that staffing is currently very tight. Due to illness and unfilled positions, the Collinsville Library offered curbside service only the evening of August 21.

Assistant Director:

- Harris reported that the Back to School Bash at Fairmont City was a huge success with the daily door count of over 870 for that day and that number did not account for the patrons that did not enter the library.

- d. Finances – Finances reviewed.
  - No update
- e. Committee Reports
  - Murphy enquired about the outstanding fines on the balance sheet. Waltermire explained that those fines are a running total from the beginning of reporting outstanding fines. The fines are for unreturned or damaged items. If a patron owes more than \$75, their information will be turned over to a collection agency.
  - Decennial Committee's next meeting is scheduled for October 23, 2023 at 5:30.

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

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

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

Motion carried.

### **Unfinished Business**

- a. Repairs & Updates to the Blum House (Collinsville Library Foundation) – No update.
- b. Eagle Scout Project – The project was finished the first weekend of August. The brick area in front of the museum has doubled in size.
- c. Disposal of Short Street Lot
  - Waltermire requested guidance from the board on if she should continue to pursue selling the Short Street lot. The board agreed that she should continue but that it was low priority.
  - Lomax said that she would reach out to a realtor.
- d. Discussion and Possible Action Regarding Legal Representation for the MVLD
  - Discussion occurred regarding whether the MVLD should continue with one lawyer or go with two lawyers. If two lawyers, then one would be the current lawyer, who specializing in library law, and the second would be a local lawyer to address local issues that fall outside library law.
  - Lomax expressed concern with the current lawyer and previous legal advice he provided to the library. She felt his advice was setting the library up for legal issues.
  - Waltermire explained that current attorney, Phil Lenzini, is part of the Heyl Royster law firm and, while Lenzini is in Peoria, the firm has an office in Edwardsville. In the past Waltermire has used Lenzini's firm for issues outside of library law.
  - Kulupka stated that if there was a lawsuit against the library, there would be ample time to hire an attorney with appropriate expertise if the current law firm didn't have the expertise.
  - Waltermire responded that if the library was sued then we would probably have to hire an expert regardless.

Romero-Lizana moved and Kulupka seconded to continue with the current MVLD primary lawyer.

A roll call was taken on the motion:

Cathy Kulupka – Yes  
Jeanne Lomax – No  
Lisa McCormick - Yes  
Kathy Murphy - Abstained  
Ana Romero-Lizana - Yes  
Mark Schusky - Yes  
Ginny York – No

Yes- 4, No – 2, Abstained –1, Absent – 0

Motion carried.

- e. Discussion and Possible Action Regarding a Grant from the Agency for Community Transit for Transportation needs for patrons of the MVLD
  - Miriam Bell from the Agency for Community Transit (ACT) spoke to the board regarding possible grant opportunities.
  - Waltermire enquired if grant money can be used to put in a bike rack in front of the building and Bell indicated that a bike rack is a viable grant project.
  - Waltermire requested advice about obtaining a grant since the library is not a 501c3. Bell indicated that grant money may be available for special taxing districts within Madison County, such as the MVLD. The ACT board does grant exemptions and encouraged Waltermire to apply.

## **New Business**

- a. Decennial Committee Meeting – Appointment of Member of the Public
  - Waltermire has had trouble contacting one of the public members to confirm the next meeting. Romero-Lizana volunteered to contact the member and inform him of the next meeting.
  - If the public member does not respond, another public member will be appointed at the next Board meeting.
- b. Designation of Whistleblower Auditing Official
  - Lomax appointed herself to serve in this role.
- c. Discussion and Possible Action Regarding Recipient(s) of Board Email Account's Messages
  - The Board's email address is an alias which redirects to other, real email accounts. In the past email messages were redirected to the Board President's email account. It was decided to continue with the process and emails will be directed to the current President's email account.
- d. Discussion and Possible Action Regarding Public Attendance at Board Meetings via Online Digital Services(s)
  - Remote access to board meetings was turned off due to being "Zoom bombed" in a previous meeting.
  - McCormick explained that a certain security feature was turned off for that meeting due to members of the public having issues with meeting passwords during the prior few meetings.
  - It was decided by the board to allow Zoom meeting attendance for members of the public, with appropriate security measures in place, and to inform remote attendees that they may need to try multiple times to gain access.
- e. Discussion and Possible Action Regarding Bylaws Update
  - Due to an update to 5 ILCS 120/7, it was recommended to modify Remote Attendance by Individual Members Bylaw to include unexpected childcare obligations as one of the approved reasons for Board members to attend remotely.
  - Order of Business was updated to reflect the addition of "Friends of the Library" and "Trustee Comments" as ongoing agenda items. These items are already in effect on agendas; the revision would align the bylaws with current practice.

- As part of the Order of Business conversation, Lomax discussed listing specific exemptions under Closed Session. Waltermire shared that, after Lomax had brought this up in conversation with her previously, she contacted the Public Access Counselor (PAC) at the Illinois Attorney General's office to see if the PAC had recommended wording to use. The PAC attorney explained that public bodies do not need to provide the reasons why they will go into closed session on a meeting agenda in order to hold a closed session at that meeting, so long as a topic is already given notice on the agenda, the specific closed session exemption is cited as part of the motion to enter closed session, and the exemption is included in the meeting's minutes.

Schusky motioned and Murphy seconded to approve the bylaws updates.

A roll call was taken on the motion:

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

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

Motion carried.

- f. Review of Serving Our Public 4.0 Chapter 10 – No discussion.

**Closed Session** – None.

### **Adjournment**

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

A voice vote was taken on the motion.

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

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

Motion carried. The meeting adjourned at 8:11 PM.

08/21/2023

Dear Library Staff and Board,

I am writing this letter to relate my positive experiences with the Mississippi Valley Library District and with other nearby libraries along with my current concerns. I have been a resident of Collinsville for 34 years. I have utilized libraries as an adult in the following ways:

- 1) As a previously newly married person (33 years ago), a full-time student, and a full-time employee, we had little monies for many extravagances, so we often rented movies at the Collinsville Library, which was within walking distance of our home at that time.
- 2) I finished my undergrad degree and became a special education teacher. I often used the educational resources of the library to complement my meager resources at the specialized school for students with social/emotional disorders where I taught. These included some of my favorite National Geographic educational videos by David Attenborough and the PBS series such as Keep Your Eyes on the Prize. My high school students thoroughly enjoyed such works, and it sparked a lot of in-depth conversations, journaling and writing of papers by students (most of whom were living in children's home) who tended not to have had the best educational experiences. At one time the Collinsville Library also had math and science (MASH) kits which teachers could check out to use in their classrooms. These were also a big hit with my students.
- 3) As a parent, I often made use of the toddler story times and we especially enjoyed the summer programs as my daughter aged.
- 4) My daughter also participated in a teen reading club in which the students were allowed to pick the book of their choice. I later read some of these prize-winning books and was impressed with the overall quality of some of the historical fiction and/or coming of age books they chose with guidance from the librarian. These teens were allowed to keep these books as it was part of a highly successful grant written by library staff.
- 5) I must admit I sometimes used the library as a quasi-babysitter when we participated in what I called "the library tour". I have been a home visitor for a dozen years and I cover two counties. I was not always comfortable leaving my adolescent daughter home alone all day. I would make my home visits and drop her off at varying nearby libraries in between visits. She loved it.
- 6) As a developmental therapist who works with young children under the age of 3 with delays and disabilities, I know how valuable a resource a library can be for families and individuals, so I often meet clients at the Collinsville Library (and have previously done so at the Fairmont Library) and introduce my clients to the local libraries, their resources, and their programs.

I highlight my positive experiences above as I want all individuals and families to be able to have such experiences. Like many others here tonight, I want the library to continue to be an enjoyable place and a "refuge" (as both Dee Anna and Traci expressed last month). I began attending the library board meetings in June. I have been incredibly impressed with the Library Director, the Assistant Director and their varying expertise related to the necessary routine and other operations needed to keep the library district functioning, along with the supportive programming for a wide variety of demographics. I am also in admiration of the other library staff and experienced board members present for the monthly meetings. However, I must admit I have concerns regarding some of the newest board members who seem to have difficulties with supporting the library's mission statement along with following Robert's

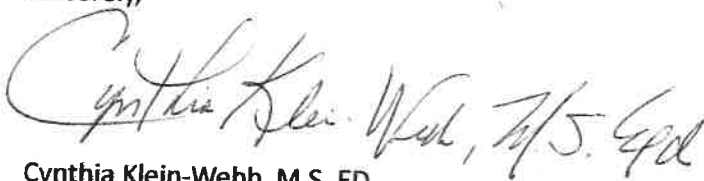


rules of order. I am curious if there has been a policy review with the newest board members? Do they understand the American Library Association guidelines? My understanding is that board members are meant to be good stewards of the building, funding, and personnel policies. Do the newest members understand their roles in supporting these objectives? Have they signed off on possible paperwork in which they agree to support the library's mission? It is also my understanding that part of the librarian's job is to manage collections and obtain materials. There appears to certainly be an overreach/crossover by a few board members who do not seem to understand their roles in supporting the library's everyday functions rather than acting on their own personal grievances (difficulties with previous lawyer) and pulling materials, such as simple bookmarks, promoting an ALA program.

If a board member (s) finds a rainbow offensive or considers it to be part of a social agenda, will they continue to confiscate information left by various organizations that use a rainbow as part of their emblem? I am a Developmental Therapist who works in Early Intervention specifically with infants and toddlers with delays and disabilities. Some of our community outreach information highlights rainbows. Western Illinois University's Provider Connections is responsible for awarding my professional certificate and uses the rainbow to highlight the diversity amongst the children and the families we serve. A few board members have made it clear that they do not like gay people being served by the library. Does this then extend to people of certain color, ethnicities, genders, or neurodivergence/those with disabilities? I certainly hope this type of discrimination is stopped immediately. The board should certainly be supporting ALL members of their community along with their fellow board members. I heard a board member stress that they do not like that "a social agenda was being pushed" with simple bookmarks and that somehow their rights were being violated.

I find it highly self-centered for members to highlight their very specific personal religious and political beliefs and/or personal difficulties with a lawyer. Does the library really need a new lawyer or was this brought up to appease one's resentment? It also appears the lawyer is a member of an organization, The Federalist Society and from what I can gather this society is an organization that claims to be constitutional but states that book banning is reasonable. Why would the library hire someone who is the anti-thesis of what they represent? I truly hope that our newest board members will realize that, for them to do a good job, the job they were elected to do, it is necessary for them to become much more community- minded and leave the egos at the door. The American Public Library is very much a social institution which ideally consists of people from ALL walks of life. Let's end the egocentric obstructive behavior tonight and move forward. I look forward to hearing that board members will receive the proper training to prevent further discrimination. I appreciate your consideration in reading this letter and listening to my valid concerns.

Sincerely,

A handwritten signature in cursive script that reads "Cynthia Klein-Webb, 7/5/2020".

Cynthia Klein-Webb, M.S. ED

Rainbow Developmental Support Services.



11:21 82%

Illinois General Assembly - Full Text of HB...   
 ilga.gov

AN ACT CONCERNING LOCAL GOVERNMENT.

Be it enacted by the People of the State of Illinois,  
represented in the General Assembly:

Section 5. The Illinois Library System Act is amended by  
changing Sections 1 and 3 and by adding Section 8.7 as follows

(75 ILCS 10/1) (from Ch. 81, par. 111)

Sec. 1. Because the state has a financial responsibility  
in promoting public education, and because the public library  
is a vital agency serving all levels of the educational  
process, it is hereby declared to be the policy of the state to  
encourage the improvement of free public libraries and to  
encourage cooperation among all types of libraries in  
promoting the sharing of library resources, including digital  
resources. In keeping with this policy, provision is hereby  
made for a program of state grants designed to establish,  
develop and operate a network of library systems covering the  
entire state.

It is further declared to be the policy of the State to  
encourage and protect the freedom of libraries and library  
systems to acquire materials without external limitation and  
to be protected against attempts to ban, remove, or otherwise  
restrict access to books or other materials.

(Source: P.A. 83-411.)

# **Report for August 2023**

## **Kyla Waltermire, Executive Director**

### **Building and Grounds Updates**

- The replacement threshold plate for Collinsville's main door is ordered, as is a sturdier door and frame for Fairmont City's boiler room.
- Maintenance Technician Zeke Pennington is working on replacing the ceiling, as well as removing the wallpaper and repainting, in the children's women's restroom.
- Ryder Saak completed work on the historical museum's donor bricks wall the weekend of August 5-6. The work was done for Ryder's Eagle Scout project.

### **Circulation and Collection Updates**

- The library received student data from the school district so that library staff can begin working on creating and/or updating public library accounts for students. This is the third year that the library has worked with the school district on this initiative. Over 4,800 students – 90% of those enrolled – were opted into receiving a public library account.
- As the student library card project is very time-consuming, other collection projects are temporarily being placed on the back burner.

### **Grant Updates**

- The library received a \$2,000 unrestricted grant from the Ameren "Love Your Library" program. Funds will be disbursed by mid-November.
- FY2023 Per Capita Grant – The MVLD was awarded \$48,794.48 for this grant, with eligible expenses to be applied beginning July 1, 2023.
- FY2024 PNG Grant – The library's application for "The Wild Blue Yonder and Beyond" was approved in the amount of \$6,474.00. Work on the grant will begin after the contracts are countersigned.
- FY2024 IL Reading Council Grant – The MVLD, in partnership with the Children's Dyslexia Center, received a Literacy Support grant in the amount of \$750.00. Materials were purchased and have been received. Upon the Children's Dyslexia Center return from a brief break in early September, both organizations will begin rolling out the new materials and working on library staff training.
- 2023 RBC Grant – The MVLD applied for the Regional Business Council's "It's Our Region Fund 2023 Small Change – Big Impact" grant in the amount of \$9,999.99. If awarded, the funds will be used to address several structural and aesthetic repairs to the Collinsville Library's ADA-accessible entrance. No word yet on the grant's status.
- 2023 Thinking Money for Kids Program Kits – The MVLD applied for one of these kits, which is an all-in-one kit for financial education programming for children ages 3-12. Applications close in early September.

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

- August 3 – Kiwanis Club meeting; SHARE Executive Council meeting
- August 4 – Meeting w/ Johnson Controls fire systems rep; informational webinar about 2-factor authentication roll-out for payroll & timekeeping system

- August 7 – ILA Public Policy Committee meeting; meeting with local author to plan book launch event
- August 10 – Interview for Library Clerk position
- August 14 – Covered the main desk (3.00 hours); gave a tour to the Mt. Zion Public Library staff
- August 15 – Meeting w/ Johnson Controls fire systems rep; Chamber of Commerce meeting; meeting w/ a trustee
- August 16 – Interview for Library Clerk position
- August 17 – IHLS Members Matter: Paid Leave for All Workers Act (1.00 hrs CE) and membership updates
- August 18 – Meeting w/ staff member re: performance expectations; interview for Library Clerk position
- August 28 – ILA Public Policy Committee meeting; ILA Advocacy Committee meeting
- August 29 – Interview for Library Clerk position
- August 30 – Covered desk at Fairmont City (4.50 hours)
- August 31 – Covered desk at Fairmont city (3.00 hours)

### **Marketing and Promotions Updates**

- The digital marquee's modem has been replaced. Staff are able to update the sign successfully.
- Marketing Coordinator Terry Pierson continues to work on quotes and design proofs for wrapping the new van with MVLD-specific branding. A draft design was created and shared with two companies, and we are now trying to fine-tune a design with one of the companies.
- The library is posting images and newspaper articles from Collinsville's history on social media. These posts have garnered a great amount of interest and positive response.

### **Miscellaneous**

- The FY2023 Illinois Public Library Annual Report and FY2023 ILLINET Interlibrary Loan and Reciprocal Borrowing Statistical Survey are submitted.

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

- Upcoming events are on the library's event calendars. Highlights include:
  - Thru October 16 (Collinsville): Italian Fest Exhibit
  - September 19 & 20: Pirate-themed Storytime and Baby Boogie for Talk Like a Pirate Day
  - September 20 & 27 @ 6:00 PM (Blum House): Tunes at Blum
  - September 23 (Collinsville and Fairmont City): Kids craft - fall leaf wreath
  - September 30 @ 2:00-4:00 PM (Fairmont City): Paw Patrol Party
  - October 1-31: 5<sup>th</sup> Annual Library Crawl. Pick up your passport and visit libraries throughout southern and central Illinois to get swag and be entered into a prize drawing.
  - October 4 @ 7:00 PM (virtual): Chills and Thrills with Stephen Graham Jones – An Illinois Libraries Present Event. National Endowment for the Arts Fellow Stephen Graham Jones talks horror. Register at [https://bit.ly/ILP\\_StephenGrahamJones](https://bit.ly/ILP_StephenGrahamJones).

- October 10 @ 6:00 PM (Collinsville): Who Puts the BOO in the Metro East. The Gateway Regional Investigators of the Paranormal will discuss some of the most haunted places in Illinois and Missouri, including demos of the equipment they use during an investigation.
- October 17 @ 7:00 PM (virtual): Food, Family, and Folktales with Grace Lin – An Illinois Libraries Present Event. Children’s book author and illustrator Grace Lin discusses food, family, and folktales, along with a drawing presentation. Register at [https://bit.ly/ILP\\_GraceLin](https://bit.ly/ILP_GraceLin).
- October 28 @ 10AM – 2:00 PM (Collinsville): Halloween Walk. This year’s theme is video games.
- The district will be closed on Friday, October 27 for a staff meeting and to set up for the Halloween Walk.

### **Staff Updates**

- Movement on filling the Program Coordinator position temporarily halted due to unexpected health issues amongst staff causing scheduling shortages that required immediate attention. This process will pick up again as soon as possible.
- Interviews for the vacant Level 2 Library Clerk positions continue. Two of the vacancies are filled, with the most recent hire being Jasmary Carcamo.
- Three staff members were diagnosed with COVID in August. Due to staffing constraints, the Collinsville Library’s hours and services needed to be adjusted a few days while those individuals were recovering.

