

Notice & Agenda – Mississippi Valley Library District
Board of Trustees Meeting
November 18, 2024 at 6:30 PM
On-Site at the Collinsville Memorial Library, 408 W. Main St., Collinsville, IL 62234 and
Via Zoom

Regular Monthly Board of Trustees Meeting Agenda

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Public Input - *Public comment policies are found in the Board of Trustees Bylaws*
4. Friends of the Library Updates
5. Trustee Comments
6. Consent Items
 - a. Approval of Minutes
 - i. Regular Board Meeting of October 21, 2024
 - ii. Personnel Committee Meeting of November 1, 2024
 - iii. Fundraising Committee Meeting of November 7, 2024
 - b. Communications
 - c. Administrative Reports
 - d. Finances
 - i. September 2024 Profit & Loss with Updated Income
 - ii. October 2024 Expenses by Vendor, Profit & Loss, and Funds Balances
 - iii. Gift Fund Transactions
 - iv. FY2025 Profit & Loss Budget vs. Actual and Profit & Loss Previous Year Comparison
 - e. Committee Reports
 - i. Finance
 - ii. Personnel
 - iii. Fundraiser
7. Unfinished Business
 - a. Discussion and Possible Action about Addressing Collinsville Memorial Library's Capital Projects Needs
 - i. Elevator Repairs
 - ii. Roofing Repairs
 - iii. Opportunities to Support the MVL D
8. New Business
 - a. Acceptance of Trustee Resignation and Next Steps for Filling Vacancy
 - b. Election of Board Secretary to Fill Vacancy
 - c. Adoption of Ordinance 25-03 FY2025 Tax Levy
 - d. Executive Director Annual Evaluation Process – Feedback Due Date
 - e. Review of Serving Our Public 4.0 Appendices
9. Closed Session
 - a. Closed session, if necessary, for any lawful exemption pursuant to Section 2(c) of the Illinois Open Meetings Act
10. Action for Items Discussed in Closed Session
 - a. Action(s), if necessary, for any lawfully exempt matter discussed in closed session

11. Adjournment

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

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

DATE: October 21, 2024

TIME: 6:30 PM

PLACE: Collinsville Memorial Library, Collinsville, IL

Call to Order

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

Roll Call

Trustees present:

Jeanne Lomax, President

Ginny York, Vice-President

Cathy Kulupka, Treasurer (arrived at 6:33 PM)

Kathy Murphy, Trustee

Trustees absent:

Lisa McCormick, Secretary

Ana Romero-Lizana, Trustee

Mark Schusky, Trustee

Also present:

Kyla Waltermire, Executive Director

Matt Harris, Assistant Director

The meeting was briefly paused until a quorum was present.

Pledge of Allegiance

Public Input

The following members of the public spoke:

- Ian Ashcraft
- Sharon Autenrieth
- Keely Rosemann
- Cindy Young
- DeeAnna Beckham, CUSDParents4Change
- Traci Vanek
- David Sheahan

- Cindy Klein-Webb
- Dan Reese
- Michael Treece
- Rachel Fleming
- Lindsay Serrano
- Mike Aden
- Rachel Dye
- Lisa Reese
- Margo Crowell
- Tom Pierce
- Melanie Suess

Friends of the Library

- The next book sale is scheduled for December 6-7, 2024.

Trustee Comment

- Lomax stated that libraries will never be neutral, but they shouldn't promote one viewpoint over another. She asked Waltermire if any books have been banned; Waltermire replied that this Board has not banned any materials. She commented on an election mailer mentioned during public comment.

Consent Items

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

- a. Approval of Minutes – Public Hearing and Regular Board Meeting of September 16, 2024 and Finance Committee Meeting of October 4, 2024.
 - Lomax indicated that she did not vote during the Finance Committee meeting and the adjournment vote needed to be corrected accordingly.
- b. Communications - Received four.
- c. Administrative Reports

Executive Director:

- Received word that morning that the ACT grant application was denied. The project can still be approved by the library in compliance with the Finances Policy.
- The annual Halloween Walk will be October 26 from 10:00 AM to 2:00 PM at the Collinsville Memorial Library.
- A request made by a trustee at a prior meeting to improve the visibility of the online catalog search link has been addressed. A search bar, which can be toggled between the catalog and the library's website, is at the top of the MVL D website and accessible both on desktop and mobile browsers.
- A request had been made by a trustee to review a personnel file. In accordance with legal advice, the Board should adopt a policy about reviewing personnel files.

Assistant Director:

- The new security camera system continues to work well.
- A Trunk or Treat is being held at the Fairmont City Library on October 25.
- Clarification was made about which dying tree on the Fairmont City Library's property was removed.

- d. Finances – Some discussion occurred.
- e. Committee Reports – The Personnel and Fundraising Committees are setting up meetings. The Finance Committee's report will be addressed under New Business.

A roll call vote was taken on the motion to approve consent items, with the October 4, 2024 minutes amendment.

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

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

Motion carried.

Unfinished Business

None.

New Business

- a. Adoption of Resolution 25-03 to Determine Estimate of Funds Needed for FY2025

The resolution proposes the exact same total tax levy as the prior year (a 0% increase).

Kulupka moved and York seconded to approve the resolution as presented. A roll call vote was taken on the motion.

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

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

Motion carried.

- b. Discussion and Possible Action Regarding Bidding for Repairs to the Collinsville Memorial Library's Elevator

Waltermire summarized the memo included in the meeting packet about where things are with trying to get quotes and preparing to go to bid. Aside from Otis Elevator, only two other elevator companies that she's contacted have responded. Each of those two charge a service fee with a minimum number of hours to come out and look at the elevator. By consensus it was decided that if the library can't get a company to come out for free, then Waltermire should move forward with the ones charging service fees.

- c. Discussion and Possible Action about Addressing Collinsville Memorial Library's Capital Projects Needs

Waltermire referred trustees to the end of the elevator memo, which outlines several other projects needing attention. She also added the flooring in the children's playroom, which bubbles up from expansion in the summer and causes lots of trips.

- d. Review of Serving Our Public 4.0 Chapters 12-13
- Some discussion occurred about community involvement and classes for the library's digital resources.

Closed Session – None.

Adjournment

A motion was made by Kulupka and seconded by York to adjourn.

A voice vote was taken on the motion.

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

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

Motion carried. The meeting adjourned at 8:06 PM.

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

DATE: November 1, 2024

TIME: 4:30 PM

PLACE: Community Room, Collinsville Memorial Library, Collinsville, IL

Call to Order

Jeanne Lomax called the meeting to order at 4:30 PM.

Roll Call

Committee Members Present:

Jeanne Lomax, Ex-Officio member

Ana Romero-Lizana

Mark Schusky

Ginny York

Also Present:

Kyla Waltermire, Executive Director

Pledge of Allegiance

Public Input

- Rachel Fleming

Trustee Comments

None

Unfinished Business

None

New Business

- a. Designation of Committee Chair and Minutes Taker

Romero-Lizano volunteered to be the chair of the Committee Chair, and York volunteered to be the Minutes Taker.

A motion was made by Schusky and seconded by Romero-Lizana to approve Romero-Lizana as Chair and York as the Minutes Taker.

A roll call vote was taken:

Lomax – Yes

Romero-Lizana – Yes

Schusky -Yes

York – Yes

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

Motion carried.

- b. Discussion and Possible Action Regarding Executive Director’s Evaluation Process
Waltermire shared that she has been trying to do more outreach with other entities such as the school district, Chamber of Commerce, and the City of Collinsville. This was one area that had a little lower score on the previous evaluation.

There were some questions concerning the form and how trustees would evaluate Waltermire on some of the items with discussion following. There was also discussion on the best way to get the form to the trustees and the staff.

It was decided that Waltermire will help Romero-Lizana create Google Forms that Romero-Lizana will send to the staff and to community partners. Waltermire will share the base evaluation form with the trustees.

Trustees should contact Romer-Lizana if they have any questions while filling out the evaluation. Trustees will also send the completed forms to Romero-Lizana, who will compile the information.

At the next regular Board meeting, trustees will set the date for their evaluation forms to be completed.

Closed Session

None

Adjournment

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

A voice vote was taken on the motion:

Lomax – Yes

Romero-Lizana – Yes

Schusky – Yes

York – Yes

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

Motion carried.

Meeting adjourned at 5:11 PM.

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

DATE: November 7, 2024

TIME: 4:30 PM

PLACE: Community Room, Collinsville Memorial Library, Collinsville, IL

Call to Order

Kyla Waltermire called the meeting to order at 4:30 PM.

Roll Call

Committee members present:

Jeanne Lomax, Ex-Officio member

Kathy Murphy

Ginny York

Also present:

Kyla Waltermire, Executive Director

Pledge of Allegiance

Public Input

None

Trustee Comments

None

Unfinished Business

None

New Business

a. Designation of Committee Chair and Minutes Taker

Lomax nominated Murphy for Committee Chair. York volunteered for Minutes Taker.

A motion to approve the nominations was made by Lomax and seconded by York.

A roll call vote was taken on the motion:

Lomax – Yes

Murphy – Yes

York – Yes

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

Motion carried.

b. Discussion and Next Steps for Fundraising for Capital Projects

Murphy inquired about the possibility of receiving TIF money to help with repairs.

Waltermire explained that the building is not in a TIF district and therefore cannot apply.

It was stated that repairing the elevator is the most pressing need, and three companies have visited to evaluate what repairs are needed. Further tests may be needed to determine the actual repair needed.

The next most pressing need is leaking in the roof, especially around the cupola. Allen Roofing estimates that it will cost around \$1,200 to repair the seaming of the cupola. The library is waiting to hear back from Lakeside Roofing with a second opinion

The front doors also need to be fixed. The Village Locksmith said that they needed new locking mechanisms, which is estimated at \$1,200-\$1,500 per door.

After lengthy discussion, the following was decided by the committee.

Fundraisers to be pursued at this time:

- Killian Weir, owner of St. Louis Sheds, generously offered 5% of any sales made through library referrals. Waltermire said the library would work on a flier to publicize it.
- Waltermire will also contact Charity Clothing Pickup to have a clothing drop box placed near the parking lot for used clothing donations, which would generate income quarterly.
- Lomax will talk to restaurants to schedule an “Eat Out” night at local restaurants at which the library could earn a percentage of the night’s receipts. Culver’s and Dairy Queen were suggested.

Fundraisers discussed for the future:

- Murphy will look into a “Taste of Collinsville” event for the spring with tickets being sold at the library and perhaps through the trustees.
- A “roadblock” event was also talked about for a time when the weather is warmer.
- A trivia night was talked about. Waltermire is to investigate how many tables/teams can be held in the library’s community room. Lomax volunteered to look into a location that would hold a significant amount of tables.

Other ideas were mentioned briefly mentioned but tabled for the present.

Closed Session

None

Adjournment

A motion was made to adjourn by Lomax and seconded by York.

A voice vote was taken on the motion:

Lomax – Yes

Murphy – Yes

York – Yes

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

The meeting adjourned at 5:42 PM.

Re: Newest bylaws

1 message

Kyla Waltermire <kylaw@mvlid.org>

Mon, Oct 28, 2024 at 7:57 AM

To: Cindy Klein-Webb <ckleinwebb@gmail.com>

Cc: Jeanne Lomax <jeannelomax67@gmail.com>

Hello Cindy,

The bylaws are located at the bottom of the Board of Trustees page. They are immediately below the meeting recordings and minutes.

Mx. Kyla Waltermire, MS LIS (she/her - What's this?)

Executive Director

Mississippi Valley Library District

408 West Main Street, Collinsville, IL 62234

P: 618-344-1112 ext. 201

F: 618-345-6401

On Fri, Oct 25, 2024 at 11:28 AM Jeanne Lomax <jeannelomax67@gmail.com> wrote:

----- Forwarded message -----

From: **Cindy Klein-Webb** <ckleinwebb@gmail.com>

Date: Thu, Oct 24, 2024 at 10:35 AM

Subject: Newest bylaws

To: <board@mvlid.org>

I can not seem to find them on the public website. Can you please specifically direct me to where I can find them?

Thank you,

Cindy Klein-Webb

Report Covering October 2024

Kyla Waltermire, Executive Director

Building and Grounds Updates

- No update for the Pan fountain repairs.
- Roofing repair proposals will be discussed later in the meeting (quotes in packet). Allen Roofing visited on October 23 and Lakeside Roofing visited on October 24 & 30.
- Upon receiving authorization in accordance with the Finance Policy, the replacement of CM's front walkways was approved in the amount of \$6,600 as proposed by Who Does Your Concrete? Tentatively work will begin the week of Thanksgiving.
- MEI Elevator visited on October 31 and Schindler Elevator visited on November 1. Schindler Elevator provided a proposal for replacing the packing, which Otis Elevator has stated isn't sufficient to adequately repair the elevator. Packing replacement is included as part of the library's service contract with Otis.
- Staff are working with The Village Locksmith to identify viable locking mechanisms to replace those on CM's front doors.
- The replacement of 3 VAVs in CM is completed.

Circulation and Collection Updates

- Library staff and community service workers are working on an extensive project to re-barcode the library's collections in preparation for Illinois Heartland Library System's deployment of an automated materials handling system in 2025.
- Some of the item display themes were: horror movies, Family History Month, and first responders

Grant Updates

- 2023 Thinking Money for Kids Program Kits –Kits are to be used between Sept. 1, 2024 and Dec. 31, 2025. All supplies have arrived.
- FY2024 Per Capita Grant - The MVLD has been awarded this grant in the amount of \$49,125.29. Grant expenses are to be applied between July 1, 2024 and June 30, 2025.
- FY2025 PNG Grant – The MVLD was awarded \$11,709.00 for the "Making Reality" activity series. Supplies purchasing is underway.
- REFORMA Noche de Cuentos (Night of Stories) Grant – The MVLD hosted a Hispanic/Latinx cultural event on October 12. A singer/guitar player, dance troupe, and storyteller were featured. El Sol food truck also served food and refreshments. Preparation of the final report and reimbursement request is underway.
- ACT Community Action Grant – The application for replacing CM's front walkways was denied.
- iREAD Summer Reading Grant – The MVLD has been awarded a \$250 grant to purchase iREAD materials for the 2025 summer reading program. The grant is for libraries that serve a population of less than 8,000 in a rural area. The MVLD applied on behalf of the Fairmont City community, so the grant will primarily go towards supplies to be used in that community.

Meetings, Outreach, and Professional Development

- October 2 – Attended IHLS automated materials handler system Q&A; met with cleaning company rep for a check-in

- October 4 – Covered CM’s main desk (1.50 hours)
- October 5 – Covered CM’s main desk (1.50 hours)
- October 7 – Met with potential architect for elevator project
- October 8-10 – Attended ILA annual conference
- October 11 – Conducted a staff evaluation; covered CM’s main desk (1.00 hour)
- October 15 – Provided library update at the Chamber of Commerce board meeting
- October 17 – Attended Illinois State Library construction grant informational webinar. Library staff at the City of Collinsville’s Trunk or Treat event.
- October 18 – Met with a trustee
- October 21 – Met with a trustee
- October 23 – Covered CM’s main desk (2.00 hours)
- October 24 – Attended Collinsville Faith in Action executive board meeting
- October 24 – Led a staff meeting
- October 28 – Met with staff member re: programming; covered main desk (2.00 hours); met with ImageOne and Americom reps re: copier contracts
- October 29 – Provided library update at the Chamber of Commerce coffee talk; met with a staff member to work on staff evaluations; met with a staff member re: employment matters
- October 30 – Met with a trustee; met with Watts rep re: copier contracts; met with a staff member to work on staff evaluations
- October 31 – Conducted three staff evaluations
- The weekly visits from the CHS transitional class began September 3 and will continue through the school year.

Marketing and Promotions Updates

- Digital resources that were highlighted include: Freegal streaming music, the new catalog and website search bar on the website, Libby by Overdrive, Wowbrary weekly newsletter, and Kanopy streaming movies.
- Highlighted activities include: the annual Library Crawl, several kids crafts, a teen lock-in, kids’ LEGO club, Acoustic Jam, daytime book club, Hispanic Cultural Celebration (funded by the REFORMA grant), two Illinois Libraries Present events, My First Sweater Knit-Along, D&D club, kids’ BINGO, junk journal club, perler bead take-home craft kits, children’s Halloween moviethon, teen tech night, annual Halloween Walk, soap making class, kids’ Dinovember party, Smokey Bear Reading Challenge, paranormal investigation event, bonfire & firefighter storytime with the Fairmont City Fire Department, FC’s drive-thru trunk or treat, computer class by TechLaunch, and Reading with Veterans event.
- A few local history highlights from the Collinsville Herald and the last harvest by the FC Garden Club were shared.
- The library’s telescope, video game systems, and manga collection were highlighted.

Miscellaneous

- The filing period for candidates to turn in their packets for the April 1, 2025 Consolidated Election begins at 8:30 AM on November 12 and continues until 8:00 PM on November 18.

Program Updates and Other Dates of Note

- November 23 at 2:00-4:00 PM (CM) – “Dinovember” Dinosaur Party, featuring crafts, activities, and games.
- “Share the Warmth” Annual Coat Drive & Giveaway (FC) – Donate new and gently used coats, scarves, gloves, hats, and other warming items for all ages through December 7 at 5:00 PM. School supplies also accepted. The giveaway takes place on December 14 from noon-4:00 PM or until supplies run out.
- Free tutoring Monday-Thursday at 5:30-8:00 PM (CM) – For kids in preschool through 8th grades. No appointment needed. Tutoring provided by America Reads, an AmeriCorps program. Tutors are SIUE students and their schedules will begin fluctuating as the end of the semester approaches. Call the library at 618-344-1112 to confirm if a tutor is available. Regularly scheduled tutoring will resume in the new year.
- The MVLD will be closed on December 13, 24, 25, 31, and January 1 and 20.
- Check out the Library’s full calendar at https://mvld.org/collinsville_calendar and https://mvld.org/fairmont_calendar.

Staff Updates

- None

Statistical Summary

10/1/2024 12:00:00 AM - 10/31/2024 11:59:59 PM

Grand Totals

Record Counts - As of 11/12/2024 9:28 AM

	Bibs w/Items	Bibs w/o Items	Authority			
Global	1,614,383	52,031	770,008			
	Bibs w/Items	Items	Items Withdrawn	Patrons	Active Staff	Active Workstations
Branch Specific	72,493	76,500	1	18,467	32	27

Circulation Statistics

Check Outs	Borrowers	Check In	Overdue Items Checked In	Staff Overrides
6,859	1,030	5,395	1,096	0
Holds Placed	Holds Satisfied	Holds Cancelled		
1,927	1,875	358		

Records Added and Deleted

	Bibliographic	Authority	Items	Patrons
Added by Branch	26	0	230	74
Added by Other	n/a	n/a	n/a	n/a
Deleted by Branch	4	0	78	12
Deleted by Other	n/a	n/a	n/a	n/a

Financials

New Charges	Money Collected	Refunds	NET	Amounts Waived	Credits
\$4,686.20	\$196.49	\$0.00	\$196.49	\$4,676.63	\$0.00
Total Outstanding Fines - As of 11/12/2024 9:28 AM					
\$136,350.68					

PAC Statistics

Logins	Online Registrations	Holds Placed	Holds Cancelled
736	0	1,281	107

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
October	Activity Packet	95
October	Library Crawl Visitors	120
October	Coloring Pages	240
October	Computer handouts	35
October	Children's Take and Make Crafts	54
October	Take and Make Crafts	144
10/1/24	Morning Yoga	4
10/1/24	Preschool Storytime- Squirrels	11
10/1/24	Computer Basics Class	7
10/2/24	Baby Boogie - Squirrels Theme- Children's	24
10/2/24	3d Printer Night	1
10/2/24	Yoga Time!	5
10/3/24	Pumpkin and ghost Mason Jar Craft	20
10/3/24	Guilding and Exploring: D&D Night	5
10/3/24	Glowing Pumpkin and Ghost Mason Jar Craft	21
10/5/24	Meditation at the Blum House	8
10/5/24	Cross Stitching Club	2
10/7/24	Body Sculpting	4
10/8/24	Morning Yoga	7
10/8/24	Preschool Storytime - Apple Theme- Children's	17
10/9/2024	Baby Boogie - apple theme -Children's	33
10/9/24	Slime Time	12
10/10/24	Lego Building Challenge Club - Children's	21
10/12/24	Cross Stitching Club	2
10/14/24	Body Sculpting	7
10/14/24	Van Gogh Children's Art Club	13
10/15/24	Morning Yoga	5
10/15/2024	Preschool Storytime - Leaves Theme- Children's	10
10/15/24	Front Lobby - Rep Harriss Travelling office hours	15
10/16/24	Baby Boogie -Leaves Theme- Children's	37
10/16/24	Open Gaming CANCELED	0
10/16/24	Yoga Time!	7
10/17/24	Metro East Every Survivor Counts Table	2
10/17/24	Guilding and Exploring: D&D Night	10
10/17/24	Halloween Bingo-Children's	19
10/18/24	Ghost Windsocks- Children's Craft	3
10/18/24	Junk Journal Club	1
10/19/24	Children's Halloween Movie-thon and craft day	8
10/19/24	My First Sweater Knit-Along	7
10/19/24	Meditation at the Blum House	10
10/19/24	Cross Stitching Club	Canceled due to low staffing
10/19/24	History and Genealogy Club	Canceled due to low staffing
10/21/24	Body Sculpting	3
10/21/24	Picasso- Children's Art Club	3
10/21/24	Free Tutoring	1
10/22/24	Morning Yoga	4

10/22/24	Preschool Storytime -pumpkin theme- Children's	7
10/22/24	Free Tutoring	1
10/23/24	Baby Boogie - pumpkin theme- Children's	31.0
10/23/24	Teen Tech Night	1
10/23/24	Free Tutoring	1
10/23/24	Yoga Time!	3
10/24/24	Children's Paper Mask craft- All day	4
10/24/24	Guiding and Exploring: D&D Night	10
10/24/24	Free Tutoring	1
10/24/24	Baby Boogie	9
10/26/24	Halloween Walk	700
10/26/24	Meditation at the Blum House	10
10/28/24	Body Sculpting	5
10/28/24	Free Tutoring	4
10/29/24	Morning Yoga	4
10/29/24	Preschool Storytime -Halloween Theme- Children's	14
10/29/24	Free Tutoring	2
10/29/24	Spooky Paper Craft for all Ages	1
10/30/24	Baby Boogie -Halloween Theme- Children's	34
10/30/24	Free Tutoring	1
10/30/24	PRC: Evening Book Club	5
10/30/24	Spooky Paper Craft	1
10/30/24	Yoga Time!	1
10/31/24	Guiding and Exploring: D&D Night	7
10/31/24	Free Tutoring	1
TOTAL		1915
	Children Ages 0-5 Synchronous in-person onsite program sessions: 231 attendance, 11 events	
	Children Ages 0-5 Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Children Ages 0-5 Synchronous virtual program sessions: 0 attendance, 0 events	
	Children Ages 0-5 Self-Directed: 240 attendance, 1 events	
	Children Ages 6-11 Synchronous in-person onsite program: 180 attendance, 19 events	
	Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events	
	Children Ages 6-11 Self-Directed: 0 attendance, 0 events	
	Young Adults Ages 12- 18 Synchronous in-person onsite program: 21 attendance, 4 events	
	Young Adults Ages 12- 18 Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Young Adults Ages 12- 18 Synchronous virtual program sessions: 0 attendance, 0 events	
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 event	
	Adults Ages 19+ Synchronous in-person onsite program: 127 attendance, 24 events	
	Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	Adults Ages 19+ Synchronous virtual program sessions: 0 attendance, 0 events	
	Adults Ages 19+ Self-Directed: 35 attendance, 1 event	
	General Interests Synchronous in-person onsite program: 734 attendance, 7 event	
	General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events	
	General Interests Synchronous virtual program sessions: 0 attendance, 0 events	
	General Interests Self-Directed: 239 attendance, 2 event	

Month	Total # Items Requested by MVL	# Items Received at MVL - In State Returnables	# Items Received at MVL - Out of State Returnables	# Items Received at MVL - In State Non-Returnables	Total # of ILL Requests Received by MVL	# Items Supplied via ILL - In State Returnables	# Items Supplied via ILL - Out of State Returnables	# Items Supplied by MVL via ILL - Out of State Non-Returnables	CM Front Door Counter	CM Side Door Counter	CM Computer Sessions
Jul-24	23	15	2	2	76	22	32	5346	4125	798	
Aug-24	5	2	1	1	50	17	23	5049	3250	732	
Sep-24	8	1			63	15	28	5128	3284	637	
Oct-24	16	9			61	22	21	5950	3805	655	
Nov-24											
Dec-24											
Jan-25											
Feb-25											
Mar-25											
Apr-25											
May-25											
Jun-25											
Totals:	52	27	3	0	250	76	104	21473	14464	2822	

Board Report November, 2024

Matthew Harris – Assistant Director – Fairmont City Library Center

Grants, awards, donations, and special stories:

Theresa Beck organized and planned the Hispanic Cultural Celebration on Saturday, October 12th. There were storytelling, dances, and music all reflecting the Hispanic culture. Funding for these programs was awarded by REFORMA.

On October 25th, the library hosted the Drive-thru Trunk-or-Treat behind the building. There were multiple vendors including the library and the Fairmont City Police Department that all decorated their areas and provided treats to those in attendance. We are estimating there were some 100 vehicles that drove through and roughly 400 that attended.

Outreach and education:

October 7-10- Attended ILA Annual Conference in Peoria
October 21- Attended MVLD Board meeting

Building and Grounds:

With the fall season starting, Ms. Margaret finished harvesting the garden area and has wrapped up the weekly Garden Club as of October 23rd.

Programming:

Mondays/Wednesdays- Kids Corner
Wednesdays- Garden Club
October 12- Hispanic Cultural Celebration
October 25- Drive-thru Trunk-or-Treat

Stats:

October

Days Open: 27

Door Count: 2684

Computer Users: 185

E-Book Questions: 0

Homebound Delivery: 0

DATE	PROGRAM / EVENT / PROMOTION	# ATTENDED
October	Library Crawl Visitors	72
10/1/24	Tin Foil Art- Children	0
10/2/24	Kids Corner	0
10/2/24	Garden Club	2
10/4/24	Mayan Kites- Children's Craft	0
10/7/24	Kids Corner	8
10/7/24	Monday Funday- Glowing Pumpkin and Ghost Mason Jar Craft	8
10/8/24	Storytime with the Fairmont City Fire Fighters	23
10/9/24	Violence Prevention Center	0
10/9/24	Kids Corner	0
10/9/24	Garden Club	3
10/9/24	Being Imperfect with Erika Sánchez- Illinois Libraries Present	1
10/10/24	God's Eye Craft- Children	5
10/11/24	*CANCELLED*Teen Lock-in	0
10/12/24	Hispanic / Latinx Cultural Celebration (Theresa)	50
10/14/24	Kids Corner	9
10/14/24	Monday Funday- Halloween Tote Bag Craft- Kid Activities	23
10/15/24	Answers on Aging	1
10/16/24	Garden Club	2
10/16/24	Kids Corner	4
10/16/24	Garden Club	8
10/18/24	Ghost Windsock- Children's Craft	2
10/19/24	Children's Halloween Movie-thon and craft day	6
10/19/24	TechLaunch Computer Class	2
10/21/24	Kids Corner	6
10/21/24	Monday Funday- Paper Pumpkin Craft- Kid Activities	4
10/22/24	Raise Your Voice with Jason Reynolds (Youth Program) Illinois	1
10/23/24	Kids Corner	6
10/23/24	Garden Club	5
10/24/24	Paper Mask Craft- All Day	0
10/25/24	Drive Thru Trunk or Treat	400
10/28/24	Kids Corner	5
10/28/24	Monday Funday- Halloween Bingo- Kid Activities-	2
10/30/24	Kids Corner	4
		590
	Children Ages 0-5 Synchronous in-person onsite program sessions: 48 attendance, 10 events	
	Children Ages 0-5 Synchronous in-person offsite program sessions: 0 attendance, 0 events	