# Statistical Summary

8/1/2023 12:00:00 AM - 8/31/2023 11:59:59 PM

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

### Record Counts - As of 9/11/2023 2:26 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,622,353	55,418	766,848			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	58,580	62,280	94	16,263	26	18

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
8,326	1,104	6,915	1,363	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,747	2,763	418		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	0	0	265	68
Added by Other	5,874	2,734	0	0
Deleted by Branch	18	0	856	1
Deleted by Other	1,897	2,545	0	10

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$6,123.30	\$483.13	\$0.00	\$483.13	\$5,257.28	\$0.60
Total Outstanding Fines - As of 9/11/2023 2:26 PM					\$126,106.55

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
2,937	6	1,833	103

# Statistical Summary

8/1/2023 12:00:00 AM - 8/31/2023 11:59:59 PM

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

### Record Counts - As of 9/11/2023 2:26 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,622,353	55,418	766,848			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	16,217	16,286	0	1,665	3	9

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
444	51	397	75	0
Holds Placed	Holds Satisfied	Holds Cancelled		
175	137	4		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	0	0	77	3
Added by Other	5,874	2,734	5	0
Deleted by Branch	2	0	260	0
Deleted by Other	1,913	2,545	1	0

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$300.94	\$6.00	\$0.00	\$6.00	\$815.42	\$0.00
Total Outstanding Fines - As of 9/11/2023 2:26 PM					\$4,272.55

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
80	0	139	0

# Statistical Summary

8/1/2023 12:00:00 AM - 8/31/2023 11:59:59 PM

## Grand Totals

### Record Counts - As of 9/11/2023 2:26 PM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,622,353	55,418	766,848			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	74,797	78,566	94	17,928	29	27

### Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
8,770	1,150	7,312	1,438	0
Holds Placed	Holds Satisfied	Holds Cancelled		
2,922	2,900	422		

### Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	0	0	342	71
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	20	0	1,116	1
Deleted by Other	n/a	n/a	n/a	n/a

### Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$6,424.24	\$489.13	\$0.00	\$489.13	\$6,072.70	\$0.60
Total Outstanding Fines - As of 9/11/2023 2:26 PM					\$130,379.10

### PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
3,017	6	1,972	103





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

8/15/23	Morning Yoga	8
8/15/23	Preschool Storytime	25
8/16/23	Baby Boogie	23
8/16/23	Game Night	2
8/16/23	Yoga Time	6
8/17/23	Book and and Appetizer Club	9
8/19/23	Meditation Meeting	7
8/19/23	Cross Stitching Club	2
8/19/23	History and Genealogy Club	5
8/19/23	Children's Paper Airplane and Launch Pad Craft	1
8/21/23	Dance Aerobics	5
8/22/23	Morning Yoga	7
8/22/23	Preschool Storytime	21
8/23/23	Baby Boogie	25
8/23/23	Yoga Time	
8/26/23	Meditation Meeting	
8/26/23	Cross Stitching Club	
8/28/23	Dance Aerobics	
8/29/23	Preschool Storytime	26
8/30/23	Baby Boogie	37
8/30/23	Evening Book Club	
8/30/23	Yoga Time	
8/31/2023	Family Storytime	9
<b>TOTAL</b>		<b>538</b>
Children Ages 0-5 Synchronous: attendance, events		

<b>Fairmont City Stats</b>	<b>PROGRAM / EVENT / PROMOTION</b>	<b>Attended</b>
August 4	Garden Club	3
August 5	Children's Minute to Win	8
August 9	Garden Club	3
August 14	Monday Fun-day	12
August 15	Answers on Aging	1
August 16	Garden Club	10
August 21	Kids Corner	4
August 21	Monday Fun-day	5
August 23	Kids Corner	3
August 23	Garden Club	Cancelled due to heat
August 28	Kids Corner	5
August 30	Garden Club	Cancelled due to heat
		<b>54</b>
	Children Ages 0-5 Synchronous: 0 attendance, 0 events	
	Children Ages 0-5 Self-Directed: 0 attendance, 0 events	
	Children Ages 6-11 Synchronous: 37 attendance, 6 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: 0 attendance, 0 events	
	Adults Ages 19+ Synchronous: 1 attendance, 1 events	
	Adults Ages 19+ Self-directed: 0 attendance, 0 events	
	General Interests Synchronous: 16 attendance, 3 events	
	General Interests Self-directed: 0 attendance, 0 events	

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Accrual Basis

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

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
<b>Academic Therapy Publications</b>								
Bill	08/15/2023		Invoices # 31...	Other Grants		Accounts Paya...	440.20	440.20
Total Academic Therapy Publications							440.20	440.20
<b>Albers Heating &amp; Air Conditioning, Inc.</b>								
Bill	08/04/2023		BH - located ...	Building		Accounts Paya...	245.00	245.00
Total Albers Heating & Air Conditioning, Inc.							245.00	245.00
<b>AMEREN ILLINOIS</b>								
Bill	08/11/2023		FCLC gas (01...	Natural Gas		Accounts Paya...	59.76	59.76
Bill	08/11/2023		FCLC electric ...	Electricity		Accounts Paya...	1,294.34	1,354.10
Bill	08/11/2023		CMLC gas (2...	Natural Gas		Accounts Paya...	53.61	1,407.71
Bill	08/11/2023		CMLC electric...	Electricity		Accounts Paya...	3,499.77	4,907.48
Bill	08/11/2023		CMLC outdoo...	Electricity		Accounts Paya...	26.42	4,933.90
Bill	08/11/2023		BH gas (83007)	Natural Gas		Accounts Paya...	56.01	4,989.91
Bill	08/11/2023		BH electric (1...	Electricity		Accounts Paya...	183.47	5,173.38
Total AMEREN ILLINOIS							5,173.38	5,173.38
<b>American Library Association</b>								
Bill	08/14/2023		annual dues - ...	Dues		Accounts Paya...	155.00	155.00
Total American Library Association							155.00	155.00
<b>Americom Imaging Systems Inc.</b>								
Bill	08/05/2023		Monthly copie...	Equipment		Accounts Paya...	496.20	496.20
Total Americom Imaging Systems Inc.							496.20	496.20
<b>Aqua Systems</b>								
Bill	08/05/2023		Invoice # 175...	Office		Accounts Paya...	19.10	19.10
Bill	08/05/2023		Invoice # 177...	Office		Accounts Paya...	6.95	26.05
Bill	08/05/2023		Invoice # 177...	Office		Accounts Paya...	27.50	53.55
Total Aqua Systems							53.55	53.55
<b>Belleville Public Library</b>								
Bill	08/14/2023		Items # 00007...	Payments to Other L...		Accounts Paya...	41.00	41.00
Total Belleville Public Library							41.00	41.00
<b>Book Page</b>								
Bill	08/23/2023		Magazine - 1 ...	Adult Print Materials		Accounts Paya...	720.00	720.00
Total Book Page							720.00	720.00
<b>BookSource</b>								
Bill	08/11/2023		IRC Literacy ...	Other Grants		Accounts Paya...	340.50	340.50
Total BookSource							340.50	340.50
<b>Brian Brown</b>								
Bill	08/15/2023		July 2023 mo...	Grounds		Accounts Paya...	1,345.00	1,345.00
Bill	08/15/2023		August 2023 ...	Grounds		Accounts Paya...	1,100.00	2,445.00
Total Brian Brown							2,445.00	2,445.00
<b>Brodart</b>								
Bill	08/28/2023		Invoice # 629...	Office		Accounts Paya...	92.25	92.25
Total Brodart							92.25	92.25
<b>Bryan-Bennett Library</b>								
Bill	08/14/2023		Item # 30183...	Payments to Other L...		Accounts Paya...	19.00	19.00
Total Bryan-Bennett Library							19.00	19.00
<b>Buildingstars</b>								
Bill	08/02/2023		Invoice # 335...	Building		Accounts Paya...	1,900.00	1,900.00
Bill	08/02/2023		Invoice # 335...	Building		Accounts Paya...	425.00	2,325.00
Bill	08/02/2023		Invoice # 335...	Building		Accounts Paya...	250.00	2,575.00
Total Buildingstars							2,575.00	2,575.00
<b>Caseyville Public Library District</b>								
Bill	08/14/2023		Item # 00082...	Payments to Other L...		Accounts Paya...	16.99	16.99
Total Caseyville Public Library District							16.99	16.99
<b>Center Point Large Print</b>								
Bill	08/14/2023		standing orde...	Adult Print Materials		Accounts Paya...	147.42	147.42

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09/07/23

Accrual Basis

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

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Total Center Point Large Print							147.42	147.42
<b>First Data Global Leasing</b>								
Check	08/08/2023		FC credit card...	Other Professional ...		Checking	39.98	39.98
Total First Data Global Leasing							39.98	39.98
<b>Gary Kusmierczak</b>								
Bill	08/28/2023		Reimburseme...	Miscellaneous		Accounts Paya...	20.95	20.95
Total Gary Kusmierczak							20.95	20.95
<b>Green Sky Cleaning Supply</b>								
Bill	08/15/2023		toilet tissue, tr...	Office		Accounts Paya...	291.87	291.87
Total Green Sky Cleaning Supply							291.87	291.87
<b>Home Depot</b>								
Check	08/01/2023		drain clog sup...	Building		Checking	50.93	50.93
Check	08/02/2023		sink repair & ...	Building		Checking	69.83	120.76
Check	08/03/2023		Misc. supplies	Building		Checking	8.96	129.72
Check	08/11/2023		light bulbs	Building		Checking	94.91	224.63
Check	08/14/2023		steel u-post	Building		Checking	55.86	280.49
Check	08/16/2023		Misc. supplies	Building		Checking	100.98	381.47
Check	08/23/2023		air movers & ...	Building		Checking	204.17	585.64
Total Home Depot							585.64	585.64
<b>Illinois American Water</b>								
Bill	08/28/2023		FCLC water 7...	Water/Sewer		Accounts Paya...	46.86	46.86
Total Illinois American Water							46.86	46.86
<b>IMRF</b>								
Check	08/16/2023		monthly IMRF...	IMRF		Checking	6,107.05	6,107.05
Total IMRF							6,107.05	6,107.05
<b>INGRAM LIBRARY SERVICES</b>								
Bill	08/02/2023		Credit Memo ...	Adult Print Materials		Accounts Paya...	1,087.91	1,087.91
Bill	08/02/2023		Invoice # 772...	Juvenile Print Items		Accounts Paya...	250.32	1,338.23
Total INGRAM LIBRARY SERVICES							1,338.23	1,338.23
<b>Kane Consulting Group</b>								
Bill	08/10/2023		Datto backup ...	Information Technol...		Accounts Paya...	343.00	343.00
Total Kane Consulting Group							343.00	343.00
<b>KANOPY, INC.</b>								
Bill	08/04/2023		Invoice # 363...	Virtual Items		Accounts Paya...	232.00	232.00
Total KANOPY, INC.							232.00	232.00
<b>Lazerware</b>								
Bill	08/04/2023		Invoice # 444...	Information Technol...		Accounts Paya...	803.42	803.42
Bill	08/04/2023		Invoice # 443...	Information Technol...		Accounts Paya...	2,521.98	3,325.40
Total Lazerware							3,325.40	3,325.40
<b>Madison County Record, LLC</b>								
Bill	08/05/2023		B&A ordinanc...	Publishing		Accounts Paya...	34.40	34.40
Total Madison County Record, LLC							34.40	34.40
<b>Madison County Treasurer</b>								
Deposit	08/01/2023		Deposit	Property Tax		General PI	-36,244.61	-36,244.61
Deposit	08/01/2023		Deposit	Building Maintenance		Building	-4,846.24	-41,090.85
Deposit	08/01/2023		Deposit	IMRF		IMRF	-1,683.42	-42,774.27
Deposit	08/01/2023		Deposit	Audit		Audit	-357.10	-43,131.37
Deposit	08/01/2023		Deposit	Liability Insurance		Insurance Fund	-2,499.61	-45,630.98
Deposit	08/01/2023		Deposit	FICA/Medicare		FICA	-2,295.58	-47,926.56
Deposit	08/23/2023		Deposit	Property Tax		General PI	-19,648.45	-67,575.01
Deposit	08/23/2023		Deposit	Building Maintenance		Building	-2,627.18	-70,202.19
Deposit	08/23/2023		Deposit	IMRF		IMRF	-912.60	-71,114.79
Deposit	08/23/2023		Deposit	Audit		Audit	-193.59	-71,308.38
Deposit	08/23/2023		Deposit	Liability Insurance		Insurance Fund	-1,355.06	-72,663.44
Deposit	08/23/2023		Deposit	FICA/Medicare		FICA	-1,244.45	-73,907.89
Total Madison County Treasurer							-73,907.89	-73,907.89

Metro East Sanitary District

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09/07/23

Accrual Basis

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

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Bill	08/10/2023		FC water July ...	Water/Sewer		Accounts Paya...	24.27	24.27
Total Metro East Sanitary District							24.27	24.27
<b>Midwest Tape</b>								
Bill	08/02/2023		Invoice # 504...	Adult Audio Visual It...		Accounts Paya...	143.97	143.97
Bill	08/02/2023		Invoice # 504...	Adult Audio Visual It...		Accounts Paya...	37.99	181.96
Bill	08/02/2023		Invoice # 504...	Adult Audio Visual It...		Accounts Paya...	39.99	221.95
Bill	08/02/2023		Invoice # 504...	Adult Audio Visual It...		Accounts Paya...	42.99	264.94
Bill	08/02/2023		Invoice # 504...	Adult Audio Visual It...		Accounts Paya...	39.99	304.93
Total Midwest Tape							304.93	304.93
<b>OverDrive</b>								
Bill	08/05/2023		Invoice # 020 ...	FY2023 Per Capita ...		Accounts Paya...	401.73	401.73
Total OverDrive							401.73	401.73
<b>Peerless Network, Inc.</b>								
Bill	08/14/2023		CM monthly f...	Telephone/Fax		Accounts Paya...	111.38	111.38
Bill	08/14/2023		FC monthly fa...	Telephone/Fax		Accounts Paya...	58.41	169.79
Total Peerless Network, Inc.							169.79	169.79
<b>Quill LLC</b>								
Bill	08/10/2023		Invoice # 336 ...	Office		Accounts Paya...	382.40	382.40
Total Quill LLC							382.40	382.40
<b>St. Clair County Collector</b>								
Deposit	08/11/2023		Deposit	Property Tax		General PI	-13,929.11	-13,929.11
Deposit	08/11/2023		Deposit	Building Maintenance		Building	-1,862.45	-15,791.56
Deposit	08/11/2023		Deposit	IMRF		IMRF	-646.95	-16,438.51
Deposit	08/11/2023		Deposit	Audit		Audit	-137.24	-16,575.75
Deposit	08/11/2023		Deposit	Liability Insurance		Insurance Fund	-960.62	-17,536.37
Deposit	08/11/2023		Deposit	FICA/Medicare		FICA	-882.21	-18,418.58
Deposit	08/25/2023		Deposit	Property Tax		General PI	-14,426.16	-32,844.74
Deposit	08/25/2023		Deposit	Building Maintenance		Building	-1,928.91	-34,773.65
Deposit	08/25/2023		Deposit	IMRF		IMRF	-670.04	-35,443.69
Deposit	08/25/2023		Deposit	Audit		Audit	-142.13	-35,585.82
Deposit	08/25/2023		Deposit	Liability Insurance		Insurance Fund	-994.90	-36,580.72
Deposit	08/25/2023		Deposit	FICA/Medicare		FICA	-913.69	-37,494.41
Total St. Clair County Collector							-37,494.41	-37,494.41
<b>Tolono Public Library District</b>								
Bill	08/15/2023		Item # 33032...	Payments to Other L...		Accounts Paya...	20.00	20.00
Total Tolono Public Library District							20.00	20.00
<b>TransFirst</b>								
Check	08/10/2023		CM Credit car...	Other Professional ...		General PI	39.00	39.00
Check	08/10/2023		CM Credit car...	Other Professional ...		Checking	49.75	88.75
Total TransFirst							88.75	88.75
<b>Tri-Township Public Library District</b>								
Bill	08/05/2023		Item # 00040...	Payments to Other L...		Accounts Paya...	17.99	17.99
Total Tri-Township Public Library District							17.99	17.99
<b>Trudoor</b>								
Bill	08/10/2023		Door & frame ...	Building		Accounts Paya...	1,712.42	1,712.42
Total Trudoor							1,712.42	1,712.42
<b>United States Postal Service</b>								
Check	08/02/2023		ILLs	Postage		Checking	41.65	41.65
Check	08/07/2023		ILLs	Postage		Checking	7.44	49.09
Check	08/14/2023		ILLs	Postage		Checking	57.22	106.31
Total United States Postal Service							106.31	106.31
<b>Village Locksmith</b>								
Check	08/14/2023		2 keys	Building		Checking	5.00	5.00
Total Village Locksmith							5.00	5.00
<b>TOTAL</b>							<b>-82,842.84</b>	<b>-82,842.84</b>

Mississippi Valley Library District  
Profit & Loss  
August 2023

	Aug 23
Ordinary Income/Expense	
Income	
Taxes	
Audit	830.06
Building Maintenance	11,264.78
FICA/Medicare	5,335.93
IMRF	3,913.01
Liability Insurance	5,810.19
Property Tax	84,248.33
Total Taxes	111,402.30
Intergovernment Revenue	
E-Rate	4,176.00
Grants	
FY2023 PNG Grant	2,572.05
Total Grants	2,572.05
Replacement Tax	15,912.04
Total Intergovernment Revenue	22,660.09
Fines & Forfeitures	
Fines	76.00
Lost or Damaged Books/Inhouse	336.04
Total Fines & Forfeitures	412.04
Charges for Services	
Fax	369.10
Printing/Copying	765.75
Total Charges for Services	1,134.85
Other Revenues	
COBRA Reimbursements	1,393.20
Donations - Des & Undes	90.63
Sale of Items	521.04
Reimbursements Other libraries	149.99
Interest Income	877.43
Miscellaneous	0.65
Rental Income	
FC Pavilion	350.00
Collinsville Rooms	200.00
Blum House Rental	683.75
Total Rental Income	1,233.75
Total Other Revenues	4,266.69
Total Income	139,875.97
Gross Profit	139,875.97
Expense	
Personnel	
Benefits	
IL Unemployment Company	342.81
FICA Company	3,710.20
Health/Dental Insurance	7,186.20
IMRF	6,107.05
Total Benefits	17,346.26
Salaries	
Full Time	34,453.38
Part time	14,223.88