	Children Ages 0-5 Synchronous virtual program sessions: 0 attendance, 0 events
	Children Ages 0-5 Self-Directed: 0 attendance, 0 events
	Children Ages 6-11 Synchronous in-person onsite program: 82 attendance, 10 events
	Children Ages 6-11 Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Children Ages 6-11 Synchronous virtual program sessions: 0 attendance, 0 events
	Children Ages 6-11 Self-Directed: 9 attendance, 3 events
	Young Adults Ages 12- 18 Synchronous in-person onsite program: 0 attendance, 0 events
	Young Adults Ages 12- 18 Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Young Adults Ages 12- 18 Synchronous virtual program sessions: 1 attendance, 1 event
	Young Adults Ages 12-18 Self-Directed: 0 attendance, 0 events
	Adults Ages 19+ Synchronous in-person onsite program: 5 attendance, 3 events
	Adults Ages 19+ Synchronous in-person offsite program sessions: 0 attendance, 0 events
	Adults Ages 19+ Synchronous virtual program sessions: 1 attendance, 1 events
	Adults Ages 19+ Self-Directed: 72 attendance, 1 events
	General Interests Synchronous in-person onsite program: 450 attendance, 3 events
	General Interests Synchronous in-person offsite program sessions: 0 attendance, 0 events
	General Interests Synchronous virtual program sessions: 0 attendance, 0 events
	General Interests Self-Directed: 0 attendance, 0 events

Mississippi Valley Library District

Profit and Loss

September 2024 - *updated*

	TOTAL
Income	
Charges for Services	
Fax	335.49
Printing/Copying	883.64
Total Charges for Services	1,219.13
Fines & Forfeitures	
Fines	1.10
Lost or Damaged Books/Inhouse	223.25
Total Fines & Forfeitures	224.35
Intergovernment Revenue	
Replacement Tax	10,346.25
Total Intergovernment Revenue	10,346.25
Other Revenues	
COBRA Reimbursements	1,340.52
Donations - Des & Undes	2,105.13
Interest Income	6,301.29
Miscellaneous	101.41
Reimbursements Other libraries	62.90
Rental Income	
Blum House Rental	758.27
Collinsville Rooms	150.00
Total Rental Income	908.27
Sale of Items	378.35
Total Other Revenues	11,197.87
Taxes	
Audit	1,314.83
Building Maintenance	20,379.84
FICA/Medicare	9,751.58
IMRF	9,861.16
Liability Insurance	13,915.17
Property Tax	148,465.76
Total Taxes	203,688.34
Total Income	\$226,675.94
GROSS PROFIT	\$226,675.94
Expenses	
Maintenance Services	
Building	17,963.96
Equipment	1,262.75
Grounds	1,150.00
Total Maintenance Services	20,376.71

	TOTAL
Materials	
Adult Audio Visual Items	2,069.94
Adult Print Materials	4,609.51
Juvenile Audio Visual Items	204.00
Juvenile Print Items	475.14
Other Materials	23.99
Virtual Items	592.00
Total Materials	7,974.58
Other Expenditures	
Grant Expenses	
FY2024 Per Capita Grant	1,149.00
FY2025 PNG Grant	1,430.25
Other Grants	186.00
Total Grant Expenses	2,765.25
Liability & Building Insurance	274.00
Miscellaneous	580.99
Payments to Other Libraries	74.94
Programming	1,327.97
Vehicles	521.90
Total Other Expenditures	5,545.05
Personnel	
Benefits	
FICA Company	4,119.22
Health/Dental Insurance	16,383.66
IL Unemployment Company	287.57
IMRF	9,056.00
Total Benefits	29,846.45
Salaries	
Full Time	42,954.23
Part time	11,123.93
Total Salaries	54,078.16
Total Personnel	83,924.61
Professional Development	
Dues	162.00
Total Professional Development	162.00
Professional Services	
Information Technology	4,312.54
Internet Services	772.00
Other Professional Services	55.98
Payroll Service	303.93
Publishing	1,135.85
Total Professional Services	6,580.30
Supplies	
Equipment	1,505.67
Office	928.61
Postage	253.58
Total Supplies	2,687.86

	TOTAL
Utilities	
Electricity	3,692.47
Natural Gas	57.29
Telephone/Fax	366.76
Water/Sewer	496.17
Total Utilities	4,612.69
Total Expenses	\$131,863.80
NET OPERATING INCOME	\$94,812.14
NET INCOME	\$94,812.14

Mississippi Valley Library District

Transaction Report

September 1-30, 2024 *updated*

ACCOUNT	DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	ACCOUNT FULL NAME	ACCOUNT	AMOUNT	BALANCE
Other Revenues									
Interest Income									
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	General PI	\$6.97	\$6.97
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - Building	\$181.11	\$188.08
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - FICA	\$269.81	\$457.89
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - Insurance	\$635.96	\$1,093.85
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - Audit	\$55.83	\$1,149.68
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - Working Cash	\$976.12	\$2,125.80
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - General	\$3,646.56	\$5,772.36
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - IMRF	\$321.83	\$6,094.19
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - Reserve	\$167.55	\$6,261.74
Interest Income	09/30/2024	Deposit		INTEREST		Other Revenues:Interest Income	IL Funds - Gift	\$39.55	\$6,301.29
Total for Interest Income								\$6,301.29	
Total for Other Revenues with sub-accounts								\$6,301.29	
								\$6,301.29	

Mississippi Valley Library District

Expense by Vendor Detail

October 2024

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
AMEREN ILLINOIS	10/18/2024	Bill	FCLC gas (01149)	Utilities:Natural Gas	\$59.67
AMEREN ILLINOIS	10/18/2024	Bill	FCLC electric (01130)	Utilities:Electricity	\$1,299.27
AMEREN ILLINOIS	10/18/2024	Bill	CMLC gas (23000)	Utilities:Natural Gas	\$57.81
AMEREN ILLINOIS	10/18/2024	Bill	CMLC electric (04006)	Utilities:Electricity	\$3,606.31
AMEREN ILLINOIS	10/18/2024	Bill	CMLC outdoor parking lot light (60005)	Utilities:Electricity	\$33.13
AMEREN ILLINOIS	10/18/2024	Bill	BH gas (83007)	Utilities:Natural Gas	\$53.43
AMEREN ILLINOIS	10/18/2024	Bill	BH electric (10414)	Utilities:Electricity	\$292.01
Total for AMEREN ILLINOIS					\$5,401.63
<hr/>					
Americom Imaging Systems Inc.					
Americom Imaging Systems Inc.	10/18/2024	Bill	Invoice # 539398453 Monthly copier / printer lease contract - October 2024	Maintenance Services:Equipment	\$496.20
Total for Americom Imaging Systems Inc.					\$496.20
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Aqua Systems					
Aqua Systems	10/18/2024	Bill	Invoice # 313051139 bottle exchange dated 9/27/2024	Supplies:Office	\$52.70
Aqua Systems	10/18/2024	Bill	Invoice # 315042032 monthly cooler rental dated 10/10/2024	Supplies:Office	\$6.95
Aqua Systems	10/18/2024	Bill	Invoice # 316033142 bottle exchange dated 10/18/2024	Supplies:Office	\$60.80
Total for Aqua Systems					\$120.45
<hr/>					
Brian Brown					
Brian Brown	10/04/2024	Bill	September 2024 grass cutting	Maintenance Services:Grounds	\$715.00
Total for Brian Brown					\$715.00
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Brodart					
Brodart	10/18/2024	Bill	Invoice # 646738 Playaway cases	Supplies:Office	\$90.45
Total for Brodart					\$90.45
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Buildingstars					
Buildingstars	10/04/2024	Bill	Invoice # 3448766 BH October 2024	Maintenance Services:Building	\$225.00
Total for Buildingstars					\$225.00
<hr/>					
Capital One					
Capital One	10/04/2024	Bill	Misc. program consumables	Other Expenditures:Programming	\$122.61
Capital One	10/04/2024	Bill		Other Expenditures:Miscellaneous	\$1.25

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Total for Capital One					\$123.86
Casey's General Store					
Casey's General Store	10/07/2024	Check		Other Expenditures:Vehicles	\$40.00
Casey's General Store	10/22/2024	Check		Other Expenditures:Vehicles	\$59.42
Total for Casey's General Store					\$99.42
Center Point Large Print					
Center Point Large Print	10/18/2024	Bill	Invoice # 2122343 standing order September 2024	Materials:Adult Print Materials	\$151.02
Total for Center Point Large Print					\$151.02
Charter Communications					
Charter Communications	10/04/2024	Bill	CM & FC fiber internet 50 mbps September 2024 - October 2024	Professional Services:Internet Services	\$772.00
Charter Communications	10/04/2024	Bill	CM elevator emergency phone line September 2024 - October 2024	Utilities:Telephone/Fax	\$49.99
Total for Charter Communications					\$821.99
Corvus of St. Louis					
Corvus of St. Louis	10/04/2024	Bill	Invoice # 410165050-326 October 2024 CM & FC cleaning	Maintenance Services:Building	\$2,700.00
Total for Corvus of St. Louis					\$2,700.00
Daria K. Heaton					
Daria K. Heaton	10/04/2024	Bill	10 pumpkins for Halloween-themed events	Other Expenditures:Programming	\$20.00
Total for Daria K. Heaton					\$20.00
Delta Dental					
Delta Dental	10/18/2024	Bill	Dental Insurance November 2024	Personnel:Benefits:Health/Dental Insurance	\$347.10
Total for Delta Dental					\$347.10
GILDERSLEEVE TREE SERVICE					
GILDERSLEEVE TREE SERVICE	10/04/2024	Bill	FC dying elm tree removal	Maintenance Services:Grounds	\$1,800.00
Total for GILDERSLEEVE TREE SERVICE					\$1,800.00
Globe Life					
Globe Life	10/04/2024	Bill	Supplemental health and life insurance	Personnel:Benefits:Health/Dental Insurance	\$284.54
Total for Globe Life					\$284.54
Hanna Bertulis					
Hanna Bertulis	10/04/2024	Bill	Tablecloths for Blum House	Supplies:Equipment	\$139.00
Total for Hanna Bertulis					\$139.00
Home Depot					

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Home Depot	10/03/2024	Check		Maintenance Services:Building	\$13.26
Home Depot	10/02/2024	Check		Maintenance Services:Building	\$48.71
Home Depot	10/04/2024	Check		Maintenance Services:Building	\$29.43
Home Depot	10/07/2024	Check		Maintenance Services:Building	\$69.21
Home Depot	10/15/2024	Check		Maintenance Services:Building	\$13.78
Home Depot	10/24/2024	Check		Maintenance Services:Building	\$43.93
Home Depot	10/25/2024	Check		Maintenance Services:Building	\$11.87
Home Depot	10/25/2024	Check		Maintenance Services:Building	\$35.35
Total for Home Depot					\$265.54
Illinois Heartland Library System					
Illinois Heartland Library System	10/18/2024	Bill	Invoice # 2025-0688 cataloging/ Barcoding B July-September 2024	Other Expenditures:Grant	\$100.00
Illinois Heartland Library System	10/18/2024	Bill	Invoice # 2025-0767 cataloging July- September 2024	Other Expenditures:Grant	\$416.00
Total for Illinois Heartland Library System					\$516.00
Illinois State Police					
Illinois State Police	10/18/2024	Bill	background checks - staff members S. River-Cereno & G. Gillson	Other Expenditures:Miscellaneous	\$20.00
Total for Illinois State Police					\$20.00
IMRF					
IMRF	10/02/2024	Check		Personnel:Benefits:IMRF	\$6,081.42
Total for IMRF					\$6,081.42
INGRAM LIBRARY SERVICES					
INGRAM LIBRARY SERVICES	10/04/2024	Bill	Invoice # 83899667, -668, 84012702, - 703, -704	Materials:Adult Print Materials	\$176.07
INGRAM LIBRARY SERVICES	10/04/2024	Bill	Invoice # 84012705, -706	Materials:Juvenile Print Items	\$279.48
INGRAM LIBRARY SERVICES	10/18/2024	Bill	Invoice # 84036369, -370, 84252780, - 781, -783	Materials:Adult Print Materials	\$806.61
INGRAM LIBRARY SERVICES	10/18/2024	Bill	Invoice # 84252782, -784, -785,	Materials:Juvenile Print Items	\$36.62
Total for INGRAM LIBRARY SERVICES					\$1,298.78
KANOPI, INC.					
KANOPI, INC.	10/04/2024	Bill	Invoice # 419412 - PPU for September 2024 play credits	Materials:Virtual Items	\$182.00
Total for KANOPI, INC.					\$182.00
Lazerware					
Lazerware	10/04/2024	Bill	Invoice # 5978 CM September 2024	Professional Services:Information Technology	\$2,809.47
Lazerware	10/04/2024	Bill	Invoice # 5986 FC September 2024	Professional Services:Information Technology	\$942.07
Total for Lazerware					\$3,751.54

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Manos PanAmerica					
Manos PanAmerica	10/18/2024	Bill	for REFORMA Noche de Cuentos event	Other Expenditures:Grant Expenses:Other Grants	\$270.00
Total for Manos PanAmerica					\$270.00
Marion Carnegie Library					
Marion Carnegie Library	10/04/2024	Bill	Item # *****2131 Yotsuba&! Vol. 1	Other Expenditures:Payments to Other Libraries	\$10.00
Total for Marion Carnegie Library					\$10.00
Marion Nichols					
Marion Nichols	10/04/2024	Bill	Snowflakey Lady - paper puppets & pinecone bird feeders	Other Expenditures:Programming	\$67.00
Total for Marion Nichols					\$67.00
Midwest Tape					
Midwest Tape	10/18/2024	Bill	Invoice # 506139287 & 506193062 September 2024 adult audiobooks	Materials:Adult Audio Visual Items	\$327.93
Total for Midwest Tape					\$327.93
OverDrive					
OverDrive	10/04/2024	Bill	Invoice # 02064SV24290427 September 2024 streaming video	Other Expenditures:Grant Expenses:FY2024 Per Capita Grant	\$5.98
Total for OverDrive					\$5.98
PayPal					
PayPal	10/22/2024	Check		Other Expenditures:Miscellaneous	\$0.30
Total for PayPal					\$0.30
Peerless Network, Inc.					
Peerless Network, Inc.	10/18/2024	Bill	FC monthly fax fees	Utilities:Telephone/Fax	\$77.57
Peerless Network, Inc.	10/18/2024	Bill	CM monthly fax fees	Utilities:Telephone/Fax	\$152.11
Total for Peerless Network, Inc.					\$229.68
Six Mile Regional Library District					
Six Mile Regional Library District	10/04/2024	Bill	Item # 0000404048266 Liars Like Us	Other Expenditures:Payments to Other Libraries	\$15.99
Total for Six Mile Regional Library District					\$15.99
United States Postal Service					
United States Postal Service	10/07/2024	Check		Supplies:Postage	\$44.71
United States Postal Service	10/30/2024	Check		Supplies:Postage	\$27.11
Total for United States Postal Service					\$71.82
Village Locksmith					
Village Locksmith	10/02/2024	Check		Supplies:Office	\$7.56
Total for Village Locksmith					\$7.56

NAME	DATE	TRANSACTION TYPE	MEMO/DESCRIPTION	ACCOUNT FULL NAME	AMOUNT
Village of Fairmont City					
Village of Fairmont City	10/18/2024	Bill	FC sewer 9/30/2024 - 12/27/2024	Utilities:Water/Sewer	\$30.00
Total for Village of Fairmont City					\$30.00
	10/11/2024	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$401.09
	10/11/2024	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,715.08
	10/11/2024	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
	10/11/2024	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$137.02
	10/11/2024	Journal Entry	Bereavement	Personnel:Salaries:Full Time	\$139.56
	10/11/2024	Journal Entry	Paid Leave	Personnel:Salaries:Full Time	\$627.04
	10/11/2024	Journal Entry	Regular	Personnel:Salaries:Full Time	\$13,824.68
	10/11/2024	Journal Entry	Salary	Personnel:Salaries:Full Time	\$4,902.42
	10/11/2024	Journal Entry	Sick	Personnel:Salaries:Full Time	\$1,107.16
	10/11/2024	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$516.15
	10/11/2024	Journal Entry	Bereavement	Personnel:Salaries:Part time	\$95.11
	10/11/2024	Journal Entry	Regular	Personnel:Salaries:Part time	\$6,469.75
	10/11/2024	Journal Entry	Sick	Personnel:Salaries:Part time	\$96.91
	10/11/2024	Journal Entry	Invoice	Professional Services:Payroll Service	\$116.40
	10/25/2024	Journal Entry	ER Medicare	Personnel:Benefits:FICA Company	\$397.51
	10/25/2024	Journal Entry	ER OASDI	Personnel:Benefits:FICA Company	\$1,699.61
	10/25/2024	Journal Entry	Dental	Personnel:Benefits:Health/Dental Insurance	-\$14.89
	10/25/2024	Journal Entry	ER SUTA Illinois	Personnel:Benefits:IL Unemployment Company	\$127.38
	10/25/2024	Journal Entry	Overtime	Personnel:Salaries:Full Time	\$7.69
	10/25/2024	Journal Entry	Regular	Personnel:Salaries:Full Time	\$15,175.38
	10/25/2024	Journal Entry	Salary	Personnel:Salaries:Full Time	\$3,862.13
	10/25/2024	Journal Entry	Sick	Personnel:Salaries:Full Time	\$558.63
	10/25/2024	Journal Entry	Vacation	Personnel:Salaries:Full Time	\$1,765.68
	10/25/2024	Journal Entry	Paid Leave	Personnel:Salaries:Part time	\$233.25
	10/25/2024	Journal Entry	Regular	Personnel:Salaries:Part time	\$5,878.59
	10/25/2024	Journal Entry	Sick	Personnel:Salaries:Part time	\$48.08
	10/25/2024	Journal Entry	Invoice	Professional Services:Payroll Service	\$210.76
Total for --					\$60,083.28

Mississippi Valley Library District

Profit and Loss

October 2024

	TOTAL
Income	
Charges for Services	
Fax	354.50
Printing/Copying	921.00
Total Charges for Services	1,275.50
Fines & Forfeitures	
Fines	15.00
Lost or Damaged Books/Inhouse	116.98
Total Fines & Forfeitures	131.98
Intergovernment Revenue	
Grants	
Other Grants	500.00
Total Grants	500.00
Replacement Tax	1,920.84
Total Intergovernment Revenue	2,420.84
Other Revenues	
COBRA Reimbursements	1,340.52
Donations - Des & Undes	267.49
Interest Income	6,617.30
Miscellaneous	240.89
Reimbursements Other libraries	73.98
Rental Income	
Blum House Rental	3,306.98
Collinsville Rooms	350.00
Total Rental Income	3,656.98
Sale of Items	434.99
Total Other Revenues	12,632.15
Taxes	
Audit	1,440.18
Building Maintenance	22,323.00
FICA/Medicare	10,681.37
IMRF	10,801.40
Liability Insurance	15,241.94
Property Tax	162,621.61
Total Taxes	223,109.50
Total Income	\$239,569.97
GROSS PROFIT	\$239,569.97

	TOTAL
Expenses	
Maintenance Services	
Building	3,190.54
Equipment	496.20
Grounds	2,515.00
Total Maintenance Services	6,201.74
Materials	
Adult Audio Visual Items	327.93
Adult Print Materials	1,133.70
Juvenile Print Items	316.10
Virtual Items	182.00
Total Materials	1,959.73
Other Expenditures	
Grant Expenses	
FY2024 Per Capita Grant	521.98
Other Grants	270.00
Total Grant Expenses	791.98
Miscellaneous	21.55
Payments to Other Libraries	25.99
Programming	209.61
Vehicles	99.42
Total Other Expenditures	1,148.55
Personnel	
Benefits	
FICA Company	4,213.29
Health/Dental Insurance	601.86
IL Unemployment Company	264.40
IMRF	6,081.42
Total Benefits	11,160.97
Salaries	
Full Time	42,486.52
Part time	12,821.69
Total Salaries	55,308.21
Total Personnel	66,469.18
Professional Services	
Information Technology	3,751.54
Internet Services	772.00
Payroll Service	327.16
Total Professional Services	4,850.70
Supplies	
Equipment	139.00
Office	218.46
Postage	71.82
Total Supplies	429.28

	TOTAL
Utilities	
Electricity	5,230.72
Natural Gas	170.91
Telephone/Fax	279.67
Water/Sewer	30.00
Total Utilities	5,711.30
Total Expenses	\$86,770.48
NET OPERATING INCOME	\$152,799.49
NET INCOME	\$152,799.49

Mississippi Valley Library District

Balance Sheet

As of October 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	77,025.96
General PI	1,525.54
IL Funds - Audit	15,612.66
IL Funds - Building	60,248.83
IL Funds - FICA	75,242.70
IL Funds - General	1,028,666.34
IL Funds - Gift	10,210.45
IL Funds - IMRF	89,875.59
IL Funds - Insurance	166,456.67
IL Funds - Reserve	39,321.12
IL Funds - Working Cash	229,099.66
Total Bank Accounts	\$1,793,285.52
Other Current Assets	
Petty Cash	100.00
Prepaid Insurance	17,255.45
Total Other Current Assets	\$17,355.45
Total Current Assets	\$1,810,640.97
Other Assets	
Miscellaneous Accounts Rec.	0.00
Taxes Receivable	864,041.62
Total Other Assets	\$864,041.62
TOTAL ASSETS	\$2,674,682.59

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,676.31
Total Accounts Payable	\$6,676.31
Other Current Liabilities	
Accrued Sick Pay	5,253.76
Accrued Vacation	18,665.72
Accrued Wages	17,753.78
Deferred Revenue	975,284.70
Manual A/P	23,347.24
Payroll Liabilities	1,104.05
Direct Deposit	259.15
Fed Withhold	-208.00
Garnishment	176.18
II Withhold	-807.73
IMRF - Payable	190,172.99
Liberty National	8,983.88
MC - Emp	7.68
MC - Lib	7.68
Miscellaneous	-127.44
Net Pay Offset	1,054.41
SS - Emp	32.81
SS - Lib	32.81
SUTA	4,102.99
Total Payroll Liabilities	204,791.46
Total Other Current Liabilities	\$1,245,096.66
Total Current Liabilities	\$1,251,772.97
Total Liabilities	\$1,251,772.97
Equity	
Opening Bal Equity	14,039.26
Retained Earnings	859,304.61
Net Income	549,565.75
Total Equity	\$1,422,909.62
TOTAL LIABILITIES AND EQUITY	\$2,674,682.59

Mississippi Valley Library District

IL Funds - Gift Ending Balance: \$10,210.45

Date	Ref No.	Payee Account	Memo	Class Location	Payment	Deposit	Balance
10/31/2024	INTEREST	Interest Earned				\$42.10	\$10,210.45
10/29/2024	Deposit	Other Revenues:Interest Income	Interest Earned			\$150.00	\$10,168.35
10/07/2024	Transfer	Checking	Tienda El Maguey donation			\$20.00	\$10,018.35
10/04/2024	Transfer	Checking	9/11/2024 Cathy Boulanger for FC garden club			\$77.00	\$9,998.35
09/30/2024	Transfer	Checking	from FoL for capital needs			\$39.55	\$9,921.35
09/30/2024	INTEREST	Interest Earned	Interest Earned			\$2,000.00	\$9,881.80
09/09/2024	Deposit	Other Revenues:Interest Income	FoL donation for StoryWalk posts			\$35.74	\$7,881.80
08/31/2024	INTEREST	Interest Earned	Interest Earned			\$20.00	\$7,846.06
08/12/2024	Deposit	Other Revenues:Interest Income	from Sherri Blair, for genealogy			\$36.36	\$7,826.06
07/31/2024	INTEREST	Interest Earned	Interest Earned			\$40.00	\$7,789.70
07/22/2024	Deposit	Other Revenues:Interest Income	E. Janel Dyer - for book			\$105.12	\$7,749.70
07/15/2024	Transfer	Checking	FoL donation for capital needs			\$18.17	\$7,644.58
07/05/2024	Transfer	Checking	over-transfer for Marion Nichols event			\$1,062.72	\$7,626.41
07/05/2024	Transfer	Checking	7/5/2024 bills - FC HVAC donations (12 total)				
07/05/2024	Transfer	Checking					

Date	Ref No.	Payee	Memo	Class	Payment	Deposit	Balance
	Type	Account		Location			
07/03/2024	Transfer	IL Funds - General	FY2024 Gift Fund interest		\$245.61		\$8,689.13
07/02/2024	Transfer	Checking	6/29/24 donation F. Gatewood		\$5.00		\$8,934.74
07/01/2024	Transfer	Checking	6/21/24 T. Zeisler online donation		\$10.00		\$8,929.74