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

	Aug 23
Total Salaries	48,677.26
Total Personnel	66,023.52
Maintenance Services	
Building	1,377.57
Equipment	254.54
Grounds	825.16
Total Maintenance Services	2,457.27
Professional Services	
Payroll Service	267.74
Internet Services	772.00
Information Technology	3,806.38
Other Professional Services	144.72
Total Professional Services	4,990.84
Utilities	
Telephone/Fax	79.99
Water/Sewer	58.50
Total Utilities	138.49
Supplies	
Equipment	423.89
Office	634.77
Postage	108.29
Total Supplies	1,166.95
Materials	
Other Materials	16.99
Virtual Items	224.00
Adult Audio Visual Items	501.74
Adult Print Materials	1,455.33
Juvenile Audio Visual Items	44.99
Juvenile Print Items	296.44
Online Databases	400.00
Total Materials	2,939.49
Other Expenditures	
Vehicles	381.39
Miscellaneous	520.90
Programming	102.05
Donation Expenditures - Des.	242.38
Grant Expenses	
FY2023 Per Capita Grant	17,124.12
Total Grant Expenses	17,124.12
Payments to Other Libraries	37.99
Total Other Expenditures	18,408.83
Total Expense	96,125.39
Net Ordinary Income	43,750.58
Net Income	43,750.58

Mississippi Valley Library District  
**Balance Sheet**  
As of September 7, 2023

	Sep 7, 23
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
Working Cash	220,341.49
Checking	28,471.82
General PI	777,956.43
Audit	12,332.74
IMRF	66,313.35
Building	22,919.31
Insurance Fund	166,764.85
FICA	51,633.22
Reserve	37,818.12
Gift Fund	11,338.14
Total Checking/Savings	1,395,889.47
Other Current Assets	
Prepaid Insurance	17,255.45
Petty Cash	100.00
Total Other Current Assets	17,355.45
Total Current Assets	1,413,244.92
Other Assets	
Taxes Receivable	864,041.62
Total Other Assets	864,041.62
<b>TOTAL ASSETS</b>	<b>2,277,286.54</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	5,519.60
Net Pay Offset	870.86
Miscellaneous	-127.44
Fed Withhold	-208.00
II Withhold	-823.96
Direct Deposit	-190.69
IMRF - Payable	149,831.69
SUTA	4,101.99
Payroll Liabilities - Other	1,720.68
Total Payroll Liabilities	160,826.33
Total Other Current Liabilities	1,201,131.53
Total Current Liabilities	1,187,805.23
Total Liabilities	1,187,805.23
<b>Equity</b>	
Opening Bal Equity	14,039.26
Retained Earnings	840,182.03
Net Income	235,260.02

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09/07/23

Cash Basis

# Mississippi Valley Library District

## Balance Sheet

As of September 7, 2023

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	Sep 7, 23
Total Equity	1,089,481.31
TOTAL LIABILITIES & EQUITY	<u>2,277,286.54</u>

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**Mississippi Valley Library District  
FY2024 Gift Fund**

09/07/23

Accrual Basis

Type	Date	Memo	Account	Class	Split	Amount	Balance
Jul - Aug 23							
Transfer	07/13/2023	FY2023 interest	Gift Fund		General Pl	-40.66	-40.66
Deposit	07/16/2023	Interest	Gift Fund	Gift	Interest Income	6.49	-34.17
Transfer	07/28/2023	Funds Transfer	Gift Fund		Checking	-16.37	-50.54
Transfer	08/03/2023	Funds Transfer	Gift Fund		Checking	-242.38	-292.92
Deposit	08/16/2023	Interest	Gift Fund	Gift	Interest Income	7.30	-285.62
Jul - Aug 23						<b>-285.62</b>	<b>-285.62</b>

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

FY2024

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Taxes</b>				
Audit	3,023.79	7,768.13	-4,744.34	38.9%
Building Maintenance	41,035.98	103,575.02	-62,539.04	39.6%
FICA/Medicare	19,438.08	52,823.26	-33,385.18	36.8%
IMRF	14,254.52	38,840.63	-24,586.11	36.7%
Liability Insurance	21,165.67	58,002.01	-36,836.34	36.5%
Property Tax	306,904.59	776,812.63	-469,908.04	39.5%
<b>Total Taxes</b>	<b>405,822.63</b>	<b>1,037,821.68</b>	<b>-631,999.05</b>	<b>39.1%</b>
<b>Intergovernment Revenue</b>				
E-Rate	4,176.00	20,000.00	-15,824.00	20.9%
TIF Funds	0.00	0.00	0.00	0.0%
<b>Grants</b>				
FY2024 PNG Grant	0.00	6,474.00	-6,474.00	0.0%
FY2023 Per Capita Grant	48,794.48	48,794.48	0.00	100.0%
FY2023 PNG Grant	2,572.05			
Other Grants	0.00	5,000.00	-5,000.00	0.0%
<b>Total Grants</b>	<b>51,366.53</b>	<b>60,268.48</b>	<b>-8,901.95</b>	<b>85.2%</b>
<b>Replacement Tax</b>	<b>15,940.95</b>	<b>60,000.00</b>	<b>-44,059.05</b>	<b>26.6%</b>
<b>Total Intergovernment Revenue</b>	<b>71,483.48</b>	<b>140,268.48</b>	<b>-68,785.00</b>	<b>51.0%</b>
<b>Fines &amp; Forfeitures</b>				
Fines	106.20	500.00	-393.80	21.2%
Lost or Damaged Books/Inhouse	592.52	1,800.00	-1,207.48	32.9%
<b>Total Fines &amp; Forfeitures</b>	<b>698.72</b>	<b>2,300.00</b>	<b>-1,601.28</b>	<b>30.4%</b>
<b>Charges for Services</b>				
Fax	566.10	3,350.00	-2,783.90	16.9%
Non-resident Fees	0.00	81.00	-81.00	0.0%
Printing/Copying	1,508.18	9,100.00	-7,591.82	16.6%
<b>Total Charges for Services</b>	<b>2,074.28</b>	<b>12,531.00</b>	<b>-10,456.72</b>	<b>16.6%</b>
<b>Other Revenues</b>				
COBRA Reimbursements	2,786.40	16,720.00	-13,933.60	16.7%
Sale of Short Street Lot	0.00	12,000.00	-12,000.00	0.0%
Sale of Vehicle	0.00	1,200.00	-1,200.00	0.0%
Property License Agreements	0.00	15,001.00	-15,001.00	0.0%
Donations - Des & Undes	240.49	20,000.00	-19,759.51	1.2%
Sale of Items	808.40	3,750.00	-2,941.60	21.6%
Reimbursements Other libraries	174.99	1,300.00	-1,125.01	13.5%
Interest Income	1,694.12	9,000.00	-7,305.88	18.8%
Miscellaneous	1.25	2,500.00	-2,498.75	0.1%
<b>Rental Income</b>				
FC Rooms	0.00	100.00	-100.00	0.0%
FC Pavilion	350.00	100.00	250.00	350.0%
Collinsville Rooms	300.00	1,600.00	-1,300.00	18.8%
Blum House Rental	1,573.75	12,500.00	-10,926.25	12.6%
<b>Total Rental Income</b>	<b>2,223.75</b>	<b>14,300.00</b>	<b>-12,076.25</b>	<b>15.6%</b>
<b>Total Other Revenues</b>	<b>7,929.40</b>	<b>95,771.00</b>	<b>-87,841.60</b>	<b>8.3%</b>
<b>Total Income</b>	<b>488,008.51</b>	<b>1,288,692.16</b>	<b>-800,683.65</b>	<b>37.9%</b>
<b>Gross Profit</b>	<b>488,008.51</b>	<b>1,288,692.16</b>	<b>-800,683.65</b>	<b>37.9%</b>
<b>Expense</b>				
<b>Personnel</b>				
<b>Benefits</b>				
IL Unemployment Company	685.73	8,100.00	-7,414.27	8.5%
FICA Company	7,318.26	55,200.00	-47,881.74	13.3%
Health/Dental Insurance	7,354.44	97,000.00	-89,645.56	7.6%
IMRF	18,114.94	92,000.00	-73,885.06	19.7%
<b>Total Benefits</b>	<b>33,473.37</b>	<b>252,300.00</b>	<b>-218,826.63</b>	<b>13.3%</b>
<b>Salaries</b>				
Full Time	67,206.69	501,500.00	-434,293.31	13.4%
Part time	28,812.97	200,900.00	-172,087.03	14.3%
<b>Total Salaries</b>	<b>96,019.66</b>	<b>702,400.00</b>	<b>-606,380.34</b>	<b>13.7%</b>

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Cash Basis

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

	Jul - Aug 23	Budget	\$ Over Budget	% of Budget
<b>Total Personnel</b>	129,493.03	954,700.00	-825,206.97	13.6%
<b>Maintenance Services</b>				
Building	16,787.61	120,000.00	-103,212.39	14.0%
Equipment	750.74	10,000.00	-9,249.26	7.5%
Grounds	1,575.16	11,000.00	-9,424.84	14.3%
<b>Total Maintenance Services</b>	19,113.51	141,000.00	-121,886.49	13.6%
<b>Professional Services</b>				
Publishing	0.00	600.00	-600.00	0.0%
Payroll Service	549.28	4,100.00	-3,550.72	13.4%
SHARE Membership	0.00	0.00	0.00	0.0%
OCLC Interlibrary Loan	0.00	0.00	0.00	0.0%
Internet Services	2,187.30	9,300.00	-7,112.70	23.5%
Information Technology	7,955.76	55,000.00	-47,044.24	14.5%
Audit	0.00	8,300.00	-8,300.00	0.0%
Legal Service	0.00	3,000.00	-3,000.00	0.0%
Other Professional Services	334.60	3,600.00	-3,265.40	9.3%
<b>Total Professional Services</b>	11,026.94	83,900.00	-72,873.06	13.1%
<b>Professional Development</b>				
Dues	15.00	600.00	-585.00	2.5%
Training/Tuition	0.00	1,000.00	-1,000.00	0.0%
Travel Expenses	0.00	1,200.00	-1,200.00	0.0%
<b>Total Professional Development</b>	15.00	2,800.00	-2,785.00	0.5%
<b>Utilities</b>				
Natural Gas	180.20	9,750.00	-9,569.80	1.8%
Telephone/Fax	311.31	3,600.00	-3,288.69	8.6%
Water/Sewer	446.12	3,000.00	-2,553.88	14.9%
Electricity	4,510.92	56,000.00	-51,489.08	8.1%
<b>Total Utilities</b>	5,448.55	72,350.00	-66,901.45	7.5%
<b>Supplies</b>				
Equipment	576.87	10,000.00	-9,423.13	5.8%
Office	845.75	11,000.00	-10,154.25	7.7%
Postage	488.37	4,200.00	-3,711.63	11.6%
<b>Total Supplies</b>	1,910.99	25,200.00	-23,289.01	7.6%
<b>Materials</b>				
Other Materials	16.99	1,250.00	-1,233.01	1.4%
Virtual Items	547.61	5,000.00	-4,452.39	11.0%
Adult Audio Visual Items	904.65	11,000.00	-10,095.35	8.2%
Adult Print Materials	2,301.16	27,000.00	-24,698.84	8.5%
Juvenile Audio Visual Items	44.99	2,000.00	-1,955.01	2.2%
Juvenile Print Items	352.68	4,500.00	-4,147.32	7.8%
Online Databases	3,284.00	11,000.00	-7,716.00	29.9%
<b>Total Materials</b>	7,452.08	61,750.00	-54,297.92	12.1%
<b>Other Expenditures</b>				
Liability & Building Insurance	0.00	30,000.00	-30,000.00	0.0%
Vehicles	496.39	12,500.00	-12,003.61	4.0%
Miscellaneous	530.90	2,750.00	-2,219.10	19.3%
Programming	222.72	5,000.00	-4,777.28	4.5%
Donation Expenditures - Des.	278.26	6,000.00	-5,721.74	4.6%
Grant Expenses				
FY2024 PNG Grant	0.00	6,474.00	-6,474.00	0.0%
FY2023 Per Capita Grant	19,293.92	48,794.48	-29,500.56	39.5%
Other Grants	0.00	3,000.00	-3,000.00	0.0%
<b>Total Grant Expenses</b>	19,293.92	58,268.48	-38,974.56	33.1%
<b>Payments to Other Libraries</b>	237.30	1,600.00	-1,362.70	14.8%
<b>Total Other Expenditures</b>	21,059.49	116,118.48	-95,058.99	18.1%
<b>Total Expense</b>	195,519.59	1,457,818.48	-1,262,298.89	13.4%
<b>Net Ordinary Income</b>	292,488.92	-169,126.32	461,615.24	-172.9%
<b>Net Income</b>	292,488.92	-169,126.32	461,615.24	-172.9%

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Cash Basis

# Mississippi Valley Library District Profit & Loss Prev Year Comparison

July through August 2023

	Jul - Aug 23	Jul - Aug 22	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>Taxes</b>				
Audit	3,023.79	1,815.87	1,207.92	66.5%
Building Maintenance	41,035.98	33,778.33	7,257.65	21.5%
FICA/Medicare	19,438.08	16,344.41	3,093.67	18.9%
IMRF	14,254.52	13,620.19	634.33	4.7%
Liability Insurance	21,165.67	34,141.51	-12,975.84	-38.0%
Property Tax	306,904.59	272,406.00	34,498.59	12.7%
<b>Total Taxes</b>	<b>405,822.63</b>	<b>372,106.31</b>	<b>33,716.32</b>	<b>9.1%</b>
<b>Intergovernment Revenue</b>				
E-Rate	4,176.00	3,649.20	526.80	14.4%
<b>Grants</b>				
FY2023 Per Capita Grant	48,794.48	0.00	48,794.48	100.0%
FY2023 PNG Grant	2,572.05	0.00	2,572.05	100.0%
FY2022 Per Capita Grant	0.00	48,794.48	-48,794.48	-100.0%
FY2022 PNG Grant	0.00	8,034.51	-8,034.51	-100.0%
<b>Total Grants</b>	<b>51,366.53</b>	<b>56,828.99</b>	<b>-5,462.46</b>	<b>-9.6%</b>
Replacement Tax	15,940.95	16,049.78	-108.83	-0.7%
<b>Total Intergovernment Revenue</b>	<b>71,483.48</b>	<b>76,527.97</b>	<b>-5,044.49</b>	<b>-6.6%</b>
<b>Fines &amp; Forfeitures</b>				
Fines	106.20	98.57	7.63	7.7%
Lost or Damaged Books/Inhouse	592.52	115.94	476.58	411.1%
<b>Total Fines &amp; Forfeitures</b>	<b>698.72</b>	<b>214.51</b>	<b>484.21</b>	<b>225.7%</b>
<b>Charges for Services</b>				
Fax	566.10	385.20	180.90	47.0%
Printing/Copying	1,508.18	1,382.79	125.39	9.1%
<b>Total Charges for Services</b>	<b>2,074.28</b>	<b>1,767.99</b>	<b>306.29</b>	<b>17.3%</b>
<b>Other Revenues</b>				
COBRA Reimbursements	2,786.40	0.00	2,786.40	100.0%
Donations - Des & Undes	240.49	682.77	-442.28	-64.8%
Sale of Items	808.40	467.00	341.40	73.1%
Online Sales	0.00	31.27	-31.27	-100.0%
Reimbursements Other libraries	174.99	59.95	115.04	191.9%
Interest Income	1,694.12	19.65	1,674.47	8,521.5%
Miscellaneous	1.25	277.08	-275.83	-99.6%
<b>Rental Income</b>				
FC Pavilion	350.00	0.00	350.00	100.0%
Collinsville Rooms	300.00	75.00	225.00	300.0%
Blum House Rental	1,573.75	1,560.00	13.75	0.9%
<b>Total Rental Income</b>	<b>2,223.75</b>	<b>1,635.00</b>	<b>588.75</b>	<b>36.0%</b>
<b>Total Other Revenues</b>	<b>7,929.40</b>	<b>3,172.72</b>	<b>4,756.68</b>	<b>149.9%</b>
<b>Total Income</b>	<b>488,008.51</b>	<b>453,789.50</b>	<b>34,219.01</b>	<b>7.5%</b>
<b>Gross Profit</b>	<b>488,008.51</b>	<b>453,789.50</b>	<b>34,219.01</b>	<b>7.5%</b>
<b>Expense</b>				
<b>Personnel</b>				
<b>Benefits</b>				
IL Unemployment Company	685.73	135.07	550.66	407.7%
FICA Company	7,318.26	6,989.04	329.22	4.7%
Health/Dental Insurance	7,354.44	11,928.41	-4,573.97	-38.4%
IMRF	18,114.94	11,508.47	6,606.47	57.4%
<b>Total Benefits</b>	<b>33,473.37</b>	<b>30,560.99</b>	<b>2,912.38</b>	<b>9.5%</b>
<b>Salaries</b>				
Full Time	67,206.69	72,291.99	-5,085.30	-7.0%
Part time	28,812.97	19,703.90	9,109.07	46.2%
<b>Total Salaries</b>	<b>96,019.66</b>	<b>91,995.89</b>	<b>4,023.77</b>	<b>4.4%</b>
<b>Total Personnel</b>	<b>129,493.03</b>	<b>122,556.88</b>	<b>6,936.15</b>	<b>5.7%</b>
<b>Maintenance Services</b>				
Building	16,787.61	10,791.25	5,996.36	55.6%
Equipment	750.74	2,239.97	-1,489.23	-66.5%
Grounds	1,575.16	2,275.00	-699.84	-30.8%
<b>Total Maintenance Services</b>	<b>19,113.51</b>	<b>15,306.22</b>	<b>3,807.29</b>	<b>24.9%</b>
<b>Professional Services</b>				
Publishing	0.00	32.80	-32.80	-100.0%
Payroll Service	549.28	582.20	-32.92	-5.7%
Internet Services	2,187.30	1,385.93	801.37	57.8%
Information Technology	7,955.76	10,597.35	-2,641.59	-24.9%
Other Professional Services	334.60	368.75	-34.15	-9.3%
<b>Total Professional Services</b>	<b>11,026.94</b>	<b>12,967.03</b>	<b>-1,940.09</b>	<b>-15.0%</b>