Mississippi Valley Library District

Budget vs. Actuals: FY2025 Budget - FY25 P&L

July - October, 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Charges for Services				
Fax	1,246.89	3,450.00	-2,203.11	36.14 %
Non-resident Fees		82.00	-82.00	
Printing/Copying	3,553.76	10,500.00	-6,946.24	33.85 %
Total Charges for Services	4,800.65	14,032.00	-9,231.35	34.21 %
Fines & Forfeitures				
Fines	85.01	500.00	-414.99	17.00 %
Lost or Damaged Books/Inhouse	921.18	2,300.00	-1,378.82	40.05 %
Total Fines & Forfeitures	1,006.19	2,800.00	-1,793.81	35.94 %
Intergovernment Revenue				
E-Rate	4,936.26	15,000.00	-10,063.74	32.91 %
Grants				
FY2024 Per Capita Grant	49,125.29	49,125.29	0.00	100.00 %
FY2024 PNG Grant	2,598.89	2,598.85	0.04	100.00 %
FY2025 PNG Grant		11,709.00	-11,709.00	
Other Grants	500.00	5,000.00	-4,500.00	10.00 %
Total Grants	52,224.18	68,433.14	-16,208.96	76.31 %
Replacement Tax	23,921.24	45,000.00	-21,078.76	53.16 %
TIF Funds		0.00	0.00	
Total Intergovernment Revenue	81,081.68	128,433.14	-47,351.46	63.13 %
Other Revenues				
COBRA Reimbursements	5,414.76	6,750.00	-1,335.24	80.22 %
Donations - Des & Undes	2,899.18	20,000.00	-17,100.82	14.50 %
Interest Income	25,154.92	82,000.00	-56,845.08	30.68 %
Miscellaneous	349.55	1,600.00	-1,250.45	21.85 %
Property License Agreements		15,001.00	-15,001.00	
Reimbursements Other libraries	629.67	1,200.00	-570.33	52.47 %
Rental Income				
Blum House Rental	4,877.75	16,000.00	-11,122.25	30.49 %
Collinsville Rooms	1,000.00	2,300.00	-1,300.00	43.48 %
FC Pavilion		100.00	-100.00	
FC Rooms		100.00	-100.00	
Total Rental Income	5,877.75	18,500.00	-12,622.25	31.77 %
Sale of Items	1,482.70	5,000.00	-3,517.30	29.65 %
Sale of Short Street Lot		12,000.00	-12,000.00	
Sale of Vehicle	4,409.33	4,300.00	109.33	102.54 %
Total Other Revenues	46,217.86	166,351.00	-120,133.14	27.78 %
Taxes				
Audit	5,835.41	7,665.56	-1,830.15	76.13 %
Building Maintenance	90,449.38	117,931.73	-27,482.35	76.70 %
FICA/Medicare	43,279.28	56,607.23	-13,327.95	76.46 %
IMRF	43,765.63	57,196.89	-13,431.26	76.52 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Liability Insurance	61,758.03	80,783.23	-19,025.20	76.45 %
Property Tax	658,917.96	862,080.92	-203,162.96	76.43 %
Total Taxes	904,005.69	1,182,265.56	-278,259.87	76.46 %
Total Income	\$1,037,112.07	\$1,493,881.70	\$ -456,769.63	69.42 %
GROSS PROFIT	\$1,037,112.07	\$1,493,881.70	\$ -456,769.63	69.42 %
Expenses				
Maintenance Services				
Building	47,724.22	130,000.00	-82,275.78	36.71 %
Equipment	3,812.34	10,000.00	-6,187.66	38.12 %
Grounds	7,566.89	13,000.00	-5,433.11	58.21 %
Total Maintenance Services	59,103.45	153,000.00	-93,896.55	38.63 %
Materials				
Adult Audio Visual Items	3,517.77	11,000.00	-7,482.23	31.98 %
Adult Print Materials	8,945.05	27,000.00	-18,054.95	33.13 %
Juvenile Audio Visual Items	336.52	2,000.00	-1,663.48	16.83 %
Juvenile Print Items	1,352.58	4,500.00	-3,147.42	30.06 %
Online Databases	2,938.00	10,000.00	-7,062.00	29.38 %
Other Materials	23.99	1,250.00	-1,226.01	1.92 %
Virtual Items	6,591.97	8,500.00	-1,908.03	77.55 %
Total Materials	23,705.88	64,250.00	-40,544.12	36.90 %
Other Expenditures				
Donation Expenditures - Des.	1,117.72	15,000.00	-13,882.28	7.45 %
Grant Expenses				
FY2023 Per Capita Grant	1,942.18		1,942.18	
FY2024 Per Capita Grant	24,635.93	49,125.29	-24,489.36	50.15 %
FY2025 PNG Grant	1,430.25	11,709.00	-10,278.75	12.21 %
Other Grants	456.00	5,000.00	-4,544.00	9.12 %
Total Grant Expenses	28,464.36	65,834.29	-37,369.93	43.24 %
Liability & Building Insurance	274.00	26,000.00	-25,726.00	1.05 %
Miscellaneous	922.53	5,500.00	-4,577.47	16.77 %
Payments to Other Libraries	198.89	1,350.00	-1,151.11	14.73 %
Programming	1,859.99	6,000.00	-4,140.01	31.00 %
Vehicles	1,032.35	3,000.00	-1,967.65	34.41 %
Total Other Expenditures	33,869.84	122,684.29	-88,814.45	27.61 %
Personnel				
Benefits				
FICA Company	18,139.87	59,000.00	-40,860.13	30.75 %
Health/Dental Insurance	32,963.63	92,000.00	-59,036.37	35.83 %
IL Unemployment Company	1,252.94	12,000.00	-10,747.06	10.44 %
IMRF	26,825.33	80,000.00	-53,174.67	33.53 %
Total Benefits	79,181.77	243,000.00	-163,818.23	32.59 %
Salaries				
Full Time	186,480.88	550,000.00	-363,519.12	33.91 %
Part time	51,687.12	195,000.00	-143,312.88	26.51 %
Total Salaries	238,168.00	745,000.00	-506,832.00	31.97 %
Total Personnel	317,349.77	988,000.00	-670,650.23	32.12 %
Professional Development				
Dues	271.67	500.00	-228.33	54.33 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Training/Tuition		1,000.00	-1,000.00	
Travel Expenses		1,500.00	-1,500.00	
Total Professional Development	271.67	3,000.00	-2,728.33	9.06 %
Professional Services				
Audit		8,500.00	-8,500.00	
Information Technology	16,172.16	55,000.00	-38,827.84	29.40 %
Internet Services	3,088.00	10,000.00	-6,912.00	30.88 %
Legal Service		3,000.00	-3,000.00	
Other Professional Services	206.75	7,000.00	-6,793.25	2.95 %
Payroll Service	1,744.31	4,000.00	-2,255.69	43.61 %
Publishing	1,332.35	2,200.00	-867.65	60.56 %
Total Professional Services	22,543.57	89,700.00	-67,156.43	25.13 %
Supplies				
Equipment	1,685.63	10,000.00	-8,314.37	16.86 %
Office	2,918.67	12,000.00	-9,081.33	24.32 %
Postage	1,083.55	3,900.00	-2,816.45	27.78 %
Total Supplies	5,687.85	25,900.00	-20,212.15	21.96 %
Utilities				
Electricity	21,310.79	52,000.00	-30,689.21	40.98 %
Natural Gas	730.60	7,500.00	-6,769.40	9.74 %
Telephone/Fax	1,227.58	4,000.00	-2,772.42	30.69 %
Water/Sewer	1,745.32	2,700.00	-954.68	64.64 %
Total Utilities	25,014.29	66,200.00	-41,185.71	37.79 %
Total Expenses	\$487,546.32	\$1,512,734.29	\$ -1,025,187.97	32.23 %
NET OPERATING INCOME	\$549,565.75	\$ -18,852.59	\$568,418.34	-2,915.07 %
NET INCOME	\$549,565.75	\$ -18,852.59	\$568,418.34	-2,915.07 %

Mississippi Valley Library District

Profit and Loss Comparison

July - October, 2024

	TOTAL			
	JUL - OCT, 2024	JUL - OCT, 2023 (PP)	CHANGE	% CHANGE
Income				
Charges for Services				
Fax	1,246.89	1,107.10	139.79	12.63 %
Printing/Copying	3,553.76	3,346.25	207.51	6.20 %
Total Charges for Services	4,800.65	4,453.35	347.30	7.80 %
Fines & Forfeitures				
Fines	85.01	264.29	-179.28	-67.83 %
Lost or Damaged Books/Inhouse	921.18	1,003.79	-82.61	-8.23 %
Total Fines & Forfeitures	1,006.19	1,268.08	-261.89	-20.65 %
Intergovernment Revenue				
E-Rate	4,936.26	4,176.00	760.26	18.21 %
Grants				
FY2023 Per Capita Grant		48,794.48	-48,794.48	-100.00 %
FY2023 PNG Grant		2,572.05	-2,572.05	-100.00 %
FY2024 Per Capita Grant	49,125.29		49,125.29	
FY2024 PNG Grant	2,598.89		2,598.89	
Other Grants	500.00		500.00	
Total Grants	52,224.18	51,366.53	857.65	1.67 %
Replacement Tax	23,921.24	18,725.37	5,195.87	27.75 %
Total Intergovernment Revenue	81,081.68	74,267.90	6,813.78	9.17 %
Other Revenues				
COBRA Reimbursements	5,414.76	5,572.80	-158.04	-2.84 %
Donations - Des & Undes	2,899.18	511.41	2,387.77	466.90 %
Interest Income	25,154.92	3,528.84	21,626.08	612.84 %
Miscellaneous	349.55	258.39	91.16	35.28 %
Property License Agreements		15,000.00	-15,000.00	-100.00 %
Reimbursements Other libraries	629.67	542.44	87.23	16.08 %
Rental Income				
Blum House Rental	4,877.75	5,916.25	-1,038.50	-17.55 %
Collinsville Rooms	1,000.00	687.50	312.50	45.45 %
FC Pavilion		550.00	-550.00	-100.00 %
FC Rooms		50.00	-50.00	-100.00 %
Total Rental Income	5,877.75	7,203.75	-1,326.00	-18.41 %
Sale of Items	1,482.70	1,607.02	-124.32	-7.74 %
Sale of Vehicle	4,409.33		4,409.33	
Total Other Revenues	46,217.86	34,224.65	11,993.21	35.04 %
Taxes				
Audit	5,835.41	6,090.92	-255.51	-4.19 %
Building Maintenance	90,449.38	82,660.24	7,789.14	9.42 %

	TOTAL			
	JUL - OCT, 2024	JUL - OCT, 2023 (PP)	CHANGE	% CHANGE
FICA/Medicare	43,279.28	39,154.82	4,124.46	10.53 %
IMRF	43,765.63	28,713.38	15,052.25	52.42 %
Liability Insurance	61,758.03	42,634.77	19,123.26	44.85 %
Property Tax	658,917.96	618,208.80	40,709.16	6.59 %
Total Taxes	904,005.69	817,462.93	86,542.76	10.59 %
Total Income	\$1,037,112.07	\$931,676.91	\$105,435.16	11.32 %
GROSS PROFIT	\$1,037,112.07	\$931,676.91	\$105,435.16	11.32 %
Expenses				
Maintenance Services				
Building	47,724.22	55,782.26	-8,058.04	-14.45 %
Equipment	3,812.34	3,128.57	683.77	21.86 %
Grounds	7,566.89	5,150.16	2,416.73	46.93 %
Total Maintenance Services	59,103.45	64,060.99	-4,957.54	-7.74 %
Materials				
Adult Audio Visual Items	3,517.77	2,169.97	1,347.80	62.11 %
Adult Print Materials	8,945.05	8,866.23	78.82	0.89 %
Juvenile Audio Visual Items	336.52	313.88	22.64	7.21 %
Juvenile Print Items	1,352.58	1,088.61	263.97	24.25 %
Online Databases	2,938.00	3,284.00	-346.00	-10.54 %
Other Materials	23.99	27.38	-3.39	-12.38 %
Virtual Items	6,591.97	1,409.74	5,182.23	367.60 %
Total Materials	23,705.88	17,159.81	6,546.07	38.15 %
Other Expenditures				
Donation Expenditures - Des.	1,117.72	1,020.33	97.39	9.54 %
Grant Expenses				
FY2023 Per Capita Grant	1,942.18	23,408.07	-21,465.89	-91.70 %
FY2024 Per Capita Grant	24,635.93		24,635.93	
FY2024 PNG Grant		44.38	-44.38	-100.00 %
FY2025 PNG Grant	1,430.25		1,430.25	
Other Grants	456.00	1,005.70	-549.70	-54.66 %
Total Grant Expenses	28,464.36	24,458.15	4,006.21	16.38 %
Liability & Building Insurance	274.00	705.00	-431.00	-61.13 %
Miscellaneous	922.53	1,042.01	-119.48	-11.47 %
Payments to Other Libraries	198.89	682.19	-483.30	-70.85 %
Programming	1,859.99	885.77	974.22	109.99 %
Vehicles	1,032.35	3,171.67	-2,139.32	-67.45 %
Total Other Expenditures	33,869.84	31,965.12	1,904.72	5.96 %
Personnel				
Benefits				
FICA Company	18,139.87	16,621.03	1,518.84	9.14 %
Health/Dental Insurance	32,963.63	22,785.35	10,178.28	44.67 %
IL Unemployment Company	1,252.94	1,293.33	-40.39	-3.12 %
IMRF	26,825.33	33,024.67	-6,199.34	-18.77 %
Total Benefits	79,181.77	73,724.38	5,457.39	7.40 %

	TOTAL			
	JUL - OCT, 2024	JUL - OCT, 2023 (PP)	CHANGE	% CHANGE
Salaries				
Full Time	186,480.88	159,771.01	26,709.87	16.72 %
Part time	51,687.12	58,254.78	-6,567.66	-11.27 %
Total Salaries	238,168.00	218,025.79	20,142.21	9.24 %
Total Personnel	317,349.77	291,750.17	25,599.60	8.77 %
Professional Development				
Dues	271.67	170.00	101.67	59.81 %
Total Professional Development	271.67	170.00	101.67	59.81 %
Professional Services				
Information Technology	16,172.16	15,632.56	539.60	3.45 %
Internet Services	3,088.00	3,731.30	-643.30	-17.24 %
Legal Service		940.00	-940.00	-100.00 %
Other Professional Services	206.75	604.54	-397.79	-65.80 %
Payroll Service	1,744.31	1,201.55	542.76	45.17 %
Publishing	1,332.35	397.60	934.75	235.10 %
Total Professional Services	22,543.57	22,507.55	36.02	0.16 %
Supplies				
Equipment	1,685.63	934.57	751.06	80.36 %
Office	2,918.67	2,643.89	274.78	10.39 %
Postage	1,083.55	970.81	112.74	11.61 %
Total Supplies	5,687.85	4,549.27	1,138.58	25.03 %
Utilities				
Electricity	21,310.79	20,243.94	1,066.85	5.27 %
Natural Gas	730.60	712.09	18.51	2.60 %
Telephone/Fax	1,227.58	1,021.28	206.30	20.20 %
Water/Sewer	1,745.32	1,001.84	743.48	74.21 %
Total Utilities	25,014.29	22,979.15	2,035.14	8.86 %
Total Expenses	\$487,546.32	\$455,142.06	\$32,404.26	7.12 %
NET OPERATING INCOME	\$549,565.75	\$476,534.85	\$73,030.90	15.33 %
NET INCOME	\$549,565.75	\$476,534.85	\$73,030.90	15.33 %

RE: Collinsville Memorial Library - Jack Replacement

1 message

Schroeder, Joshua <Joshua.Schroeder@otis.com>
To: Kyla Waltermire <kylaw@mvl.org>

Thu, Nov 7, 2024 at 9:56 AM

Good morning,

Thanks for speaking with me this morning.

Per my email on September 26th, our mechanic, Tom Moore, identified the jack as the issue with the following note: "Cylinder leaking underground oil is missing and no signs in machine room or pit of leaking. Jack needs replacement oil leaking underground."

Your unit experienced unexplained oil loss which is often a result of a bad jack. The packing was checked by our team and identified to be in order. This assessment was also confirmed by our repair supervisor, Steve Philipot, while onsite with our mechanic.

Regarding Otis pricing, with your current Otis OM contract a packing replacement would be covered.

Thanks,

Josh Schroeder

Repair Specialist

Otis Elevator – St. Louis

Phone: (314) 343-8243

Email: joshua.schroeder@otis.com

OTIS | Made to move you



From: Schroeder, Joshua
Sent: Monday, October 21, 2024 9:09 AM
To: Kyla Waltermire <kylaw@mvl.org>
Subject: RE: Collinsville Memorial Library - Jack Replacement

Otis Service and Repair Order

9/25/2024

CUSTOMER NAME

Collinsville Memorial Library
Center
408 West Main Street
Collinsville, IL 62234

OTIS ELEVATOR COMPANY

1976 Congressional Dr
St. Louis, MO 63146

OTIS CONTACT

Joshua Schroeder
Phone:
Email:
Joshua.Schroeder@otis.com

PROJECT LOCATION

COLLINSVILLE LIBRARY
408 W MAIN ST
COLLINSVILLE, IL 62234-3018

PROPOSAL NUMBER

QTE-002012175

We propose to furnish the necessary material and labor on the following units:

Unit	Customer Designation
F60044	ONLY ELV

SCOPE OF WORK**HYDRAULIC CYLINDER JACK ASSEMBLY REPLACEMENT**

We propose to furnish the necessary material and labor to remove and replace the existing hydraulic cylinder jack assembly on the elevator listed herein based on the following installation: The plunger and new cylinder shall be installed plumb and shall operate freely with minimum friction. Sealed PVC Protection helps protect the cylinder from corrosion, permits monitoring and evacuation of liquids to make sure the cylinder does not come in contact with water, and helps contain oil should the cylinder leak. The sealed PVC Protection can help protect your property against possible environmental contamination and clean-up costs.