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Cash Basis

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

	Jul - Aug 23	Jul - Aug 22	\$ Change	% Change
<b>Professional Development</b>				
Dues	15.00	150.00	-135.00	-90.0%
<b>Total Professional Development</b>	15.00	150.00	-135.00	-90.0%
<b>Utilities</b>				
Natural Gas	180.20	346.29	-166.09	-48.0%
Telephone/Fax	311.31	609.57	-298.26	-48.9%
Water/Sewer	446.12	465.23	-19.11	-4.1%
Electricity	4,510.92	13,241.53	-8,730.61	-65.9%
<b>Total Utilities</b>	5,448.55	14,662.62	-9,214.07	-62.8%
<b>Supplies</b>				
Equipment	576.87	85.99	490.88	570.9%
Office	845.75	1,737.92	-892.17	-51.3%
Postage	488.37	807.43	-319.06	-39.5%
<b>Total Supplies</b>	1,910.99	2,631.34	-720.35	-27.4%
<b>Materials</b>				
Other Materials	16.99	320.00	-303.01	-94.7%
Virtual Items	547.61	772.88	-225.27	-29.2%
Adult Audio Visual Items	904.65	1,872.13	-967.48	-51.7%
Adult Print Materials	2,301.16	2,343.75	-42.59	-1.8%
Juvenile Audio Visual Items	44.99	247.69	-202.70	-81.8%
Juvenile Print Items	352.68	1,011.63	-658.95	-65.1%
Online Databases	3,284.00	6,304.00	-3,020.00	-47.9%
<b>Total Materials</b>	7,452.08	12,872.08	-5,420.00	-42.1%
<b>Other Expenditures</b>				
Vehicles	496.39	504.68	-8.29	-1.6%
Miscellaneous	530.90	414.36	116.54	28.1%
Programming	222.72	123.94	98.78	79.7%
Donation Expenditures - Des.	278.26	1,634.77	-1,356.51	-83.0%
<b>Grant Expenses</b>				
FY2023 Per Capita Grant	19,293.92	0.00	19,293.92	100.0%
FY2023 Penny Sevens Grant	0.00	723.10	-723.10	-100.0%
FY2023 PNG Grant	0.00	6,071.23	-6,071.23	-100.0%
FY2022 Per Capita Grant	0.00	19,444.75	-19,444.75	-100.0%
FY2022 PNG Grant	0.00	480.37	-480.37	-100.0%
<b>Total Grant Expenses</b>	19,293.92	26,719.45	-7,425.53	-27.8%
<b>Payments to Other Libraries</b>	237.30	113.98	123.32	108.2%
<b>Total Other Expenditures</b>	21,059.49	29,511.18	-8,451.69	-28.6%
<b>Total Expense</b>	195,519.59	210,657.35	-15,137.76	-7.2%
<b>Net Ordinary Income</b>	292,488.92	243,132.15	49,356.77	20.3%
<b>Net Income</b>	<b>292,488.92</b>	<b>243,132.15</b>	<b>49,356.77</b>	<b>20.3%</b>





## Community Action Grants Program Application - CY23

Project Sponsor: Mississippi Valley Library District

*(List one entity)*

Project Name: Bike-Friendly Library

Applications requesting more than \$10,000 in funding maintain a quarterly deadline and are due by 11:00pm CT January 3, April 3, July 3, October 2 or until 100% of the quarterly allocated CY23 grant funds are pledged, whichever is sooner. All projects are prioritized based on available funding and scoring criteria. Applications for projects with a dollar value of \$10,000 or less can be submitted throughout the year.

Project Sponsor is a:

☐

501(c)(3) Nonprofit

☐

City, Village, Township

☒

Park, Transit, or Airport District

### Submit application to:

Agency for Community Transit  
Attention: Miriam Bell  
1 Transit Way  
Pontoon Beach, IL 62040  
ACTgrants@mct.org

### FOR OFFICE USE ONLY

Date and Time Received: \_\_\_\_\_

## ACT Community Action Grants Program Information

**Organizational Information:** Agency for Community Transit, Inc. (ACT) is a private, non-profit 501(c)(3) agency incorporated in the State of Illinois. ACT provides transportation services for Madison County residents through the operation of fixed route and paratransit services for Madison County Transit (MCT).

**Funding:** ACT has committed \$2 million for the CY23 Community Action Grant with a maximum of \$100,000 per project and maximum of \$100,000 per entity.

**Program Intent:** 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 of Madison County residents. ACT's Community Action Grant intends to provide technical and financial assistance and assist in securing funds for impactful transportation related projects.

**Submittal Details:** Applications requesting more than \$10,000 are due by 11:00pm CT January 3, April 3, July 3, October 2 or until 100% of the quarterly allocated CY23 grant funds are pledged, whichever is sooner. All projects are prioritized based on available funding and scoring criteria. Applications for projects with a dollar of \$10,000 or less can be submitted throughout the year.

**Notification:** ACT will review each application and provide notification of the Board of Directors decision to approve or deny requested funding. The ACT Board reserves the right to fund smaller portions of projects than requested.

**Eligible Applicants:** The following entities are eligible to apply:

- City, Village, or Township located in Madison County, Illinois.
- 501(c)(3) nonprofit organizations, parks districts, (including Metro East Park and Recreation District) transit districts, and airport districts which are based in and/or provide service within Madison County, Illinois.

**Ineligible Applicants:** Universities/colleges, schools/school districts, special taxing districts, and Madison County government are not eligible to apply.

**Examples of Eligible Project Types:** Transportation / Bicycle / Pedestrian / ADA Accessibility Improvements / Related Projects. All shared use path and trails infrastructure projects must be included in the Project Sponsor's Bicycle/Pedestrian Master Plan. Projects examples include, but are not limited to the following:

- Purchase of an accessible vehicle for transporting the public, and not eligible for MCT's program
- Funds to operate a vehicle used to transport the public
- Purchase of MCT fare products for distribution
- Funds to support free rides on MCT for a given period
- Construction of an ADA accessible bus stop
- Construction of wheelchair ramps or other ADA improvements
- Funds to provide shuttle service for community festivals and events
- Addition of amenities or safety features to a bus stop
- Construction or improvement of a trail or shared use path
- Construction of a connector to a MCT Trail
- Addition of amenities, enhancements, or safety features to a shared use path or bike trail
- Flashing beacons or other equipment to facilitate safe bicycle/pedestrian crossings
- Funds to support a bicycle or pedestrian event
- Development of a bicycle/pedestrian master plan
- Bicycle/pedestrian marketing and/or education materials
- Support for a program which promotes bicycle/pedestrian development, safety, or education
- Funds to purchase and/or distribute helmets or other bicycle safety gear
- Funds for land acquisition to allow a community to build a trail
- Funds to provide transportation services for elderly and disabled residents
- Funds for transportation services for youth programs

## **Eligible Project Components**

- Components of projects eligible for reimbursement include, but are not limited to, acquisition, development, restoration, education, maintenance, planning, programmatic, or operations expenses.

**Ineligible Project Types:** Projects which are neither transportation related OR accessibility related are NOT eligible for assistance. Non ADA accessible shared use paths are NOT eligible. Parks and roadways are NOT eligible. Non-ADA accessible vehicles are NOT eligible.

**Project Scope and Budget:** Project Sponsors should make every effort to obtain an accurate project scope and budget for their application. Changes to scope must be approved by ACT prior to implementation to ensure reimbursement.

**Application Process:** Upon receipt of application, ACT staff will score the application for presentation of the information to the ACT Board. The board will review the subjective score and take discretionary action at its next regular Board meeting. If approved, a Project Agreement will be sent to the applicant for execution. Applicant will have 90 days to sign and execute the Project Agreement.

The project period begins upon the date the last person signs the Project Agreement. Expiration of the Project Agreement will be based upon the type and circumstances of the project.

Costs incurred prior to a fully executed Project Agreement are ineligible for reimbursement, unless at the discretion of ACT's Board, such costs are specifically approved. ACT reserves the right to terminate the Project Agreement if the Project Sponsor fails to start the project within one (1) year of the Project Agreement's execution date. The Project Sponsor shall make reasonable and timely progress on the project and advise ACT of project's status on a regular basis. Projects not completed, in whole or in part regardless of reason, may be ineligible for funding in future ACT grant cycles.

**Application Review:** The ACT Board of Directors will receive submitted applications with a score sheet completed by ACT Staff. The Board will review the information presented and take action to award funds as its discretion.

**Application Scoring:** The application scoring process will award points for the following categories:

- Project Applicability- Project is transportation related. (20%)
- Project Impact- Significant impact on residents in community. (20%)
- Local Support- Board/Governance support through action or commitment of funds. (20%)
- Leveraging Funds- Project leverages funds from local, state, federal, or other grants. (16%)
- ADA Accessibility- Project improves ADA accessibility within the community. (10%)
- Minority & Low-Income Equity- Project benefits Title VI community and/or low-income community. (8%)
- Geographic Equity- Project is located in a geographical area that has not received ACT funds this funding cycle. (6%)

**Awarded Funds:** Funds approved by the Board may be used toward the local match for transportation related projects or used toward 100% of the project's cost. The ACT Board reserves the right to fund smaller portions of projects than requested. Use of funds must be approved by the ACT Board.

**Reimbursement:** Payment by ACT shall be made on a reimbursement basis for a completed project. The Project Sponsor shall complete and submit an ACT Grant Reimbursement Request Form along with applicable supporting documentation. Final inspection and acceptance of the completed project must be made by an ACT representative for reimbursement to be issued. ACT's payment will be made payable to the Project Sponsor.

## Application Checklist

A complete ACT Community Action Grant Application for CY23 should contain an application and each of the following required components, in this order:

- ☒ Project Scope: Written narrative describing the project including a detail description of how this project improves equitable and inclusive transportation opportunities for residents of Madison County, Illinois.
- ☒ Cost Estimate: Bids, quotes, or documentation supporting the estimated project costs identified within the application.
- ☒ Project Timeline: Timeline for the project along with an estimated start date and completion date.
- ☐ Bicycle/Pedestrian Master Plan, when relevant.
- ☒ Project Location Map, when relevant.
- ☒ Project Photos, when relevant.
- ☒ Certification Statement found on page 7 of this application signed by the Mayor, Board President, or Chief Executive of the Project Sponsor

## Application Form

Please fill out this form in its entirety. Incomplete applications will not be considered for funding.

1. Project Sponsor (list only one entity): Mississippi Valley Library District  
  
Check one: ☐ 501(c)(3) Nonprofit ☐ City, Village, Township ☒ Park, Transit, or Airport District
2. Project Sponsor Address: 408 West Main Street  
Collinsville, IL 62234
3. Project Sponsor FEIN: 80-0121529
4. Project Title: Bike-Friendly Library
5. Project Address/Location: Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234
6. Project Contact Name and Title: Kyla Waltermire, Executive Director
7. Project Contact Address: 408 West Main Street  
Collinsville, IL 62234
8. Project Contact Phone: 618-344-1112 x 201
9. Project Contact Email: kylaw@mvlid.org
10. Is the project located within Madison County? ☒ Yes ☐ No
11. Estimated project completion date (month and year): 11/2023
12. Total Estimated Project Cost: \$ 1,962.30
13. Requested ACT Grant: \$ 1,962.30

14. Briefly explain how the proposed project is transportation related and will enhance existing public transportation services and/or improve bicycle/pedestrian access and/or ADA accessibility.

The Collinsville Memorial Library is seeking funding to install a bike rack next to the library's main entrance. Currently there isn't one, and bicyclists struggle to find an appropriate place to secure their bikes while visiting the library, which sometimes unfortunately results in bike theft.

15. Briefly explain how this project addresses a transportation need in Madison County and how many Madison County residents will be positively impacted.

By providing a convenient place to secure bicycles, as well as being able to provide bike locks for those who need them, cyclists will be more comfortable using this form of transportation to and from the library. The library serves approximately 25,000 people in Madison County.

16. Describe the Project Sponsor's support for the proposed project in the form of contributions of funds and/or support or action taken by the board.

The Mississippi Valley Library District's Board of Trustees discussed ACT grant options for the past four monthly meetings and are in support of applying for this project.

17. If applicable, provide details on any other current or potential local, state, or federal or grant funding sources for this project. Include funding information such as timeline, terms, conditions, and amount.

If the bike locks are not funded by the grant, the library will purchase them (\$169.90).

18. If applicable, explain how the proposed project improves ADA accessibility within Madison County.

N/A

19. If applicable, please explain how the proposed project serves a Title VI community and/or low income community. (This data can be found on the US Census website. For assistance or questions contact the Grants Coordinator.)

While the project does not specifically target low-income individuals, it is common for low-income individuals to have better access to bike transportation than cars, thus making this project more likely to positively impact low-income residents.

☒ Title VI      ☐ Low Income      ☐ Title VI & Low Income

## **Mississippi Valley Library District - Application**

### **Project Scope**

The Collinsville Memorial Library is fortunate to be conveniently accessed through a variety of transportation methods. There are parking lots on two sides of the building and street parking along the front. A bus stop is located directly in front of the library, and a bus station is just a few blocks away. As part of the Uptown District, the sidewalks are well-maintained and used.

The one area in which transportation needs are lacking is for cyclists. The library's front entrance does not have a bike rack. This results in bikes being left in the middle of the sidewalks, being locked to and blocking the front steps, and being dumped in the landscaping. Additionally, unsecured bikes are unfortunately stolen from library property from time to time. Those who ride bikes to the library tend to be those who have limited means to reach the library through other forms of transportation - namely, youths, low-income, and unsheltered individuals. Stolen bikes can be crippling for these individuals' ability to successfully and independently move around in the world.

In order to provide better security measures for bicyclists and to keep the library's walkways and egresses cleared of hazards, the Collinsville Memorial Library is requesting funding for the purchase and installation of a bike rack to go next to the main entrance. The library is also requesting funds to purchase 20 bike locks that can be given away to visitors needing a way to secure their bikes.

## **Mississippi Valley Library District - Application**

### **Cost Estimate**

Purchase of 5-bike surface mount rack and hardware - \$352.40 (including S&H)

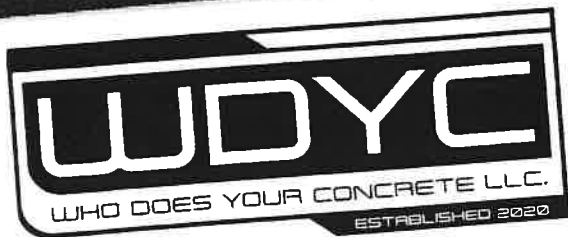
Installation of concrete pad - \$1,440.00

Purchase of 20 Master Lock bike lock cables with preset lock combos - \$169.90

**TOTAL COST: \$1,962.30**

See attached for quotes





**Driveways & Patios, Decks, Fences,  
Retaining Walls, Demo, Concrete  
Pumping, Hardscape & More!**

Owner: Emilio P. Perkins  
Fully Insured - Locally Owned & Operated  
www.whodoesyourconcrete.com  
Contact: 618-567-2521



# Concrete Flatwork- QUOTE

## Job Description

PREPARED FOR:

**Client: Kyla Waltermire**

**Address: 408 W Main St. Collinsville, IL**

PREPARED DATE

9/2/23

PREPARED BY

Emilio Perkins - Owner

**Flatwork/Job Notes:** Demo current concrete and/or earth to prep site for install of new concrete pad. Excavate 12 and set forms. Install CA-6 rock base and tamper with a 2 ton Wacker Nelson Compactor. Pour new 4k PSI Concrete with fibre, reinforcement and \*5 year sealer. Install joints with a Standard broom finish. Strip Foams and complete a final clean-up. End result will be (See Measure Section) @ 6 inch thick concrete pad(s).

### Measure Section:

1) 3x4

2) \_\_\_\_\_

3) \_\_\_\_\_

**Total Sq/Ft. 12**

ITEM LIST	TOTAL Sq/Ft.	PRICE per Sq/Ft.	TOTAL Cost
Excavate/Haul, Prep, Form & Prepare	Total: 12	\$50.00	\$600.00
New Install Concrete w/4,000psi 6 Slump Includes: Rebar/Fibre/Rock	Total: 12	\$70.00	\$840.00

ONLY \$120 SQ. FT.  
INSTALLED!

**JOB TOTAL = 1,440.00**

AGREED AND ACCEPTED:



### Need to add a gift to your cart?

Make it easy, give a gift card.

Explore 150+ designs for 20+ occasions. No expiration. No fees.

[Browse designs](#)

## Shopping Cart

[Deselect all items](#)



Master Lock Bike Lock Cable,  
Combination Bicycle Lock,  
**\$16.99**

#1 Best Seller in Cable & Chain Locks

In Stock

& FREE Returns

Eligible for FREE Same-Day, Overnight or  
Tomorrow delivery

☐ This is a gift [Learn more](#)

Style: 4 Ft. Preset Combo

Size: 2 Pack

10

[Delete](#)

[Save for later](#)

[Compare with similar items](#)

[Share](#)

Subtotal (10 items): **\$169.90**

\$25

You are getting FREE Overnight delivery!

Subtotal (10 items): **\$169.90**

☐ This order contains a gift

[Proceed to checkout](#)

### You might be running low on



Scotch Removable  
Tape, 3/4 in x 1,296 in,  
1,779

\$7.00

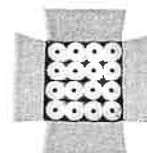
[Add to Cart](#)



B5N32953 -  
Transparent Tape, 1 in x  
1,296 in, 8,278

\$11.90

[Add to Cart](#)



MFLABEL Thermal  
Receipt Paper Rolls,  
4,877

\$63.99

[Add to Cart](#)



Amazon Basics 9 x 12-  
Inch Clasp Kraft Paper,  
4,304

\$22.31

[Add to Cart](#)

## Your Items

[Saved for later \(18 items\)](#)

[Buy it again](#)



Master Lock Bike Lock Cable,  
Combination Bicycle Lock, C...  
**\$16.99**

#1 Best Seller in Cable & Chain Locks

In Stock

& FREE Returns

Style: 4 Ft. Preset Combo

Size: 2 Pack



Energizer AAA Batteries, Max  
Alkaline, 24 Count  
**\$14.89**

In Stock

& FREE Returns

Size: 24 Count (Pack of 1)

[Move to cart](#)

[Delete](#)



Kyla Waltermire <kylaw@mvl.org>

## Barco Products: Quote# QUORCO17487

1 message

Barco Products <sales@barcoproducts.com>

Tue, Sep 12, 2023 at 2:39 PM

Reply-To: Barco Products <messages.1315792.21019891.26dec39e62@1315792.email.netsuite.com>

To: KylaW@mvl.org

Dear Kyla Waltermire:

Thank you for your interest in Barco Products. Below is the quote you have requested.  
Please advise if any changes are required or when you are ready to place the order.

We look forward to doing business with you.

Thank you,

Kellie x 5472

Barco Products

Customer Service and Inside Sales Representative

(800) 338-2697

Please review our company's Product Warranty, Shipping Policy, and Return Policy as stated at the bottom of our website: [www.barcoproducts.com](http://www.barcoproducts.com) before placing your order.



Barco Products

24 N Washington Ave

Batavia IL 60510

(800) 338-2697

customerservice@barcoproducts.com

## Quote

Account Number - 89374

Estimate # QUORCO17487

9/12/2023

### Customer

Kyla Waltermire

Mississippi Valley Library District

408 W Main St

Collinsville IL 62234

(618) 344-1112

### Ship To

Kyla Waltermire

Mississippi Valley Library District

408 W Main St

Collinsville IL 62234

Item	Qty	Rate	Amount	Estimated Lead Time
<b>05CL1292-BK</b> Park-It Bike Racks/ 5-Bike Rack/ Surface Mount/ Black	1	\$228.85	\$228.85	Ships in 4 - 5 Weeks
<b>05CL1422-BK</b> Covers for Surface Mount Park-It Bike Racks/ Set of 2	1	\$22.85	\$22.85	Ships in 4 - 5 Weeks
<b>BKHRD-8</b> Surface Mount Hardware Kit (8)	1	\$14.85	\$14.85	Ships in 4 - 5 Weeks

<b>Subtotal</b>	\$266.55
<b>Tax Total (%)</b>	\$0.00
<b>Shipping</b>	\$85.85
<b>Total</b>	\$352.40

\*Estimated lead time is based on normal fulfillment time of an order at this moment. Orders with large quantities may require additional time. These estimates are subject to change based on the nationwide supply chain issue.

PRICING FOR THIS QUOTE IS LOCKED IN FOR 30 DAYS

## **Mississippi Valley Library District - Application**

### **Project Timeline**

September 2023 - Submit application

October 2023 - Complete project agreement; order supplies upon receipt of fully executed agreement

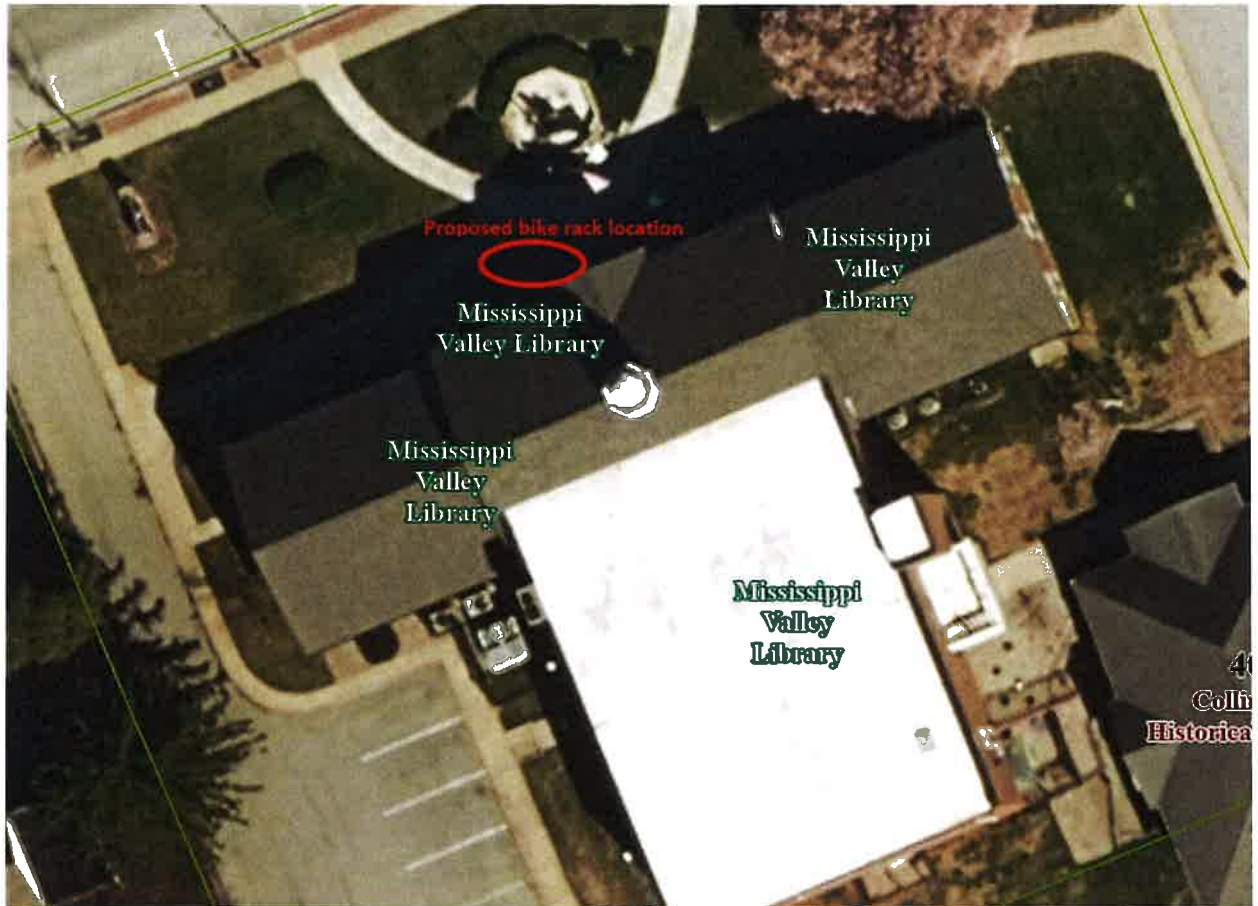
November 2023 - Receive supplies; schedule installation; complete installation

December 2023 - Submit reimbursement request(s) and applicable supporting documentation or reports

Spring 2023 - If needed due to scheduling or weather constraints, complete installation, reimbursement request(s), and applicable supporting documentation or reports

## Mississippi Valley Library District - Application

### Project Location Map





## Mississippi Valley Library District - Application

### Project Photos, when relevant



## Certification Statement

In WITNESS WHEREOF, the undersigned parties have caused this grant application to be executed by their duly designated and authorized representatives.

I do hereby certify that I have the legal authority to represent the Project Sponsor and submit this grant application on behalf of the Project Sponsor and that the information presented in this grant application and the referenced attachments are true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this grant application and the ACT Project Agreement and that the Project Sponsor has the financial resources to fund one hundred percent (100%) of the proposed project costs. The award may be less than what is requested but may not exceed the amount requested. It is understood that the project must be completed within the timeframe established in this application and the Project Agreement, and the reimbursement request must be submitted within ninety (90) days of project completion, unless extenuating circumstances prevent such a request and are discussed with and approved by ACT. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieves ACT from further payment obligations of the grant.

*(Certification must be signed by Mayor, Board President, or Chief Executive of Project Sponsor)*

**Project Sponsor:** Mississippi Valley Library District

Print Name: Kyla Waltermire

Print Title: Executive Director

Signature and Date:  09/13/23

Attested by: Jeanne Lomax

Signature and Date: 09/18/23

[This space left intentionally blank.]



# Project Agreement

This Project Agreement is entered into on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between **AGENCY FOR COMMUNITY TRANSIT ("ACT")** and \_\_\_\_\_ ("**Project Sponsor**").

Whereas the Project Sponsor has submitted an application to ACT for the Community Action Grant concerning the project named \_\_\_\_\_. Whereas this grant is for the exclusive purpose of supporting the Project Sponsor's transportation related project within Madison County, Illinois. Now, therefore, ACT has approved the project and agrees to award a grant for the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_). The Parties to this Project Agreement agree to the following:

**Execution & Termination:** The project period begins upon the date the last person signs this Project Agreement. Expiration of this Project Agreement shall be \_\_\_\_\_. Costs incurred prior to a fully executed Project Agreement are ineligible for reimbursement. ACT reserves the right to terminate this Project Agreement if the Project Sponsor fails to start the project within one (1) year of the Project Agreement's execution date. The Project Sponsor shall make reasonable and timely progress on the project and advise ACT of project's status on a regular basis. Projects not completed, in whole or in part regardless of reason, may be ineligible for funding in future ACT grant cycles.

**Reimbursement:** Payment by ACT shall be made on a reimbursement basis for a completed project. The Project Sponsor shall complete and submit an ACT Grant Reimbursement Request Form along with applicable supporting documentation. Final inspection and acceptance of the completed project must be made by an ACT representative for reimbursement to be issued. ACT's payment will be made payable to the Project Sponsor.

**Financial Records:** All funds expended by the Project Sponsor in conjunction with the project must comply with Local, State, and Federal laws pertaining to the expenditure of public funds. Documentation of project costs and payments may be requested by ACT. All project records must be maintained for a period of no less than five (5) years, or longer if required by law.

**Acknowledgment:** Upon ACT Board approval of the Application and receipt of the executed Project Agreement with ACT, all press/public communications in reference to the project by the Project Sponsor shall state that it is funded in-part by ACT. Acknowledgment must be included in any publicly shared drafts of the plan, as well as the final version. To satisfy this requirement, the Project Sponsor must insert, where deemed appropriate, ACT's logo. If ACT logo is used, ACT must review all public materials prior to release to ensure all brand standards are observed.

**Insurance:** Project Sponsor and any contractor hired or retained by the Project Sponsor in connection with this project shall maintain all necessary insurance in full force and effect throughout the term of Project Agreement.

**Indemnification:** The Project Sponsor and contractors shall indemnify, defend, and hold harmless ACT, its board members, employees and agents from all claims, liabilities, obligations, and causes of action in connection with this Project.

**Assignment:** Project Sponsor agrees that this Project Agreement shall not be assigned or transferred without the written consent of ACT and that any successor to the Project Sponsor's rights under this Project Agreement will be required to accede to all of the terms, conditions and requirements of the Agreement as a condition precedent to such succession.

**Amendment:** The parties agree that no change or modification to this Project Agreement shall be of any force or effect unless the amendment is dated and is reduced to writing and executed by both parties.

**Compliance with Law:** The Project Sponsor shall comply with all applicable laws, ordinances, and codes of the United States, the State of Illinois, and local governments, including, but not limited to, Title VII of the Civil Rights Act of 1964, and no person shall, on the grounds of race, color, national origin, sex, age, religion, sexual orientation, veteran status, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any grant, program, or activity for which the Project Sponsor receives assistance from ACT. Project Sponsor acknowledges that it has performed due diligence to assure its Project complies with the requirements of the Americans with Disabilities Act of 1990.

On behalf of Project Sponsor, I understand this fully executed agreement serves as a Notice to Proceed and agree to the foregoing terms and conditions of the ACT Community Action Grant, and hereby certify my authority to execute this agreement.

## Project Sponsor:

\_\_\_\_\_  
(Printed Name and Title)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Date)

## Agency for Community Transit:

\_\_\_\_\_  
Steven J. Morrison, Executive Director

\_\_\_\_\_  
(Signature of Executive Director)

\_\_\_\_\_  
(Date)



**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 18<sup>th</sup> day of September, 2023.

BOARD OF TRUSTEES OF  
MISSISSIPPI VALLEY LIBRARY DISTRICT

---

President

ATTEST:

---

Secretary

STATE OF ILLINOIS )  
 ) SS:  
COUNTIES OF MADISON AND ST. CLAIR )

CERTIFICATE OF AUTHENTICITY

(Budget and Appropriations Ordinance)

I, Lisa McCormick, do hereby certify that I am the duly appointed, qualified, and now acting Secretary of the Board of Trustees of the Mississippi Valley Library District in the Counties of Madison and St. Clair and State of Illinois; that attached hereto is a true and correct copy of the Annual Budget and Appropriations Ordinance No. 24-01 for the fiscal year July 1, 2023 to June 30, 2024.

I further certify that the Annual Budget and Appropriations Ordinance was duly passed by the Board of Trustees of said Library District at a meeting thereof held on the 18<sup>th</sup> day of September, 2023; that said Ordinance was duly passed by yea and nay vote thereon with at least a majority of all the Board of Trustees having voted yea on the adoption and passage thereof and approved in accordance with the laws of the State of Illinois pursuant to the notice and publication thereof as required by law.

I further certify that said Annual Budget and Appropriations Ordinance contains an estimate of revenues, by sources, anticipated to be received by the Mississippi Valley Library District in the fiscal year.

In Witness Whereof, I have signed my name in my official capacity as the Secretary of the Board of Trustees of the Mississippi Valley Library District, at Collinsville, Illinois, this 18<sup>th</sup> day of September, 2023.

---

Lisa McCormick, Secretary

Mississippi Valley Library District

(District Seal)

Date Signed: \_\_\_\_\_



**ORDINANCE NO. 24-02**  
**BUILDING AND MAINTENANCE FUND ORDINANCE**

*An Ordinance to Levy and Assess a Tax 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*

Be It Ordained, that the Mississippi Valley Library District of the Counties of Madison and St. Clair in the State of Illinois shall levy a tax of .02% of the value of all taxable property within said District, for building and maintenance purposes, subject to the right of electors in said District to petition and require an election concerning the imposition of such tax, pursuant to 75 ILCS 16/35-5.

Be It Further Ordained, that within fifteen (15) days from the date of adoption of the ordinance, it shall be published in the Madison-St. Clair Record, a newspaper of general circulation in the Mississippi Valley Library District and it is effective immediately upon adoption.

In Witness Whereof, we have hereunder set our hands in Collinsville, Illinois, this 18<sup>th</sup> day of September, 2023.

(1) The specific number of voters required to sign a petition requesting that the question of adoption of the ordinance be submitted to the electors of the District is 2,151.

(2) The petition must be filed on or before October 22, 2023.

(3) The referendum would be held March 19, 2024.

Posted: September 19, 2023

\_\_\_\_\_  
President of the Board of Trustees

ATTEST:

\_\_\_\_\_  
Secretary of the Board of Trustees



**IPLAR****IDENTIFICATION (1.1 - 1.31)**

This section is information about the administrative entity. "Administrative Entity" is defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or it may have more than one outlet (an outlet is a location, whether a central library, branch or bookmobile). The majority of the information in this section is pre-filled. If information needs to be updated, enter the corrected information in the box provided on the next line of the survey.

1.1 ISL Control # [PLS 151, PLS 701]	30205
1.2 ISL Branch # [PLS 151, PLS 701]	00
1.3a FSCS ID [PLS 150, PLS 700]	TL0114
1.3b FSCS_SEQ [PLS 700]	002
1.4a Legal Name of Library [PLS 152]	Mississippi Valley Library District
1.4b If the library's name has changed, then enter the updated answer here.	
1.5a Facility Street Address [PLS 153]	408 West Main Street
1.5b If the facility's street address has changed, then enter the updated answer here.	
1.6a Facility City [PLS 154]	Collinsville
1.6b If the facility's city has changed, then enter the updated answer here.	
1.7a Facility Zip [PLS 155]	62234
1.7b If the facility's zip code has changed, then enter the updated answer here.	
1.8a Mailing Address [PLS 157]	408 West Main Street
1.8b If the facility's mailing address has changed, then enter the updated answer here.	
1.9a Mailing City [PLS 158]	Collinsville
1.9b If the facility's mailing city has changed, then enter the updated answer here.	
1.10a Mailing Zip [PLS 159]	62234
1.10b If the facility's mailing zip code has changed, then enter the updated answer here.	
1.11a Library Telephone Number [PLS 162]	6183441112
1.11b If the telephone number has changed, then enter the updated answer here.	
1.12a Library FAX Number	6183456401
1.12b If the fax number has changed, then enter the updated answer here.	
1.13 Website	http://www.mvld.org

**Library Director's Information**

Please enter the full name, title and e-mail address of the library director.

1.14 Name	Kyla Waltermire
1.15 Title	Executive Director
1.16 Library Director's E-mail	kylaw@mvld.org

**Library Information**

Please provide the requested information about the library type.

1.17a Type of library	District
1.17b If the library type has changed, then enter the updated answer here.	
1.18 Is the main library a combined public and school library?	No
1.19 Does your library contract with another library to RECEIVE ALL your library services?	No

**Contract for Services**

Please provide the full legal name(s) of the library(ies) with which your library contracts for service. If you need more than one line, a new one will appear

once text has been entered in the first box.

Number of contracting libraries:

Legal name of library you contract with:

## Administrative Information

Libraries are required by statute [75 ILCS 5/4-10(5), 75 ILCS 16/30-65(a)(2)] to provide a statement as to any extensions of library service or any changes to the limits or boundaries of library service areas. Most of the information in this section will be pre-filled. If the information is incorrect, please enter the updated information in the box provided on the next line of the survey. If your library has had a population change, you must submit official verification to the Illinois State Library.