CLEAR HOLE

Otis will provide one day or 8-hours for the subcontractor to perform hole clean out with a vacuum truck. Additional time required for hole clean out will require a change order.

PIT WORK

A new car buffer assembly and related piping as needed will be provided.

INSPECTION

Otis will coordinate and provide an inspection and subsequent permitting as required.

WATER IN THE PIT

The process of replacing a jack requires that the concrete on the pit floor around the jack is broken. This opens the possibility for water to enter the elevator pit. This event is unpredictable, and Otis has no control on the conditions that lead water to water entering the pit. Regardless of the reason, if water enters the pit, it is the building's responsibility to remove all water from the pit, cement around the jack, and to waterproof the pit. In such an event, Otis shall not be held liable for any costs or associated labor. This requires the work of an outside vendor to remove the water and control the intrusion of future water by sealing the pit. Otis does not perform this work and it will involve an additional cost for the building. Any ground water in the pit must be addressed in a satisfactory manner for your elevator to pass inspection. If you have any questions regarding the building's responsibilities for ground water in the pit, please contact us in advance of signing this agreement.

WORK NOT INCLUDED

When needed, we will provide protection for floors, wall, and elevator entrances for normal activities associated with this work. If special drilling or excavation of contaminant material equipment is required, the owner will be responsible for all building protection and alterations needed to bring this equipment in, use, and take off the premises. To complete this installation, the following items must be performed or furnished by the owners or their agent according to governing codes. The price and installation schedule of the elevator contractor is based on the following conditions prevailing at the beginning and during installation of the elevator equipment and includes the following: Provide electric power for light, tools, hoists, welding, drilling rig (if necessary), etc. required for the duration of this project.

In addition, if existing cylinder is not freed from current impacted condition within an eight (8) hour period then a supplemental proposal shall be provided for any additional labor to remove the cylinder from its impacted condition. The owner is responsible for deactivating and reactivating all fire, smoke and/or combustion sensors in the work area that may be activated by the effects of the operations required to complete this work.

Owner will provide full access to the work area for the contractors works and their agents at all times during the agreed upon work hours for the duration of the project. The owner will provide onsite storage space adequate to store cylinder, PVC, oil, tools, etc. during the project. The storage space should be within close proximity to the work area. The owner will provide all necessary permits for welding, gas burning, and cutting in the elevator hoistway. The owner is responsible for deactivating and reactivating all fire, smoke and/or combustion sensors in the work area that may be activated by the effects of the operations required to complete this work. Any pit monitoring during the execution of the work is by the owner.

Notes: Any alteration or deviations from the specifications involving extra costs will become a billable charge over and above this provided price. If any concrete, rock, or unusual debris is encountered, there will be added charges for removal. We will not be responsible for ground water oil, soil oil. This proposal does not include any overtime hours. If any hours outside the elevator trade are required, this must be brought to our attention PRIOR TO THIS CONTRACT BEING SIGNED so the price can be adjusted accordingly. This contract price is only good for two (2) months from the date of this proposal. Please consider that this job can be noisy, disrupt building occupants, or normal day to day operations while work is being performed.

Material provided shall be installed in accordance with the ASME A17.1 Safety Code for Elevators and Escalators. The customer will be responsible for paying local inspection fees if applicable.

Your account representative will contact you to schedule the work. All work will be performed during regular working days and hours of the Elevator Trade unless otherwise specified above. The price quoted below does not include sales tax and is valid for 30 days from the date specified above. The work will be scheduled based on the availability of material and manpower to complete the job efficiently.

The scope proposed herein represents the entire scope that we are contracted for, if additional work is required by others to allow for completion of this work and/or for the inspection to occur, that work is not included. If additional labor and material are needed, a supplemental proposal will be sent.

PRICE

\$82,734.90

Eighty-two thousand seven hundred thirty-four and 90/100 dollars

This price is based on a **seventy percent (70%) downpayment** in the amount of \$57,914.43.

PAYMENT TERMS:

- The downpayment amount is due in full prior to Otis ordering material and/or mobilizing.
- If you choose the alternative downpayment amount listed below, the corresponding adjustment shall be applied to the base contract amount.

Downpayment Amount	Price Adjustment	Authorization (Initial)
100%	-\$2,734.90	

In the event 100% of the contract price is not paid up front, we must be paid the remaining balance no later than the completion of work. Final invoice will be submitted once work is scheduled.

This proposal, including the provisions printed on the pages following, shall be a binding contract between you, or the party identified below for whom you are authorized to contract (collectively referred to herein as "you"), and us when accepted by you through execution of this proposal by you and approved by our authorized representative; or by your authorizing us to perform work for the project and our commencing such work.

SUGGESTED BY: THOMAS MOORE

TITLE: Mechanic

Accepted in Duplicate

OTIS SERVICE AND REPAIR ORDER

Collinsville Memorial Library Center

Otis Elevator Company

Date: _____

Date: _____

Signed: _____

Signed: _____

Print Name: _____

Print Name: Leslie Kittredge

Title: _____

Title: Sr Manager & GM, St Louis

Email: _____

Email: _____

Company Name: Collinsville Memorial Library Center

Principal, Owner or Authorized Representative of Principal or Owner

Agent _____
(Name of Principal or Owner)

TERMS AND CONDITIONS

1. This quotation is subject to change or withdrawal by us prior to acceptance by you.
2. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
3. Payments shall be made as follows: A down payment of Seventy percent (70.0%) of the price shall be paid by you upon your signing of this document. Full payment shall be made on completion if the work is completed within a thirty days period. If the work is not completed within a thirty day period, monthly progress payments shall be made based on the value of any equipment ready or delivered. We reserve the right to discontinue our work at any time until payments shall have been made as agreed and we have assurance satisfactory to us that subsequent payments will be made when due. Payments not received within thirty (30) days of the date of invoice shall be subject to interest accrued at the rate of eighteen percent (18%) per annum or at the maximum rate allowed by applicable law, whichever is less. We shall also be entitled to reimbursement from you of the expenses, including attorney's fees, incurred in collecting any overdue payments.
4. Our performance is conditioned upon your securing any required governmental approvals for the installation of any equipment provided hereunder and your providing our workmen with a safe place in which to work. Additionally, you agree to notify us if you are aware or become aware prior to the completion of the work of the existence of asbestos or other hazardous material in any elevator hoistway, machine room, hallway or other place in the building where Otis personnel are or may be required to perform their work. In the event it should become necessary to abate, encapsulate or remove asbestos or other hazardous materials from the building, you agree to be responsible for such abatement, encapsulation or removal, and in such event Otis shall be entitled to delay its work until it is determined to our satisfaction that no hazard exists and compensation for delays encountered if such delay is more than sixty (60) days. In any event, we reserve the right to discontinue our work in the building whenever in our opinion this provision is being violated.
5. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on your performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any. Should we be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions, then such return visits shall be subject to additional charges at our then current labor rates.
6. Title to any material to be furnished hereunder shall pass to you when final payment for such material is received. In addition, we shall retain a security interest in all material furnished hereunder and not paid for in full. You agree that a copy of this Agreement may be used as a financing statement for the purpose of placing upon public record our interest in any material furnished hereunder, and you agree to execute a UCC -1 form or any other document reasonably requested by us for that purpose.
7. Except insofar as your equipment may be covered by an Otis maintenance or service contract, it is agreed that we will make no examination of your equipment other than that necessary to do the work described in this contract and assume no responsibility for any part of your equipment except that upon which work has been done under this contract.
8. Otis shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including, but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
9. We warrant that all services furnished will be performed in a workmanlike manner. We also warrant that any equipment provided hereunder shall be free from defects in workmanship and material. Our sole responsibility under this warranty shall be at our option to correct any defective services and to either repair or replace any component of the equipment found to be defective in workmanship or material provided that written notice of such defects shall have been given to us by you within ninety (90) days after completion of the work or such longer period as may be indicated on the front of this form. All defective parts that are removed and replaced by us shall become our property. We do not agree under this warranty to bear the cost of repairs or replacements due to vandalism, abuse, misuse, neglect, normal wear and tear, modifications not performed by us, improper or insufficient maintenance by others, or any causes beyond our control. We shall conduct, at our own expense, the entire defense of any claim, suit or action alleging that, without further combination, the use by you of any equipment provided hereunder directly infringes any patent, but only on the conditions that (a) we receive prompt written notice of such claim, suit or action and full opportunity and authority to assume the sole defense thereof, including settlement and appeals, and all information available to you for such defense; (b) said equipment is made according to a specification or design furnished by us; and (c) the claim, suit or action is brought against you. Provided all of the foregoing conditions have been met, we shall, at our own expense, either settle said claim, suit or action or shall pay all damages excluding consequential damages and costs awarded by the court therein and, if the use or resale of such equipment is finally enjoined, we shall, at our option, (i) procure for you the right to use the equipment, (ii) replace the equipment with equivalent noninfringing equipment, (iii) modify the equipment so it becomes noninfringing but equivalent, or (iv) remove the equipment and refund the purchase price (if any) less a reasonable allowance for use, damage and obsolescence.
 THE EXPRESS WARRANTIES SET FORTH HEREIN ARE THE EXCLUSIVE WARRANTIES GIVEN; WE MAKE NO OTHER WARRANTIES EXPRESS OR IMPLIED, AND SPECIFICALLY MAKE NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE; AND THE EXPRESS WARRANTIES SET FORTH IN THIS ARTICLE ARE IN LIEU OF ANY SUCH WARRANTIES AND ANY OTHER OBLIGATION OR LIABILITY ON OUR PART.
10. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from

the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.

11. To the fullest extent permitted by law, you agree to defend, indemnify, and hold Otis harmless against any claim or suit for personal injury or property damage alleged to arise out of this contract, except to the extent that such damage or injury has been adjudicated as having been caused by Otis' sole negligence. In the event that Otis is requested to provide hoistway cartop/pit access to you, and/or to third parties acting at your request, direction, or control, and which may be subject to additional charges at Otis' sole discretion, then in addition to the foregoing defense, indemnity and hold harmless obligations, you shall carry and maintain the following insurance throughout the duration of such work in the hoistway/cartop/pit areas, and will furnish to Otis a certificate of insurance evidencing the following: Commercial General Liability insurance, written on an occurrence basis, with limits on a per occurrence basis of at least \$2,000,000 for personal injury or death, and \$2,000,000 for property damage, naming Otis as additional insured. Such insurance shall be issued by an insurer authorized to do business in the state or province where the property is located and the equipment and/or services are to be rendered, shall contain a clause in the policy setting forth the insurer's acceptance of liability as set forth in this agreement, and a clause pursuant to which the insurer waives any right of subrogation as to Otis. This policy shall be written as a primary policy only, and not contributing to or in excess of any insurance carried by Otis. You shall provide Otis with at least thirty (30) days prior written notice of cancellation or material change in the coverage.
12. It is agreed that after completion of our work, you shall be responsible for ensuring that the operation of any equipment being furnished hereunder is periodically inspected. The interval between such inspections shall not be longer than what may be required by the applicable governing safety code.
13. In furtherance of OSHA's directive contained in 29 C.F.R. § 1910.147(f)(2)(i), which requires that a service provider (an "outside employer") and its customer (an "on-site employer") must inform each other of their respective lock out/tag out ("LOTO") procedures whenever outside servicing personnel are to be engaged in control of hazardous energy activities on the customer's site, Otis incorporates by reference its mechanical LOTO procedures and its electrical LOTO procedures. These procedures can be obtained at www.otis.com by clicking on "Tools & Resources" on the home page, selecting "Lockout Tagout Policy" under the "Safety Information" column and downloading the "Lockout Tagout Policy Otis 6.0" and "Mechanical Energy Policy Otis 7.0," or the then most current version, both of which are in .pdf format. You agree that you will disseminate these procedures throughout your organization to the appropriate personnel who may interact with Otis personnel while Otis personnel are working on site at your facility and will ensure that such personnel comply with these LOTO procedures while Otis personnel are working on site.
14. This Agreement constitutes the entire understanding between the parties regarding the subject matter hereof and may not be modified by any terms on your order form or any other document and supersedes any prior written or oral communication relating to the same subject. Any amendment or modifications to this Agreement shall not be binding upon either party unless agreed to in writing by an authorized representative of each party.
15. This Contract will be deemed voidable, even after execution, if it is determined by Otis that performance of the services and/or engagement in the contractual relationship/transaction will violate, or is otherwise restricted by, any and all laws, regulations and/or orders, including sanctions laws, that are applicable to Otis or otherwise apply to Otis' operations.
16. By accepting delivery of parts incorporating software, you agree that the transaction is not a sale of such software but merely a license to use such software solely for operating the unit(s) for which the part was provided, not to copy or let others copy such software for any purpose whatsoever, to keep such software in confidence as a trade secret, and not to transfer possession of such part to others except as a part of a transfer of ownership of the equipment in which such part is installed, provided that you inform us in writing about such ownership transfer and the transferee agrees in writing to abide by the above license terms prior to any such transfer.



Schindler

Schindler Elevator Corporation
1926 Innerbelt Business Center Drive
St. Louis, MO 63114-5760
Phone: 314-356-6669
Email: grant.modglin@schindler.com

UPGRADE ORDER AGREEMENT

Date: 11/04/2024

Estimate Number: AMAO-DAPQD2 (2024.4.1)

To:
Mississippi Valley Library District
408 W Main St
Collinsville, IL 62234

Customer:
Mississippi Valley Library District
408 W Main St
Collinsville, IL 62234

Attn: Kyla Waltermire

Schindler hereby proposes to furnish and install the following with respect to the equipment located at the above building:

Packing Replacement

The existing hydraulic jack packing/seal is worn or damaged and should be replaced. This packing prevents excessive loss of oil and the resulting problems, such as system reliability and passenger safety.

Schindler Elevator Corporation is proposing to provide all labor, material, and supervision required to perform the following scope of work during the regular working hours of the elevator trade:

- Raise the elevator and block it up in order to work safely in the pit.
- Disassemble the cylinder bulkhead and remove the worn packing.
- Supply and install a new packing kit to suit existing cylinder specifications.
- Replenish oil supply to acceptable levels and place the elevator back in service.
- Perform the necessary adjustments to the packing box for smooth car operation.

Price: \$7,675.34

(Quotations valid for 30 days; price based upon work during regular working hours of regular working days.)



Schindler

Payment: 50% of the price is due upon acceptance of this proposal;
40% of the price is due as work progresses within 30 days of invoice;
Balance due upon completion, within 30 days of invoice.

Schindler reserves the right not to source material or schedule labor for the above quoted work until initial payment has been received.

Schindler retains title to any equipment furnished hereunder until final payment is made. Late or non-payment will result in assessment of interest charged at a rate of 1 1/2% per month or the highest legal rate available, and any attorneys' fees, expenses, and costs of collection. The customer understands that this is a fixed price proposal. Supporting documentation for materials and/or labor shall not be a condition precedent for payment in full to be made to Schindler.



Schindler

The attached terms and conditions are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

By: Grant Modglin

For: Schindler Elevator Corporation

Title: Sales Representative

Date: 11/4/2024

Accepted:

By: _____

For: Mississippi Valley Library District

Title: _____

Date: _____

Approved:

By: James Clark

Title: Branch Manager

Date: _____



Schindler

TERMS AND CONDITIONS

1. Any changes to the building to meet local or state codes are to be made by Purchaser. Any changes in the Work required due to building conditions discovered in the performance of the Work will be paid by Purchaser.
2. No work, service materials or equipment other than as specified hereunder is included or intended.
3. Purchaser retains its normal responsibilities as Owner of the equipment which is subject of this Agreement.
4. Schindler will not be liable for damages of any kind, in excess of the Price of this Agreement, nor in any event for special, indirect, consequential or liquidated damages.
5. Any cutting and patching is by others and not included in this work.
6. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, epidemics, pandemics, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
7. We warrant that the work will comply with the specifications and that there will be no defects in materials or workmanship for one year after completion of the work or acceptance thereof by beneficial use, whichever is earlier. Our duty under this warranty is to correct nonconformance or defect at our expense within a reasonable time after the receipt of notice. THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Purchaser's remedies hereunder are exclusive.
8. Purchaser agrees to defend, indemnify and hold Schindler harmless from and against any claims, lawsuits, demands, judgments, damages, costs and expenses arising out of this Agreement except to the extent caused by or resulting from the sole and direct fault of Schindler.
9. For non-maintenance contract customers, Customer hereby agrees, without limitation, to defend, indemnify, release and hold harmless Schindler and its employees, affiliates, divisions, parent entities, predecessors and successors, representatives and agents from and against all claims, liabilities, losses, injuries, death, damages, fines, penalties, payments, costs, and expenses (including reasonable attorneys' fees and expenses) arising out of or relating to the Work performed by Schindler under this Agreement.
INSURANCE: At a minimum, Customer shall provide to Schindler, insurance coverages as set forth within, and a certificate of insurance evidencing such coverage: Comprehensive General Liability (including Products Liability, Completed Operations, Broad Form Property damage, and Blanket Contractual Liability) in the amounts of \$2M per occurrence, \$5M aggregate. Schindler Holding, Ltd., Schindler Elevator Corporation, and Schindler Enterprises, Inc. shall be named as additional insureds on the above referenced policies, pursuant to ISO Form CG 2010 11/85, and shall appear as such on the Certificate of Insurance. Insurance shall provide a waiver of subrogation in favor of the entities named as additional insureds. Insurance shall be primary over any other valid and collectible insurance. Any deductible / retention is the responsibility of the Named Insured.
10. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.
11. In the event of governmental changes to applicable tariffs, tax rates, including but not limited to sales tax, use tax, excise tax, privilege tax, transaction tax and similar changes, or loss of tax exempt status, Schindler reserves the rights to adjust the contract price accordingly to account for all additional cost impacts.
12. We reserve the right to modify price and schedule without penalty due to material or component shortages, increases in inflation and/or material price increases based upon the S&P Material Price Index (MPI).



Lakeside Roofing Co., Inc.

2205 VANDALIA ■ COLLINSVILLE, ILLINOIS 62234
PHONE: 618-344-2800 ■ PHONE: 314-241-5253 ■ FAX: 618-344-0477

November 12, 2024

Collinsville Public Library
Attn: Kyla Waltermire
408 West Main Street
Collinsville, IL 62234

Re: Roof & Cupola Repair Proposal

Dear Kyla:

TPO Roof Repairs

The following is our firm's proposal to perform roof repairs to the existing TPO roof system at the location referenced above. These repairs include further investigating the existing leaks, repairing all holes found in the roof system, repairing open corners, repairing open seams, recaulking open voids, removing debris, and performing other miscellaneous roof repairs to help prevent future leaks.

Cupola Repairs

The following is our firm's proposal to perform repairs to the existing cupola at the location referenced above. These repairs include removing the existing aluminum vertical soffit and replacing it with AZEK 1x6 v joint tongue and groove (below and above the windows), replacing the rotted sills with AZEK, replacing the vertical trim boards on corners with 1x AZEK, removing and reinstalling the existing windows, and removing the existing caulk then recaulking all joints.

Our quote for the described scope of work above is: \$ 24,980.00

We carry Worker's Compensation and Public Liability Insurance. Insurance certificates will be issued upon your request. Should you have any questions, please do not hesitate to call. Upon acceptance and signature of this proposal, a contract may be issued for your signature.

NOTE: Lakeside Roofing Co. Inc. may withdraw this proposal if not accepted within thirty (30) days.

Respectfully,

Patrick McGlynn

Patrick McGlynn

ACCEPTED: _____

AMOUNT: _____

DATE: _____

PROPOSAL



525 Old State Rd.
Ellisville, MO 63021
636 391-1117

90 Boone Hills Dr.
Saint Peters, MO 63376
636 926-2015

8026 N. Illinois St.
Caseyville, IL 62232
618 343-1117

Illinois License: 104.019586
✉ contactus@arooding.net
🌐 www.arooding.net

Roofing, Siding, Gutters, Tuckpointing & More

Mississippi Valley Library, Kyla Waltermire
408 West Main Street, Collinsville, Illinois, 62234
11/01/2024

Job Location:
408 West Main Street
Collinsville Illinois 62234

Allen Roofing & Siding proposes to furnish labor, materials, tools and equipment necessary to perform the following specifications:

- To use primer and install cover tape over existing metal cupola cap seems on front elevation.
- All construction debris to be cleaned up and hauled away by the contractor.

Sum of: \$1,215.00

THE UNDERSIGNED HAS HAD THE OPPORTUNITY TO READ AND HEREBY AGREES TO THE ATTACHED TERMS AND CONDITIONS.

IN WITNESS WHEREOF, the parties hereto have hereunder AGREED AND ACCEPTED this AGREEMENT.

PROPERTY OWNER:
Mississippi Valley Library, Kyla Waltermire

COMPANY: **Allen Roofing & Siding**
Josh Fisher

Signature	<i>Josh Fisher</i>
Date	11/01/2024

***Please give special attention to the following information:**

- For your safety, flu caps, rain caps and storm collars should be replaced by a qualified furnace company.
- The leaks may be caused from something other than a roofing problem, such as, but not limited to, condensation, plumbing, snow and/or ice damming. Therefore, if the problem persists, your next option is to have another trade look at the problem.
- Although this repair needs to be done, Allen Roofing & Siding cannot guarantee the repair will stop the leaking. We guarantee our workmanship described and accepted within this proposal will be performed correctly.
- The price is valid for 30 days from the date of the proposal unless stated otherwise within this proposal.
- Material manufacturer products and colors selected must be in-stock, unless otherwise specified within this proposal. Additional options are available upon request and may be subject to an additional charge.
- Any specifications or permits to meet individual or municipal building code requirements are the responsibility of Owner or general contractor.
- Additional charges may occur, including but not limited to inspections and permits resulting from code requirements that are not specified in this proposal.
- Allen Roofing & Siding offers a 5 year workmanship warranty on replacement projects, 1 year on repair projects and 1 year on new construction projects upon completion and receiving payment in full, as further specified in the Terms and Conditions.

FIVE STAR COMMERCIAL ROOFING, INC.

A NATIONAL ROOFING COMPANY SERVING ALL OF YOUR ROOFING NEEDS

1119 S STATE RD 3, HARTFORD CITY, IN 47348

Florida # CCC 1327192 ILLINOIS # 104015080

PHONE: 1-888-288-8631

FAX: 765-347-8118

<http://www.fivestarroof.com>



ROOFING PROPOSAL

COLLINSVILLE MEMORIAL PUBLIC LIBRARY

408 W. MAIN ST.

COLLINSVILLE, IL 62234

ATTN: EZEKIEL PENNINGTON

EMAIL: ZEKEP@MVLD.ORG

COMPLETE FLAT ROOF SECTION

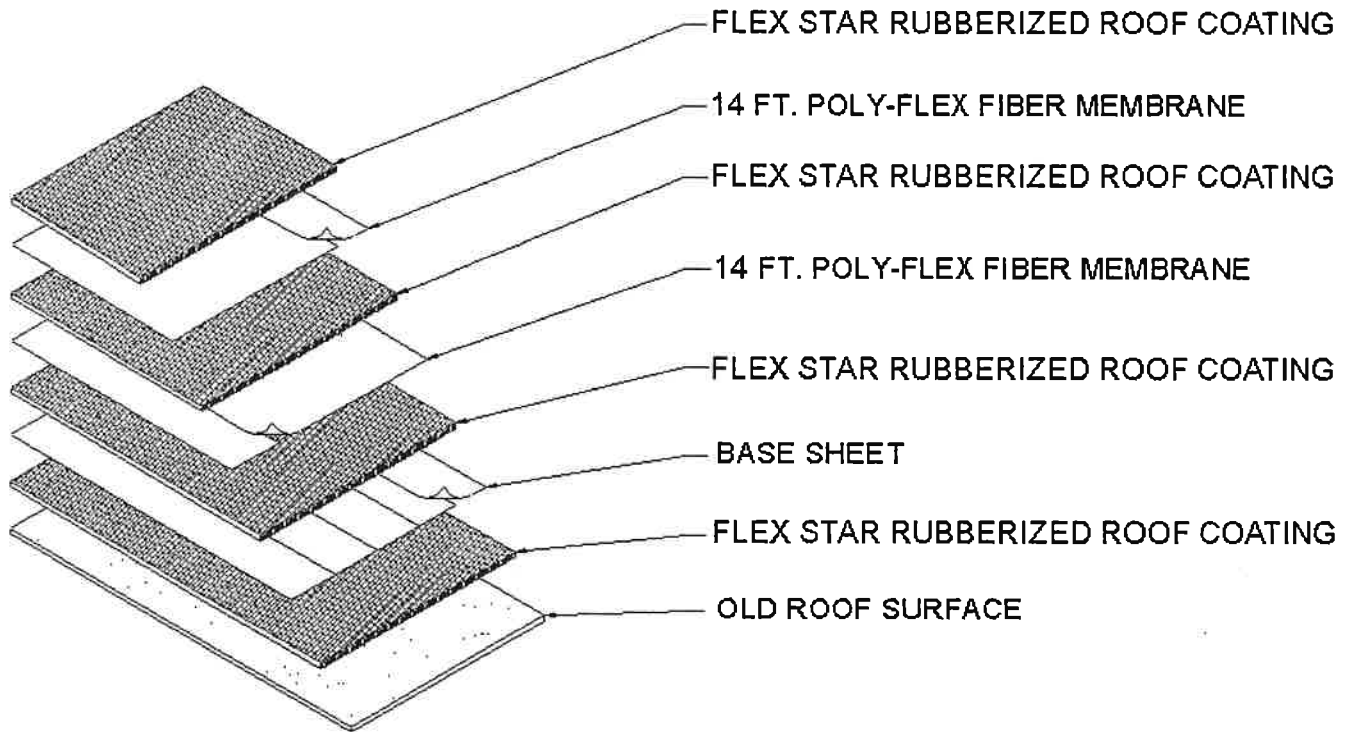
QUALITY SEAMLESS ROOFING

SCOPE:

1. Examine current roof surface, to determine age and condition of existing roofing material and any problem areas.
2. Compile accurate information for a complete evaluation and presentation to building owner or facility manager.
3. Prepare a repair or replacement proposal including examination results, photographs, roof system options and costs.

10 YEAR ROOFING SYSTEM

ROOF SYSTEM FOR FLAT ROOFS



FLAT TWO PLY BLACK TEAR OFF ROOFING SYSTEM

Tear off old TPO roof.

Apply first layer of Flex Star Rubberized Roof Coating to roof surface.

Install a layer of base sheet over Starbond.

Apply second layer of Flex Star Rubberized Roof Coating.

Install first layer of Poly-Flex fiber Membrane staggering seams.

Apply third layer of Flex Star Rubberized Roof Coating.