1.21a	County in which the administrative entity is located [PLSC 161]	Madison
1.21b	If the administrative entity's county has changed, then enter the updated answer here.	
1.22a	Did the administrative entity's legal service area boundaries change during the past year? [PLS 205]	No
1.23a	Population residing in tax base (Use the latest official federal census figure) [PLS 208]	33,081
1.23b	If the population residing in the tax base has had a LEGAL change, then enter the updated answer here.	
1.23c	Documentation of legal population change	
1.25a	This library is currently a member of what Illinois library system?	IHLS
1.25b	If the library's system has changed, then enter the updated answer here.	

## Federal Public Library Criteria

According to the Institute of Museum and Library Services' Public Library Survey, a public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. An organized collection of printed or other library materials, or a combination thereof;
2. Paid staff;
3. An established schedule in which services of the staff are available to the public;
4. The facilities necessary to support such a collection, staff, and schedule; and
5. Is supported in whole or in part with public funds.

1.26	Does this library have an organized collection of printed or other library materials, or a combination thereof?	Yes
1.27	Does this library have paid staff?	Yes
1.28	Does this library have an established schedule in which services of the staff are available to the public?	Yes
1.29	Does the library have the facilities necessary to support such a collection, staff, and schedule?	Yes
1.30	Is this library supported in whole or in part with public funds?	Yes
1.31	Does this public library meet ALL the criteria of the FSCS public library definition? [PLS 203]	Yes

## SERVICE OUTLETS (2.1 - 2.16)

This section gathers information about the service outlets (centrals, branches, bookmobiles) of your library. Locations can only be added to this survey by State Library staff. If you have a branch or bookmobile and do not see its name listed in question 2.3a, please contact Pat Burg (217-785-1168, pburg@ilsos.gov) so that it can be added.

2.1a	Total number of bookmobiles [PLS 211 & PLS 712]	0
2.1b	Total number of branch libraries [PLS 210]	1
2.2a	Are any of the branch libraries a combined public and school library?	No

## Service Outlet Name

Location	2.3a Branch or Bookmobile Legal Name [PLS 702]	2.3b If the outlet's legal name has changed, then enter the updated answer here.	2.3c Was this an official name change?
FAIRMONT CITY LIBRARY CENTER	FAIRMONT CITY LIBRARY CENTER		

MISSISSIPPI VALLEY L.D.	Collinsville Memorial Library Center	
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ISL Control Number

Location	2.4 ISL Control # [PLS 701]	2.5 ISL Branch # [PLS 701]
FAIRMONT CITY LIBRARY CENTER	30205	3020501
MISSISSIPPI VALLEY L.D.	30205	3020500

Street Address

Location	2.6a Street Address [PLS 703]	2.6b If the outlet's street address has changed, then enter the updated answer here.	2.6c Was this a physical location change?
FAIRMONT CITY LIBRARY CENTER	4444 Collinsville Road		
MISSISSIPPI VALLEY L.D.	408 WEST MAIN STREET		

Address

Location	2.7a City [PLS 704]	2.7b If the outlet's city has changed, then enter the updated answer here.	2.8a Zip Code [PLS 705]	2.8b If the outlet's zip code has changed, then enter the updated answer here.
FAIRMONT CITY LIBRARY CENTER	FAIRMONT CITY		62201	
MISSISSIPPI VALLEY L.D.	COLLINSVILLE		62234	

County & Phone

Location	2.9a County [PLS 707]	2.9b If the outlet's county has changed, then enter the updated answer here.	2.10a Telephone [PLS 708]	2.10b If the outlet's phone number has changed, then enter the updated answer here.
FAIRMONT CITY LIBRARY CENTER	St. Clair		6184823966	
MISSISSIPPI VALLEY L.D.	Madison		6183441112	

Square Feet

Location	2.11a Square Footage of Outlet [PLS 711]	2.11b If the facility's square footage has changed, then enter the updated answer here.	2.11c Indicate the reason for the change/variance in square footage for this annual report as compared to the previous annual report.
FAIRMONT CITY LIBRARY CENTER	7,500		
25,000			
MISSISSIPPI VALLEY L.D.			

IDS

Hours and Attendance

Location	2.12 Total public service hours PER YEAR for this service outlet [PLS 713]	2.13 Total number of weeks, during the fiscal year, this service outlet was open for service to the public [PLS 714]	2.14 Total annual attendance/visits in the outlet	2.15 Number of Weeks an Outlet Closed Due to COVID-19	2.16 Number of Weeks an Outlet Had Limited Occupancy Due to COVID-19
FAIRMONT CITY LIBRARY CENTER	2,321	52	27,662	0	0
MISSISSIPPI VALLEY L.D.	3,116	52	86,450	0	0

ANNUAL REPORT DATA (3.1 - 3.7)

Please enter the time period covered by this annual report and the name and contact information for the person preparing the report. The report period should cover the time from the end of the previous IPLAR through the end of your most current fiscal year. If your library switched to a new fiscal year

during the latest period, this may mean that your report needs to cover more or less than a twelve (12) month period.

3.1 Fiscal Year Start Date (mm/dd/year) [PLS 206]	07/01/2022
3.2 Fiscal Year End Date (mm/dd/year) [PLS 207]	06/30/2023
3.3 Number of months in this fiscal year	12
3.4 Name of person preparing this annual report	Kyla Waltermire
3.5 Telephone Number of Person Preparing Report	618-344-1112
3.6 FAX Number	618-345-6401
3.7 E-Mail Address	kylaw@mvlid.org

## REFERENDA (4.1 - 4.7)

Please enter information regarding any referenda the library was involved in during the fiscal year report period. A referendum requires a question be submitted to the voters at an election held under the general election law. Examples are: bond issue, district establishment, tax increase.

4.1a Was your library involved in a referendum during the fiscal year reporting period?	No
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### Referendum 1

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

### Referendum 2

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

### Referendum 3

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

### Referendum 4

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

### Referendum 5

4.2 Referendum Type	4.3 If Other, what was the referendum type?	4.4 Referendum Date (mm/dd/year)	4.5 Passed or Failed?	4.6 Effective Date (mm/dd/year)	4.7 Referendum ballot language documentation

## CURRENT LIBRARY BOARD (5.1 - 5.13)

Please report the number of board seats and the number of vacancies. Be sure to provide current board member information; including name, position, telephone number, e-mail address, home address, and term expiration date. If there are vacancies, please explain.

All personal identifying information is FOIA exempt and will NOT be released to the public. The only information that the Illinois State Library will release upon request is the board member name, trustee position and term expiration date.

Report the most current information available.

5.1 Total number of board seats	7
5.2 Total number of vacant board seats	0
5.2b Please explain	
5.3 This public library board of trustees attests that the current board is legally established, organized, and the terms of office for library trustees are all unexpired.	Yes

### First Member

5.5 Name	Catherine (Cathy) Kulupka
5.6 Trustee Position	Treasurer
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	618-660-6553
5.9 E-mail Address	ccrater@gmail.com
5.10 Home Address	505 Greenwood PL
5.11 City	Collinsville
5.12 State	IL
5.13 Zip Code	62234

### Second member

5.5 Name	Mark Schusky
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	618-789-9409
5.9 E-mail Address	schusky@mindspring.com
5.10 Home Address	8 Oakleigh
5.11 City	Collinsville
5.12 State	IL
5.13 Zip Code	62234

### Third member

5.5 Name	Ana Romero-Lizana
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	618-610-7677
5.9 E-mail Address	clizana@sbcglobal.net
5.10 Home Address	2700 N. 37th St.
5.11 City	Fairmont City
5.12 State	IL

5.13 Zip Code	62201
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**Fourth member**

5.5 Name	Lisa McCormick
5.6 Trustee Position	Secretary
5.7 Present Term Ends (mm/year)	05/2027
5.8 Telephone Number	618-520-8495
5.9 E-mail Address	lisamccormicklibraryboard@gmail.com
5.10 Home Address	95 Westmoreland St.
5.11 City	Collinsville
5.12 State	IL
5.13 Zip Code	62234

**Fifth member**

5.5 Name	Virginia (Ginny) York
5.6 Trustee Position	Vice-President
5.7 Present Term Ends (mm/year)	05/2029
5.8 Telephone Number	618-447-3255
5.9 E-mail Address	ginlee.9@gmail.com
5.10 Home Address	8 Holiday Drive
5.11 City	Collinsville
5.12 State	IL
5.13 Zip Code	62234

**Sixth member**

5.5 Name	Kathy Murphy
5.6 Trustee Position	Other
5.7 Present Term Ends (mm/year)	05/2025
5.8 Telephone Number	618-980-7279
5.9 E-mail Address	counttheblessings@yahoo.com
5.10 Home Address	206 Windridge Dr.
5.11 City	Collinsville
5.12 State	IL
5.13 Zip Code	62234

**Seventh member**

5.5 Name	Jeanne Lomax
5.6 Trustee Position	President
5.7 Present Term Ends (mm/year)	05/202
5.8 Telephone Number	618-558-2164
5.9 E-mail Address	jlomax8@hotmail.com
5.10 Home Address	3 Wheatfield Ct.
5.11 City	Collinsville
5.12 State	IL

5.13 Zip Code	62234
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**Eighth member**

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

**Ninth member**

5.5 Name	
5.6 Trustee Position	
5.7 Present Term Ends (mm/year)	
5.8 Telephone Number	
5.9 E-mail Address	
5.10 Home Address	
5.11 City	
5.12 State	
5.13 Zip Code	

**FACILITY/FACILITIES (6.1-6.3b)**

Please provide the requested information about the library's facilities.

6.1 Does the library address the environmental needs of patrons on the autism spectrum?	Yes	The library has a designated quiet room. The library is also working with a local organization to purchase different types of sensory manipulatives
6.1b If so, please describe		
6.2 Total Number of Meeting Rooms		5
6.2b Total number of times meeting room(s) used by the public during the fiscal year <sup>1</sup>		241
6.3 Total Number of Study Rooms		2
6.3b Total number of times study room(s) used by the public during the fiscal year		-1 Unknown

**Capital Needs Assessment**

Public Act 96-0037, the Public Library Construction Act, requires the Illinois Secretary of State to file a comprehensive assessment report of the capital needs of all Illinois public libraries to the General Assembly every two years. In an effort to compile this data, please fill in the requested information below. If you have any questions about this section, please contact Mark Shaffer (217-524-4901 or mshaffer@ilsos.gov) at the Illinois State Library.

**Age of Facility**

Please indicate the number of buildings in each category below.

5 years or less	6-10 years	11-25 years	26-50 years	51-100 years	100+ years
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Number of Facilities					2
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## Type of Work Needed

Please provide estimates of the costs for the type of work needed. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	<sup>2</sup> \$1,000,000		
Structural repairs (walls, foundations, etc.)				
Roof repair/replacement	1	<sup>3</sup> \$500,000		
Heating/ventilation/air conditioning	1	<sup>4</sup> \$30,000	1	<sup>5</sup> \$15,000
Electrical systems other than alarms				
Plumbing systems				
Egress systems (doors, stairs, etc.)	1	<sup>6</sup> \$50,000		
Fire protection (detectors, alarms, etc.)				
Asbestos abatement				
Security measures			1	<sup>7</sup> \$70,000
Energy conservation	1	<sup>8</sup> \$50,000	1	<sup>9</sup> \$30,000
Repair of sidewalks, curbing, parking areas				
Accessibility measures	1	<sup>10</sup> \$250,000	1	<sup>11</sup> \$2,000
Technology upgrading				
New building construction (construction of a new facility)				
Building additions (adding square feet to existing facility)				

## Type of Work in Progress

Please provide estimates of the costs for the type of work currently in progress. If you do not have branch locations, the "Other Facilities" columns should be pre-populated with zeros. If not, please enter zeros to complete the section.

	Headquarters - Number of Buildings	Headquarters - Estimate \$	Other Facilities - Number of Buildings	Other Facilities - Estimate \$
General repair/remodeling	1	<sup>2</sup> \$2,000		
Structural repairs (walls, foundations, etc.)				
Roof repair/replacement				
Heating/ventilation/air conditioning	1	<sup>12</sup> \$25,000		
Electrical systems other than alarms				
Plumbing systems				
Egress systems (doors, stairs, etc.)				
Fire protection (detectors, alarms, etc.)				
Asbestos abatement				
Security measures	1	<sup>13</sup> \$20,750	1	<sup>14</sup> \$1,000
Energy conservation				
Repair of sidewalks, curbing, parking areas				
Accessibility measures				
Technology upgrading				
New building construction (construction of a new facility)				
Building additions (adding square feet to existing facility)				

## ASSETS AND LIABILITIES (7.1 - 7.13)

The below sections request information regarding property, fiscal accumulations and outstanding liabilities. These sections are required by statute [ 75



ILCS 5/4-10, 75 ILCS 16/30-65] to be included in the annual report. Please provide the requested information in each section.

## Property

Libraries are required by statute [75 ILCS 5/4-10(4), 75 ILCS 16/30-65(a)(3)] to provide a statement as to property acquired through legacy, purchase, gift or otherwise. Please provide this information in the section below.

7.1 What is the estimated current fair market value for the library's real estate (land and buildings including garages, sheds, etc.)?	\$7,019,143
7.2 During the last fiscal year, did the library acquire any real and/or personal property?	No

**IF YES, how much of the property was acquired through the following options? (Enter dollar amount for each option 7.3-7.6 that applies)**

7.3 Purchase	
7.4 Legacy	
7.5 Gift	
7.6 Other	
7.7 Provide a general description of the property acquired.	

## Fiscal Accumulations

Libraries are required by statute [75 ILCS 5/4-10(7), 75 ILCS 16/30-65(a)(4)] to provide a statement as to the amount of any fiscal accumulations and the reasons for the accumulations. Please provide this information in the section below.

7.8 Does your library have fiscal accumulations (reserve funds, outstanding fund balances, etc.)?	Yes Gift Fund = \$11,623.76. Balance is unexpended donations given to the library for a designated purpose. Reserve Fund = \$37,771.54. Balance is accumulating for use with large capital projects. FICA Fund = \$41,276.47. Liability Insurance Fund = \$160,615.26. Building Fund = \$6,983.33. IMRF Fund = \$58,635.34. Audit Fund = \$9,294.58. These special funds have balances roughly equivalent to one year's expenses. These balances are being maintained for fiscal stability, should something unexpected arise that impacts the funds. General/Corporate Fund = \$575,353.22. Accumulations equal to about six months' expenses. It is being maintained for the same reason as outlined with the special funds. Working Cash Fund = \$220,061.05. This fund is only used if the General Fund's accumulations are exhausted. Checking Fund = \$31,814.96. This fund is a pass-through account used solely for issuing checks and providing debit card funds. The amount in the fund is equal to outstanding checks and other debits issued by the library. The money in this account is transferred in from the other fund accounts, depending on which funds are applicable to which payments.
7.9 IF YES, then provide a statement that details the dollar amount(s) and the reason(s) for the fiscal accumulations.	

## Liabilities

Libraries are required by statute [75 ILCS 5/4-10(8), 75 ILCS 16/30-65(a)(5)] to provide a statement as to any outstanding liabilities, including for bonds still outstanding. Please provide this information in the section below.

7.10 Does your library have any outstanding liabilities including bonds, judgments, settlements, etc.?	No
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## OPERATING RECEIPTS BY SOURCE (8.1 - 8.21)

Libraries are required by statute [75 ILCS 5/4-10(1)(9), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement of operating receipts. "Operating receipts" are the monies received and utilized during the library's fiscal year to support the provision of ongoing, day-to-day library services. Only include

funds received during the report period. If the library was awarded a grant, but only received part of the funds during the report period, report only the portion of the grant received, not the whole amount of the grant.

Exclude revenue for major capital expenditures, contributions to endowments, revenue passed through to another agency, funds unspent in previous fiscal years (e.g. carryover), and tax anticipation warrants.

NOTE: Round answers to the nearest whole dollar.

Local Government

This includes all local government funds designated by the community, district, or region and available for expenditure by the public library. For example, include receipts from: local property taxes (library taxes), impact fees (IL Highway Code), the Mobile Home Local Services Tax Act. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, library fines, fees, or grants. Do not include state, federal, and other funds passed through local government for library use. Report these funds with state government revenue or federal government revenue, as appropriate.

8.1 Local government [PLS 300] (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales which must be reported in 12.1a only)	\$1,083,897
8.1a Is this library's annual tax levy/fiscal appropriation subject to tax caps [the Property Tax Extension Limitation Law, 35 ILCS 200/18-185, et seq.]?	No
8.1b Local government funds for the ensuing or upcoming/current fiscal year (includes all local government funds designated by the community, district, or region and available for expenditure by the public library, except capital income from bond sales.)	\$1,037,822

State Government

These are all funds distributed to public libraries by state government for expenditure by the public libraries, except for federal money distributed by the state. This includes funds from such sources as penal fines, license fees, and mineral rights.

Note: If operating revenue from consolidated taxes is the result of state legislation, the revenue should be reported under state revenue (even though the revenue may be from multiple sources).

If you are not sure if funds you received through the State of Illinois are federal of state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.2 Per capita grant	\$48,794
8.3 Equalization aid grant	\$0
8.4 Personal property replacement tax	\$101,358
8.5 Other State Government funds received	\$0
8.6 If Other, please specify	-1 Not Applicable
8.7 Total State Government Funds (8.2 + 8.3 + 8.4 + 8.5) [PLS 301]	\$150,152

Federal Government

This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State of Illinois (e.g., LSTA grants paid directly to your library).

If you are unsure if the funds you received through the State of Illinois were federal or state funds, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).

8.8 LSTA funds received	\$8,035
8.9 E-Rate funds received	\$14,634
8.10 Other federal funds received	\$0
8.11 If Other, please specify	-1 Not Applicable

8.12 Total Federal Government Funds (8.8 + 8.9 + 8.10) [PLS 302]	\$22,669
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Other Income

This is all operating revenue other than that reported under local, state, and federal funds. Include, for example, monetary gifts and donations received in the current year, interest, library fines, fees for library services, or grants. Do not include the value of any contributed or in-kind services or the value of any non-monetary gifts and donations.

8.13 Monetary Gifts and Donations	\$19,138
8.14 Other receipts intended to be used for operating expenditures	\$76,675
8.15 TOTAL all other receipts (8.13 + 8.14) [PLS 303]	\$95,813
8.16 Other non-capital receipts placed in reserve funds	\$0

Total Operating Receipts

8.17 TOTAL receipts ( 8.1 + 8.7 + 8.12 + 8.15) [PLS 304]	\$1,352,531
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Safeguarding of Library Funds

This section requests information to verify that libraries meet the statutory required minimum level of insurance for library funds [75 ILCS 5/4-9 and 75 ILCS 16/30-45(e)]. According to these statutes, "the library shall provide the Illinois State Library a copy of the library's certificate of insurance at the time the library's annual report is filed."

For municipalities of less than 500,000 population, 75 ILCS 5/4-9 requires that the bond be "...not less than 50% of the total funds received by the library in the last fiscal year..." or the insurance policy or other insurance instrument's coverage "...shall be in an amount at least equal to 50% of the average amount of the library's operating fund from the prior 3 fiscal years."

For public library districts, 75 ILCS 16/30-45(e) requires that the bond be "...based upon a minimum of 50% of the total funds received by the district in the last previous fiscal year..." or the insurance policy or other insurance instrument's coverage "... shall be in an amount at least equal to 50% of the average amount of the district's operating fund from the prior 3 fiscal years."

8.18a The library safeguards its funds using which option?	Surety Bond
8.18b Proof of Certificate of Insurance for Library Funds	-1Have Surety Bond
8.19 What is the coverage amount of either the surety bond OR the insurance policy/insurance instrument?	\$600,000
8.20 Is the amount of the surety bond, insurance policy or other insurance instrument in compliance with library law?	Yes
8.21 The designated custodian of the library's funds is:	Library Treasurer

OPERATING EXPENDITURES BY CATEGORY (9.1 - 11.2)

Libraries are required by statute [75 ILCS 5/4-10(2), 75 ILCS 16/30-65(a)(6)] to provide an itemized statement as to how operating revenues have been expended during the fiscal year report period. "Operating expenditures" are the current and recurrent costs necessary to support the provision of library services.

Include: Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included.

Exclude: Do not report the value of free items, estimated costs, and capital expenditures.

NOTE: Round answers to the nearest whole dollar.

STAFF EXPENDITURES (9.1-9.3)

This section gathers information on staff benefits and salaries. If the information is available, include benefits and salaries for staff that are paid by other taxing agencies (government agencies with the authority to levy tax) "on behalf of" the library.

**NOTE: Round answers to the nearest whole dollar.**

9.1 Salaries and wages for all library staff [PLS 350]	\$620,199
9.2a Fringe benefits, for all library staff, paid for from either the library's or the municipal corporate authority's appropriation [PLS 351]	\$194,005
9.3 Total Staff Expenditures (9.1 + 9.2) [PLS 352]	\$814,204

## COLLECTION EXPENDITURES (10.1 - 10.4)

Include expenditures for all materials in all formats (e.g., print, microform, electronic) whether purchased, leased or licensed. Exclude charges or fees for interlibrary loans and expenditures for document delivery.

**NOTE: Round answers to the nearest whole dollar.**

10.1 Printed Materials (books, newspapers, etc.) [PLS 353]	\$30,139
10.2 Electronic Materials (e-books, databases, etc.) [PLS 354]	\$17,262
10.3a Other Materials (CDs, DVDs, video games, etc.) [PLS 355]	\$15,503
10.3b Please list the types of materials purchased in 10.3a	DVDs/Blu-Rays, audiobooks, video games, kits, local attraction passes
10.4 TOTAL Collection Expenditures (10.1 + 10.2 + 10.3) [PLS 356]	\$62,904

## OTHER OPERATING EXPENDITURES (11.1 - 11.2)

This includes all expenditures other than those reported for Staff Expenditures and Collection Expenditures. Exclude purchases of major fixed assets, which should be reported in capital expenditures (12.7).

**NOTE: Round answers to the nearest whole dollar.**

11.1 All other operating expenditures not included above (supplies, utilities, legal fees, etc.) [PLS 357]	\$414,035
11.2 TOTAL operating expenditures (9.3 + 10.4 + 11.1) [PLS 358]	\$1,291,143

## CAPITAL REVENUE AND EXPENDITURES (12.1 - 12.7)

This section gathers information on capital revenue and expenditures. Provide information for funds received and spent during the fiscal year report period only. If the library was awarded a grant, but only received part of the funds during the report period, report only the amount of the funds received, not the entire grant award.

### Capital Revenue

Include funds received during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude revenue for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

**NOTE: Round answers to the nearest whole dollar.**

12.1a Local Government: Capital Income from Bond Sales	\$0
12.1b Local Government: Other	\$99,071
12.1c Total Local Government (12.1a + 12.1b) [PLS 400]	\$99,071
12.2 State Government [PLS 401]	\$0
12.3 Federal Government [PLS 402]	\$0
12.4 Other Capital Revenue [PLS 403]	\$0
12.5 If Other, please specify	-1 Not Applicable

12.6 Total Capital Revenue (12.1c + 12.2 + 12.3 + 12.4) [PLS 404]

\$99,071

## Capital Expenditures

Include funds expended during the fiscal year report period for: site acquisitions; new building(s); additions to or renovations of existing buildings; furnishings, equipment, and initial collections for new buildings, building additions, or building renovations; computer hardware and software used to support library operations, to link to networks, or to run information products; new vehicles; or other one-time major projects.

Exclude expenditures for: replacement and/or repair of existing furnishings and equipment, regular purchase of library materials, investments for capital appreciation, income passed through to another agency (e.g., fines), and funds unspent in previous fiscal year (e.g., carryover).

NOTE: Round answers to the nearest whole dollar.

12.7 Total Capital Expenditures [PLSC 405] <sup>15</sup>

\$35,410

## PERSONNEL (13.1 - 13.46)

Include all positions funded in the library's budget whether those positions are filled or not. Report position figures as of the last day of the fiscal year. Include only paid employees. Do NOT include volunteers.

Report personnel in the appropriate categories based on the type of library work being performed rather than on an employee's educational qualifications.

The FTE (full-time equivalent/employee) calculator utilizes the IMLS/PLSC national standard for a full-time work week as 40 hours per week. Illinois libraries should report each staff member's hours per week based on the number of hours worked. If your library considers 35-39+ hours per week as a full-time work week, then report using those figures. DO NOT inflate the hours your library considers as a full-time work week in order to force the resulting calculation to equal 1 FTE. For national comparison purposes, your library must report the total hours per week based on your local standard. For example, for an Illinois library that considers 37.5 hours per week as a full-time work week, the FTE calculation reported nationally will be .9375 or .94 rather than 1.00.

## Group A

This category includes all LIBRARIANS with MASTER'S DEGREES from an American Library Association (ALA) ACCREDITED program of Library and Information Studies. Another row will automatically appear once data is entered in the current row.

Summary	1	1	\$36.78	40.00
13.1 Position Title	13.2 Primary Work Area	13.3 Hourly Rate	13.4 Total Hours/Week	
Executive Director	Library Director	\$36.78	40.00	

## Group A Total

13.5 Total Group A: FTE ALA-MLS (13.4 / 40) [PLS 250]

1.00

## Group A hidden group hours

## Group B

This category includes other librarians. Include employees with the TITLE of LIBRARIAN who either have other types of library education (non-American Library Association (ALA) accredited library degrees; undergraduate library science majors or minors) OR do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspects. Another row will automatically appear once data is entered in the current row.

Summary	6	6	\$112.04	240.00
13.6 Position Title	13.7 Primary Work Area	13.8 Education Level	13.9 Hourly Rate	13.10 Total Hours/Week
Assistant Director	Assistant Library Director	Less than a Bachelor's degree	\$24.04	40.00
Cataloger	Cataloging	Less than a Bachelor's degree	\$17.75	40.00

Children's Librarian	Children's Services	Less than a Bachelor's degree	\$19.25	40.00
Local History Librarian	Other Type of Librarian	Less than a Bachelor's degree	\$17.75	40.00
Circulation Supervisor	Circulation	Bachelor's Degree: No library science	\$17.00	40.00
Circulation Supervisor	Circulation	Less than a Bachelor's degree	\$16.25	40.00

Group B Total

13.11 Total Group B: FTE Other Librarians (13.10/40)	6.00
13.12 Total FTE Librarians (13.5 + 13.11) [PLS 251]	7.00

Group C

This category includes full-time and part-time professional staff without the title of librarian and administrative support specialists (personnel director, business manager, public relations, other non-library specialists), information technology professionals (IT director, webmaster) and other technical and clerical employees.

13.13 Total hours worked in a typical week by all Group C employees	312.00
13.14 Minimum hourly rate actually paid	\$13.00
13.15 Maximum hourly rate actually paid	\$17.00
13.16 Total FTE Group C employees (13.13 / 40)	7.80

Group D

This category includes full-time and part-time pages or shelve

13.17 Total hours worked in a typical week by all Group D employees	0.00
13.18 Minimum hourly rate actually paid	\$0.00
13.19 Maximum hourly rate actually paid	\$0.00
13.20 Total FTE Group D employees (13.17 / 40)	0.00

Group E

This category includes full-time and part-time building maintenance, security or plant operation employees.

13.21 Total hours worked in a typical week by all Group E employees	40.00
13.22 Minimum hourly rate actually paid	\$17.00
13.23 Maximum hourly rate actually paid	\$17.25
13.24 Total FTE Group E employees (13.21 / 40)	1.00
13.25 Total FTE Other Paid Employees from Groups C, D, and E (13.16 + 13.20 + 13.24) [PLS 252]	8.80
13.26 Total FTE Paid Employees (13.12 + 13.25) [PLS 253]	15.80

Librarian Vacancies

Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant. Another row will automatically appear once data is entered in the current row.

Summary 1	1	1	40.00	8	\$16.25	\$20.00
13.27 Position Title	13.28 Primary Work Area	13.29 Education Level	13.30 Total Hours/Week	13.31 Number of Weeks Vacant during report period.	13.32 Annual Salary Range Minimum	13.33 Annual Salary Range Maximum

Program Coordinator	Adult Services	Less than a Bachelor's degree	40.00	8	\$16.25	\$20.00
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### Newly Created Librarian Positions

Include any newly created librarian positions which were created during the fiscal year reporting period. Another row will automatically appear once data is entered in the current row.

Summary						
13.34 Position Title	13.35 Primary Work Area	13.36 Education Level	13.37 Total Hours/Week	13.38 Current Status: Filled or Unfilled	13.39 Date Filled (mm/year, if applicable)	

### Eliminated Librarian Positions

An eliminated librarian position is one that was budgeted for during the previous fiscal year period but was not in the budget for the current report period. Another row will automatically appear once data is entered in the current row.

Summary						
13.40 Position Title	13.41 Primary Work Area	13.42 Education Level	13.43 Total Hours/Week	13.44 Date Eliminated (mm/year)	13.45 Last Annual Salary Paid	13.46 Reason Eliminated

### LIBRARY VISITS (14.1 - 14.1a)

This section collects information on the number of library visits. This is prefilled, based on the answer from Section 2.14.

14.1 Total annual visits/attendance in the library [PLS 501]	114,112
14.1a Library Visits Reporting Method [PLS 501a]	Annual Count

### PROGRAMS, ACTIVITIES & ATTENDANCE (15.1 - 15.39a)

#### Synchronous Programs:

A program is any planned event which introduces the group attending to any of the broad range of library services or activities or which directly provides information to participants. Programs may cover use of the library, library services, or library tours. Programs may also provide cultural, recreational, or educational information, often designed to meet a specific social need. Examples of these types of programs include film showings; lectures; story hours; literacy, English as a second language, citizenship classes; and book discussions.

Count all programs, whether held on- or off-site, or held virtually as a group that are sponsored or co-sponsored by the library. Exclude programs sponsored by other groups that use library facilities. If programs are offered as a series, count each program in the series. For example, a film series offered once a week for eight weeks should be counted as eight programs.  
Exclude library activities delivered on a one-to-one basis, rather than to a group, such as one-to-one literacy tutoring, services to homebound, resume writing assistance, homework assistance, and mentoring activities.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

#### Self-Directed Activities:

A self-directed activity is any planned event for which the patron can participate on their own (instead of at a designated time with a group). Registration is not required. A staff member may monitor the activity, but may or may not directly interact with the participants. Examples of these types of events include drop-in craft sessions, take and make kits, library scavenger hunts (when not done as part of a group), etc.

Count all self-directed activities, whether held on- or off-site, that are sponsored or co-sponsored by the library. Exclude activities sponsored by other groups that use library facilities. If activities are offered as a series, count each activity in the series.

Note: For more information, please refer to the Counting Opinions login screen for links to: "Guidance for Programs: Live Virtual and Recorded", "How to Count Programs and Activities", and "Virtual Programming Guidelines".

	15.1 Synchronous Programs (All Group Programs by Age)	15.2 Attendance	15.3 Self Directed Activities	15.4 Self Directed Activity Participants
Children (0-5)	166	1,473	21	832
Children (6-11)	16,123	171,283	14	465
Young Adults (12-18)	79	480	15	42
Adults (19 and older)	18,327	193,202	0	0
General Interest	145	4,587	23	2,126
Total	840	11,025	73	3,465

### Onsite, Offsite and Virtual (All Group Programs by Type)

	15.29 Program Sessions	15.30 Program Attendance
Synchronous In-Person Onsite Program Sessions	822	10,848
Synchronous In-Person Offsite Program Sessions	3	85
Synchronous Virtual Program Sessions	15	92
Total	840	11,025

### Asynchronous Virtual Presentations (Subset of Self-Directed Activities)

15.37 Total Number of Asynchronous (Virtual) Program Presentations [PLS 620]	-1 Unknown
15.38 Total Views of Asynchronous (Virtual) Program Presentations [PLS 630]	-1 Unknown

### Special Programming

15.39a Did the library provide any special programming for patrons on the autism spectrum?	No
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### REGISTERED USERS (16.1 - 16.4)

This section collects information about the number of resident and non-resident library users. A registered user is a library user who has applied for and received an identification number or card from the public library that has established conditions under which the user may borrow library materials and gain access to other library resources.

Note: Files should have been purged within the past three (3) years.

16.1 Total Number of Unexpired Resident Cards	16,640
16.2a Total Number of Unexpired Non-Resident Cards	13
16.2a (1) Of the total in 16.2a, how many Cards for Kids Act cards were issued?	-1 Unknown
16.2a (2) Of the total in 16.2a, how many Disabled Veterans cards were issued?	0
16.2b What was the total amount of the fees collected from the sale of non-resident cards during the past fiscal year?	\$174.00
16.3 Total Number of Registered Users (16.1 + 16.2a) [PLS 503]	16,653
16.4 Is your library's registered user/patron file purged a minimum of one time every three years?	Yes
16.5 Current Overdue Fine Policy [PLS 504]	No

### RESOURCES OWNED (17.1 - 17.9)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items in the library's collection available for use as of the last day of the fiscal year report period.

This section of the survey collects data on selected types of materials. It does not cover all materials (i.e., microforms, loose sheet music, maps, and pictures) for which expenditures are reported under Print Materials Expenditures, Electronic Materials Expenditures, and Other Material Expenditures. Under



this category report only items the library has acquired as part of the collection and cataloged, whether purchased, lease, licensed, or donated as gifts that have been purchased, leased or licensed by the library, a consortium, the state library, a donor or other person or entity. Included items must only be accessible with a valid library card or at a physical library location; inclusion in the catalog is not required. Do not include items freely available without monetary exchange. Do not include items that are permanently retained by the patron; count only items that have a set circulation period where it is available for their use. Count electronic materials at the administrative entity level; do not duplicate numbers at each branch.

For guidance in counting electronic materials, please reference the following guide: [Counting Electronic Materials for the IPLAR](#)

17.1	Print Materials [PLS 450]	55,002
17.2	Current Print Serial Subscriptions	59
17.3	Total Print Materials (17.1+17.2)	55,061
17.4	E-books Held at end of the fiscal year [PLS 451]	79,352
17.5a	Audio Recordings: Physical Units Held at end of the fiscal year [PLS 452]	6,677
17.5b	Audio Recordings: Downloadable Units Held at end of the fiscal year [PLS 453] <sup>20</sup>	135,039
17.6a	DVDs/Videos: Physical Units Held at end of the fiscal year [PLS 454]	11,408
17.6b	DVDs/Videos: Downloadable Units Held at end of the fiscal year [PLS 455] <sup>21</sup>	31,461
17.6c	Other Circulating Physical Items [PLS 462] <sup>22</sup>	5,717
17.6d	Total Physical Items in Collection [PLS 461]	78,804

### Electronic Collections

Report the number of electronic collections. An electronic collection is a collection of electronically stored data or unit records (facts, bibliographic data, abstracts, texts, photographs, music, video, etc.) with a common user interface and software for the retrieval and use of the data. An electronic collection may be organized, curated and electronically shared by the library, or rights may be provided by a third party vendor. An electronic collection may be funded by the library, or provided through cooperative agreement with other libraries, or through the State Library. Do not include electronic collections that are provided by third parties and freely linked to on the web.

Electronic Collections do not have a circulation period, and may be retained by the patron. Remote access to the collection may or may not require authentication. Unit records may or may not be included in the library's catalog; the library may or may not select individual titles. Include electronic collections that are available online or are locally hosted in the library.

Note: The data or records are usually collected with a particular intent and relate to a defined topic.

Report the number of electronic collections acquired through curation, payment or formal agreement, by source of access.

17.7	Local/Other Cooperative agreements [PLS 456]	16
17.8	State (state government or state library) [PLS 457]	16
17.9	Total Electronic Collections (17.7 + 17.8) [PLS 458]	32

### USE OF RESOURCES (18.1 - 18.17)

Libraries are required by statute [75 ILCS 5/4-10(3), 75 ILCS 16/30-65(a)(6)] to provide a statement as to the number and character of items circulated by the library. Report for the library's entire fiscal year.

For guidance in counting electronic item usage, please reference the following guide: [Counting Electronic Item Usage for the IPLAR](#)

18.1	Number of adult materials loaned	83,842
18.2	Number of young adult materials loaned	2,372
18.3	Number of children's materials loaned [PLS 551]	26,433
18.4	Total number of materials loaned (18.1 + 18.2 + 18.3)	112,647

### Report circulation, including renewals, by the material types below.

For guidance in counting electronic content circulation and usage, please reference the following guide: [Reporting Electronic Item Usage for the IPLAR](#)

18.5 Books- Physical	59,140
18.6 Videos/DVDs- Physical	18,695
18.7 Audios (include music)- Physical	3,796
18.8 Magazines/Periodicals- Physical	1,205
18.9 Other Items- Physical [PLS 561]	4,586
18.10 Physical Item Circulation (18.5-18.9) [PLS 553]	87,422
18.11 Use of Electronic Materials [PLS 552]	25,225
18.12 Total Circulation of Materials (18.10+18.11) [PLS 550]	112,647
18.13 Successful Retrieval of Electronic Information [PLS 554]	2,305
18.14 Electronic Content Use (18.11+18.13) [PLS 555]	27,530
18.15 Total Collection Use (18.10+18.11+18.13) [PLS 556]	114,952
18.16 Interlibrary Loans Provided TO other libraries [PLS 575] <sup>23</sup>	25,039
18.17 Interlibrary Loans Received FROM other libraries [PLS 576] <sup>24</sup>	28,173

## PATRON SERVICES (19.1-19.2)

This section gathers information on services the library provides to its patrons. Please fill in the information requested.

### Reference Transactions

Reference Transactions are information consultations in which library staff recommend, interpret, evaluate, and/or use information resources to help others to meet particular information needs.

A reference transaction includes information and referral service as well as unscheduled individual instruction and assistance in using information sources (including web sites and computer-assisted instruction). Count Readers Advisory questions as reference transactions.

**NOTE:** It is essential that libraries do not include directional transactions in the report of reference transactions. Directional transactions include giving instruction for locating staff, library users, or physical features within the library. Examples of directional transactions include, "Where is the reference librarian? Where is Susan Smith? Where is the rest room? Where are the 600s? Can you help me make a photocopy?"

If an annual count is not available, then select a typical week and multiply by 52 to estimate the annual count.

19.1 Total Annual Reference Transactions [PLS 502]	2,427
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19.1a Reference Transactions Reporting Method [PLS 502a]

Annual Estimate Based on Typical Week(s)

## One-on-One Tutorials

One-on-one tutorials are when a staff member spends a considerable amount of time tutoring or teaching a patron on a specific subject. Note that these are different from programs, which are put on for a group, and reference transactions, which are limited to information consultations (see definition above).

19.2 Total Annual One-on-One Tutorials

-1Unknown

## AUTOMATION (20.1 - 20.5)

This section is collecting information about automation technology in your library. Please provide the requested information below.

20.1 Total number of ALL computers in the library

57

20.2 Total number of PUBLIC USE (Internet and non-Internet accessible) computers in the library)

38

20.3 Is your library's catalog automated?

Yes

20.4 Is your library's catalog accessible via the web?

Yes

20.5 Does your library have a telecommunications messaging device for the hearing impaired?

No

## INTERNET (21.1 - 21.9)

This section collects information about internet services in the library facility. Please provide the requested information below.

21.1 Does your library have Internet access?

Yes

21.2a What is the maximum speed of your library's Internet connection? (Select one)

45 Mbps or more

21.2b If Other, please specify

N/A

21.3 What is the monthly cost of the library's internet access?

\$772

21.4 Number of Internet Computers Available for Public Use [PLS 650]

33

21.5 Number of Uses (Sessions) of Public Internet Computers Per Year [PLS 651]

10,209

21.5a Reporting Method for Number of Uses of Public Internet Computers Per Year [PLS 651a]

Annual Count

21.6 Wireless Sessions Per Year [PLS 652] <sup>25</sup>

32,227

21.6a Reporting Method for Wireless Sessions [PLS 652a]

Annual Count

21.7 Does your library utilize Internet filters on some or all of the public access computers?

Yes

21.8 Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?

Yes

21.9 Number of website visits or sessions to your library website [PLS 653] <sup>26</sup>

73,896 --Select--

## E-RATE (22.1 - 22.3)

E-Rate is the commonly used name for the Schools and Libraries Program of the Universal Service Fund, which is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC). The program provides discounts to assist schools and libraries in the United States to obtain affordable telecommunications and Internet access.

22.1 Did your library apply directly for E-rate discounts for the fiscal year?

Yes

22.2a If YES, did your library apply for Category 1, Category 2 or both?

Both

22.2b IF YES, what is the dollar amount that your library was awarded for the fiscal year report period?

\$14,634

## STAFF DEVELOPMENT & TRAINING (23.1 - 23.5)

This section focuses on staff development and training. Please provide the requested information below.

23.1 How much money did your library spend on staff development and training this fiscal year? (Round answer to the nearest whole dollar.)

\$7,592

23.2 Does the above amount include travel expenses?

Yes

23.3 How many hours of training did employees receive this year?

682.75

23.4 Does your library provide training to enable staff to better serve their patrons on the autism spectrum?

Yes

23.5 Would you like to receive autism training at your library?

Yes

## COMMENTS AND SUGGESTIONS (24.1-24.3)

Please use this section to provide further information about your library and/or comments or suggestions for changes to the IPLAR process. We will use the comments you supply to better represent your data to the Public Library Survey and to help improve future versions of the IPLAR.

24.1 Are there any other factors that may have affected your library's annual report data of which you would like to make us aware?	-1No Comments
24.2 Are there any unique programs or services your library provided during the report period of which you would like to make us aware?	-1No Comments
24.3 Please provide any comments, suggestions or concerns about the Illinois Public Library Annual Report (IPLAR).	-1No Comments

## COVID-19 QUESTIONS

Closed Outlets Due to COVID-19	No
Public Services During COVID-19	Yes
Electronic Library Cards Issued During COVID-19	Yes
Reference Service During COVID-19	Yes
Outside Service During COVID-19	Yes
External WiFi Access Added During COVID-19	Yes
External WiFi Access Increased During COVID-19	No
Staff Re-Assigned During COVID-19	No

## PUBLIC LIBRARY DISTRICT SECRETARY'S AUDIT (25.1-25.5) DISTRICT LIBRARIES ONLY

Public Library Districts are required by statute [75 ILCS 16/30-65(a)(1),(c)(d)] to submit the Public Library District Secretary's Audit.

**NOTE: If there ARE any errors or discrepancies, please list and explain fully.**

**NOTE: Only DISTRICT libraries need to complete this Section, all other libraries should select "Not Applicable" for all questions in this section.**

25.1 Were the secretary's records found to be complete and accurate?	Yes
25.2 If NO, please list and explain any errors or discrepancies.	
25.3 First board member completing the audit	Mark Schusky
25.4 Second board member completing the audit	Virginia (Ginny) York
25.5 Date the Secretary's Audit was completed	07/24/2023

## IPLAR CERTIFICATION

Please have the library director, board president and board secretary type their names in the boxes provided to certify that they agree with the following statement:

This Illinois Public Library Annual Report (IPLAR) is being filed in accordance with 75 ILCS 5/4-10 (municipal libraries) or 75 ILCS 16/30-65 (public library districts). The undersigned authorized agents for this public library: (1) accept and acknowledge that the appended IPLAR is essentially accurate and correct; (2) transmit the appended IPLAR for review and any subsequent resolution; and, (3) agree that the electronic IPLAR copy submitted to the Illinois State Library shall serve as the official file copy.

Electronic Signature	Date
Library Director Kyla Waltermire	08/30/2023
President Jeanne Lomax	08/30/2023
Secretary Lisa McCormick	08/30/2023

## IPLAR SUBMISSION REMINDERS

Follow these steps for IPLAR submission:

1. Select the "Verify" button located at the top of the screen.
2. Review the form and resolve any required fields or edit checks (they will be highlighted in red). In the case of edit checks, explain pragmatically why this

year's answer is equal to, less than, or more than the previous year's answer.

3. Select the "Submit/Lock" button at the top of the page.

**NOTE: All required questions must be answered and all edit checks must contain narrative notes in order for the survey to electronically submit, otherwise you will be taken to a review screen listing the questions that require additional information. If you have trouble getting the form to submit/lock, please contact Pat Burg (217-785-1168, pburg@ilsos.gov).**

1, 6.2b Library programming policy revised partially through the FY and certain events were re-classified as private rentals instead of co-sponsored library events. (0-2023-07-25)

2, General repairs and updates (0-2023-07-26)

3, Current roof is 10+ years old (0-2023-07-26)

4, VAV replacements (0-2023-07-26)

5, New air handler on roof (0-2023-07-26)

6, Stairs between main & second floors (0-2023-07-26)

7, Installation of security alarm system and security camera system (0-2023-07-26)

8, Solar panels (0-2023-07-26)

9, Solar panels (0-2023-07-26)

10, New elevator and code updates (0-2023-07-26)

11, Automated door opener device for back door (0-2023-07-26)

12, VAV replacements (0-2023-07-26)

13, New security camera system (0-2023-07-26)

14, New door for active assailant safe room (0-2023-07-26)

15, 12.7 Purchase of new delivery van; construction of dividing wall in FC; renovation of puppet room in CM (0-2023-08-11)

16, [PLS 602] Prior year's report didn't separate children's program stats into two age groups. This is the first year the data was provided in that manner. (0-2023-08-09)

17, [PLS 612] Prior year's report didn't separate children's program stats into two age groups. This is the first year the data was provided in that manner. (0-2023-08-09)

18, [PLS 604] Prior year's report used an "Other" category instead of "Adults (19 and older)." This is the first year the data was provided in that manner. (0-2023-08-09)

19, [PLS 614] Prior year's report used an "Other" category instead of "Adults (19 and older)." This is the first year the data was provided in that manner. (0-2023-08-09)

20, 17.5b Includes addition of PPU eAudios in Overdrive collection (0-2023-08-10)

21, 17.6b Updated available titles total pulled from Kanopy's analytics/admin page (0-2023-08-10)

22, 17.6c Data previously included in "print materials" moved to "other circulating physical items" based on descriptions of the questions (0-2023-08-10)

23, 18.16 Last year's report accidentally used the Polaris-generated report's "items" column instead of "circulations" column (as outlined in IHLS's instructions) (0-2023-07-31)

24, 18.17 Used same reports, but different columns than in prior years (in alignment with IHLS's IPLAR instructions) (0-2023-07-31)

25, 21.6 New wifi points count sessions differently than prior devices. (0-2023-07-25)

26, 21.9 Library implemented use of a mobile app, which had over 11,000 launches and likely directed traffic away from the library's website for specific tasks. (0-2023-07-27)

## Chapter 11 (Youth/Young Adult Services)

Service for youth is the provision of all library services to young people ages 0 through 18 in the library and the community. Youth services should meet recreation and education needs with programs, print and digital collections, reader's advisory, reference, outreach, library space and furniture, and library staff.

All Illinois public libraries should provide services to youth.

### Youth/Young Adult Services Standards

1. All basic services are available to all youth regardless of age, ability, gender, or sexual orientation when the library is open. For the purpose of this document, basic services are circulation, reference, reader's advisory, and computer/Internet access. If services are provided to youth and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has competently trained staff with thorough knowledge of the various developmental needs of youth, and offers services including collections and programs to reflect these needs.
3. The library has board-approved policies towards serving youth developed by administration and staff who serve children and/or young adults, which is reviewed every two years.
4. The library actively promotes respect for cultural diversity and creates an inclusive, welcoming, and respectful library atmosphere that embraces diversity.
5. The library strives to provide staff trained in serving youth to meet the needs of patrons who have challenges with disabilities, language, and literacies, including support for use of adaptive equipment and software.
6. The library seeks to eliminate barriers to provision of services and information access to youth and families, including examining content restrictions, library card signup, and Internet policies.
7. The library evaluates its services to youth for popularity, effectiveness, accuracy, timeliness, and patron ease at least once annually.
8. The library provides developmentally-appropriate educational, cultural, recreational, and entertainment programs for youth that reflect community needs and interests. Programming is designed to address the diversity within the community. Community members should be encouraged to offer suggestions.
9. Library programs should strive to be free of charge.
10. Provisions should be made to enable persons with disabilities to participate in programs. The availability of these provisions is noted with other information about the program.
11. The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services. Libraries are encouraged to partner with community organizations to offer programs.
12. The library provides services to instruct youth in research and to develop information literacy. This may include tours, training sessions, or one-on-one instruction.

13. The library is aware of the importance of accuracy and currency in reference and reader's advisory service, including knowledge of popular authors, and relies on information sources of demonstrated authority.
14. Youth staff has access to a telephone and a computer to receive and respond to requests for information and materials and to contact other agencies for information, and to accept and respond to reference requests received in all formats, including electronic, print, and phone.
15. Staff responsible for collection management are given access to a variety of reviews and tools for selecting youth materials.
16. The library will include at least one current resource for each nonfiction subject area created and intended for youth. Electronic resources may fulfill this requirement.
17. The library will provide computer access for all ages, and strives to provide guidance on digital literacy and technology use by informed, qualified, and trained staff.
18. The library provides outreach services for youth to increase the awareness and use of library services, to attract new users, and to better reach underserved populations.
19. The library is encouraged to partner with and support all schools, teachers, school libraries, and students of all types in their communities, including private schools and homeschooling families, to provide multifaceted educational opportunities for children. The library should strive for direct partnership and coordination with school librarians in providing these services.
20. Staff members responsible for youth services in their library should attempt to attend as many workshops or continuing education events as possible to stay current.
21. The library provides space allocated for use by children and families. Shelving should be appropriately sized.
22. The library provides services and programming for children and families focused on early literacy skills, including regular storytimes.
23. The library provides programming to facilitate play and fun, and strives to provide toys and other interactive materials for use in the library, during programs, and at home.
24. The library provides a summer reading opportunity to encourage reading and learning during the summer.
25. The library provides a flexible and welcoming environment for young adults both individually and in groups.
26. The library provides developmentally appropriate programming and services for young adults that fosters the development of self-concept, identity, coping mechanisms, and positive interactions with peers and adults, while also encouraging socialization and having fun.
27. The library provides materials produced for a young adult audience that is designated and intended for young adult use.
28. The library fosters young adult leadership and civic engagement.
29. Libraries are encouraged to partner with teens to create and implement teen activities. This can be done with a young adult volunteer group or advisory board.

## Youth/Young Adult Services Checklist

- ☐ All basic youth services are available when the library is open.
- ☐ The library provides staff trained in serving youth.
- ☐ The library has policies towards serving youth which it reviews at least every two years, and youth staff have input in these policy revisions and creations.
- ☐ The library actively promotes respect for diversity and creates an inclusive, welcoming, and respectful library atmosphere for all patrons.
- ☐ The library provides staff trained in assisting youth with disabilities, language, and literacy barriers.
- ☐ The library provides staff trained to assist youth with adaptive equipment and software as needed to for accessibility of resources.
- ☐ The library strives to eliminate barriers of service for youth, including regularly reviewing any content restrictions, library card requirements, and Internet policies.
- ☐ The library regularly, and at least annually, evaluates its services for youth with regard to popularity, effectiveness, accuracy, timeliness, and patron ease. The library seeks input from staff serving youth—as well as the community—regarding these services.
- ☐ The library provides programming for youth which is developmentally appropriate and meets the needs of the community.
- ☐ The library's programming is designed to reflect the needs and interests of youth in the community.
- ☐ Library programs are provided free of charge or on a cost-recovery basis.
- ☐ The library makes provisions that enable persons with disabilities to attend programming, and lists these provisions with other programming information.
- ☐ The library considers community demographics, special populations, and the availability of resources from social, cultural, and recreational organizations in the community when planning and evaluating library services for youth.
- ☐ The library strives to partner with youth-facing organizations in the community.
- ☐ The library provides youth with research and information literacy instruction through tours, training sessions, and one-on-one interactions.
- ☐ The library has staff who have knowledge of popular authors, titles, and resources to provide these services.
- ☐ Youth staff have access to a telephone and computer to receive and respond to requests for information and to contact other agencies.
- ☐ Youth staff responsible for collection management have access to review journals and tools specifically targeting youth materials.



- ☐ The library includes at least one current resource created and intended for youth for each subject area. Electronic resources also fulfill this requirement.
- ☐ The library provides computer access for all youth, and provides guidance on digital literacy and technology use to youth.
- ☐ The library provides outreach services towards youth to increase awareness of services, attract new users, and reach underserved populations.
- ☐ The library strives to partner with and support local schools, including private schools and homeschoolers.
- ☐ Staff members are encouraged to attend as many continuing education workshops and events as possible to stay current on trends and best practices for serving youth.
- ☐ The library provides a space specifically for use by children and families.
- ☐ The shelving used for housing children's materials is appropriately sized to allow for easier access.
- ☐ The library provides early literacy programming, including regular story time, for children and families.
- ☐ The library provides programming which facilitates play and fun for children and families.
- ☐ The library provides toys and interactive materials for use in the library, during programs, and/or at home that facilitate play, fun, and imagination.
- ☐ The library provides a summer reading opportunity to encourage reading and learning during the summer.
- ☐ The library provides a welcoming environment for young adults both individually and in groups.
- ☐ The library provides developmentally appropriate programming for young adults that encourage self-identity and positive interactions while providing opportunities to socialize and have fun.
- ☐ The library provides materials both physical and digital for young adults that are intended for them.
- ☐ The library partners with young adults in the community to provide opportunities for leadership such as a young adult (or teen) advisory board, volunteer group, or other formal or informal opportunities.