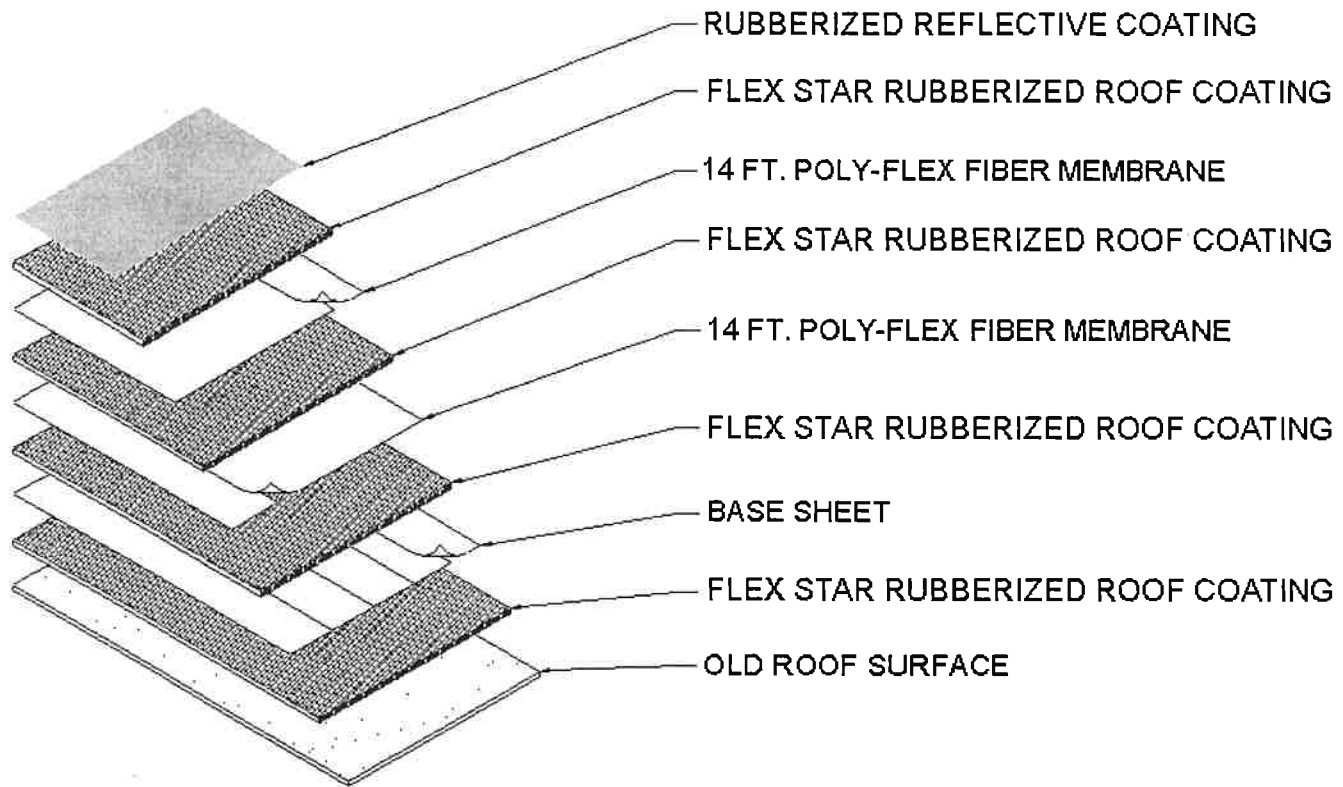
Install second layer of Poly-Flex fiber Membrane staggering seams.

Flash all protrusions through roof, i.e.: vents, drains, HVAC units, etc.

Apply fourth layer of Flex Star Rubberized Roof Coating.

15 YEAR ROOFING SYSTEM

ROOF SYSTEM FOR FLAT ROOFS



FLAT TWO PLY COAT TEAR OFF ROOFING SYSTEM

Tear off old TPO roof.

Apply first layer of Flex Star Rubberized Roof Coating to roof surface.

Install a layer of base sheet over Starbond.

Apply second layer of Flex Star Rubberized Roof Coating.

Install first layer of Poly-Flex fiber Membrane staggering seams.

Apply third layer of Flex Star Rubberized Roof Coating.

Install second layer of Poly-Flex fiber Membrane staggering seams.

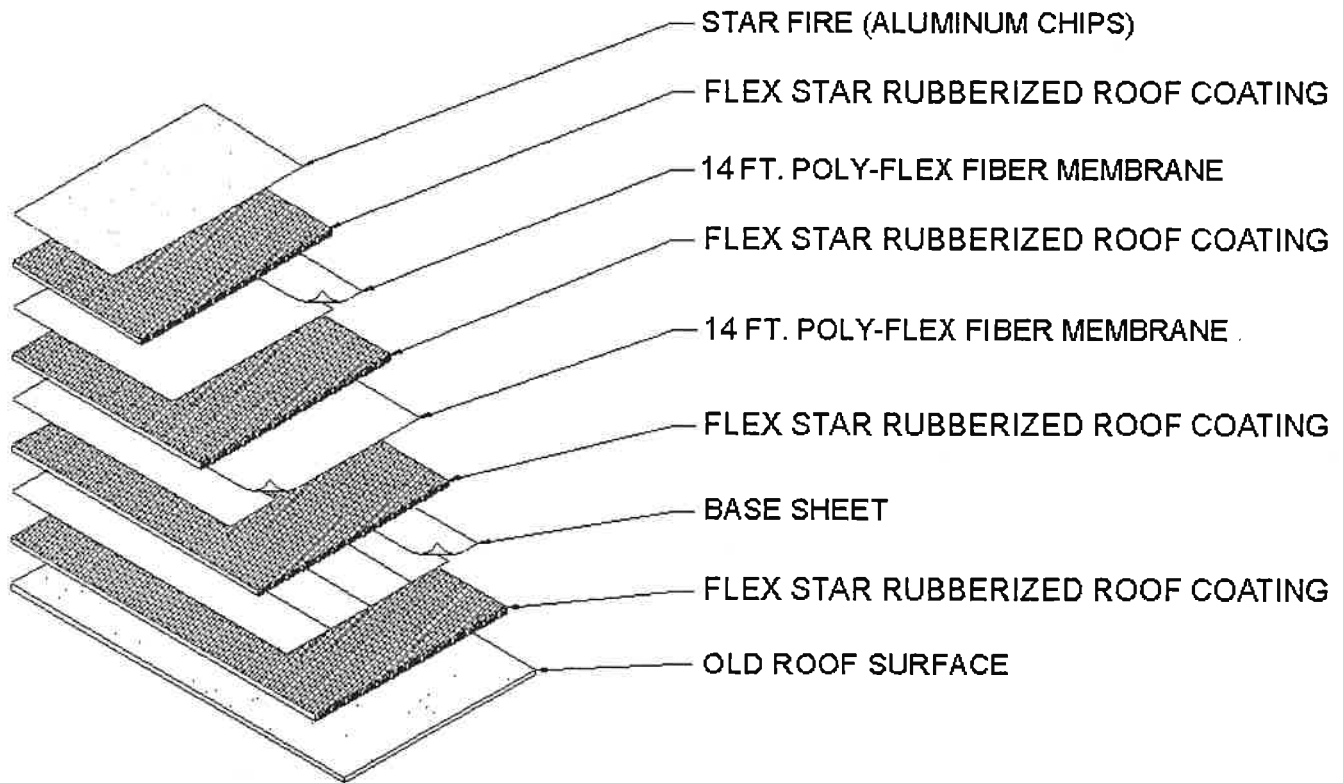
Flash all protrusions through roof, i.e.: vents, drains, HVAC units, etc.

Apply fourth layer of Flex Star Rubberized Roof Coating.

Apply cover layer of Rubberized Reflective Roof Coating.

20 YEAR ROOFING SYSTEM

ROOF SYSTEM FOR FLAT ROOFS



FLAT TWO PLY CHIP TEAR OFF ROOFING SYSTEM

Tear off old TPO roof.

Apply first layer of Flex Star Rubberized Roof Coating to roof surface.

Install a layer of base sheet over Starbond.

Apply second layer of Flex Star Rubberized Roof Coating.

Install first layer of Poly-Flex fiber Membrane staggering seams.

Apply third layer of Flex Star Rubberized Roof Coating.

Install second layer of Poly-Flex fiber Membrane staggering seams.

Flash all protrusions through roof, i.e.: vents, drains, HVAC units, etc.

Apply fourth layer of Flex Star Rubberized Roof Coating.

Apply cover layer of Starfire Aluminum Chips.

WARRANTY:

FLAT TWO PLY
BLACK
10 YEARS

FLAT TWO PLY COAT
15 YEARS

FLAT TWO PLY CHIP
20 YEARS

PRICE:

We propose to provide all labor, tools, materials and equipment to re-roof the area at the above location for the sum of:

<u>COMPLETE FLAT ROOF SECTION</u>		<u>DISCOUNT</u>
FLAT TWO PLY BLACK	\$32,330.00	\$27,480.00
FLAT TWO PLY COAT	\$34,410.00	\$29,248.00
FLAT TWO PLY CHIP	\$35,710.00	\$30,353.00

*DISCOUNTED PRICES ARE GOOD THROUGH 8/30/2024.

TERMS:

BLACK AND CHIP: 50% down upon execution of contract. Balance due upon completion of work described above.

COAT: 50% down and further 45% due upon completion of black roof, 5% held for aluminum coating. Aluminum coating will be completed after minimum curing time of sixty days.

NOTES:

1. Contractor provides General Liability and Workers Compensation Insurance. Contractor will obtain permits if needed at the expense of the customer.
2. Removal and closure of disused penetration, and replacement of any deteriorated decking or saturated insulation to be billed separately on a per square foot basis. To be determined upon necessity at time that work is performed.
3. Warranties listed cover material and come with a three year labor warranty.
4. Customer to supply dumpster if necessary for roofing debris.
5. Sunburst Aluminum Roof Coating to be applied after minimum curing time of 60 days if coating option was selected. Balance due upon completion of black system less a ten percent retainer held for Aluminum Coating. **Please note this only applies for the Coat or Fibered Coat option, not the Black or Chip options.**
6. It is the customer's responsibility to move items away from the outside perimeter of the building during application. The contractor shall not be held liable for any over-spray on items not moved.

FIVE STAR COMMERCIAL ROOFING WILL MEET OR BEAT ANY REPUTABLE ROOFING COMPANIES BID.

FIVE STAR COMMERCIAL ROOFING, INC.

BY: MICKEY SPEGAL

TITLE: SALES

DATE: 8/8/2024

COMPANY: COLLINSVILLE MEMORIAL PUBLIC LIBRARY

PRICE: _____

WARRANTY: _____

ACCEPTED BY: _____

TITLE: _____

DATE: _____

★ FIVE ★ ★ ★ STAR ★
COMMERCIAL ROOFING SYSTEMS, INC.

NATIONAL SATISFIED CUSTOMER LIST

FIVE STAR ROOFING HAS BEEN IN BUSINESS SINCE 2002 AND HAS DONE THOUSANDS OF JOBS ALL OVER THE UNITED STATES. FIVE STAR SPECIALIZES IN RE-ROOFING FLAT AND METAL ROOFS. FIVE STAR ROOFING HAS THE BEST SOLUTION TO ANY ROOFING NEEDS YOUR COMPANY MAY HAVE. LISTED BELOW ARE JUST A FEW OF OUR SATISFIED CUSTOMERS.

FED EX

CALGON CARBON

UPS

HARDEES

R AND L CARRIERS

MARATHON ASHLAND

CATERPILLAR

SUNOCO REFINERY

CHAMPION SPARKPLUG

MASTERGUARD

FEDERAL MOGUL

CASEY'S

GENERAL ELECTRIC

WABASH STEEL

SCHNEIDER INTERNATIONAL

TGI FRIDAYS

CONWAY TRUCKING (CCX)

PIONEER

RP LUMBER

SEALMASTER

MCDONALDS

COMMADORE HOMES

ARBYS

DUTCHMEN MOBILE HOMES

BURGER KING

HOLIDAY INN

ALLIED WASTE

WHITE CASTLE

What happens to the Donations?



Environmental Impact

The clothing donations are distributed in bulk to thrift stores. These stores operate primarily in lower income areas, providing jobs and revenue, as well as lower priced goods. Items not suitable for sale are recycled into other products. Nothing is thrown away.

Charity Clothing Pickup

Drop Box Program



CAROL MORGAN

Drop Box Coordinator
135 Manufacturers Dr
Arnold, MO 63010

636.282.0000 office

618-514-0127 cell

636.296.2210 fax

pickup@charityclothingpickup.com

please donate at

charityclothingpickup.com

Collecting Clothing for
a Cause

Over \$1.2 Million Dollars paid to our Drop Box charities and non-profit organizations in 2023!!

Phone: 636.282-0000

Drop Box Program

This is a program whereby funds are raised for local schools, churches and non-profit organizations through the collection and redistribution of used clothing and shoes. This program has been extremely successful in Saint Louis, where we currently have **over 500 boxes and are raising approximately \$100,000 per quarter for local charities.** We provide a collection box, which is placed on your lot. We maintain the boxes and collect the clothing as often as the location needs. Charity Clothing assumes all costs, labor and liability involved and pays the charity, school or church based on the volume of the donated items. **The amount paid is \$65 per 126cu.ft of bulk clothing, that is roughly \$1.10 per 20 gal. bag.** The checks are sent out quarterly. This program not only raises money for non-profit organizations, it also provides a service to the community by providing an easily accessible way to donate used clothing. It is similar to the paper recycling program located throughout the community.

About Charity Clothing Pickup

Charity Clothing Pickup is an organization that raises money for non-profit organizations through the distribution of used clothing and shoes. CCP has been operating in the Saint Louis area for over 25 years.

Why Charity Clothing Pickup?

- CCP has a proven track record of customer and charity satisfaction.
- CCP has been in the used clothing business for over 40 years and has maintained the same charities.
- CCP will employ local Saint Louis area employees and will properly maintain the boxes.
- CCP raises around \$100,000 quarterly for non-profit organizations through this program and would love to help you!

Did you know?

In the EPA Research in 2023 shows that as much as 85% of used textiles ends up in landfills. Charity Clothing Pickup is working to help correct this problem in our community while funding local non-profit organizations.

Your clothing donations allow Charity Clothing Pickup to contribute funding to local non-profit organizations. By donating, You:

1. Help the environment
2. Help provide jobs in our local area
3. Provide funding for non-profit organizations. The organizations we fund vary in size and objectives but they all have one thing in common they need financial assistance to carry out their objectives and through clothing donations you provide the necessary funding to carry out their work.



November 4, 2024

Kyla Waltermire
Executive Director
Mississippi Valley Library District

Kyla,

Unfortunately, due to ongoing family responsibilities, I am unable to complete my term.

With this letter, I hereby resign my position as Library Board Trustee of the MVLB Library Board, effective immediately.

Thank you for all your help,

Sincerely,

A handwritten signature in cursive script, appearing to read 'L McCormick', written in black ink.

Lisa McCormick

DRAFT VACANCY NOTICE - PRIOR VERBIAGE

The Mississippi Valley Library District (MVLN) Board of Trustees is seeking interested individuals to fill an open seat through April 2025.

The MVLN is a forward-thinking and inclusive organization that serves the intellectual, educational, and entertainment needs of the communities it serves. From providing physical and electronic resources to enriching activities, the MVLN changes lives in positive, lifelong ways.

Eligible candidates must meet the following statutory requirements:

- Be a registered voter
- Have lived within the MVLN's boundaries for at least one year prior to expressing interest in the open seat
- Must not owe taxes to or have other indebtedness due to the MVLN
- Cannot have been convicted in any court in the United States of any "infamous crime, bribery, perjury, or other felony." [75 ILCS 16/30-25]

Trustees should be familiar with the community, keep current on library standards and trends, advocate for the library in the community, attend monthly meetings, set policies for the library, and support the library director and staff in carrying out library initiatives.

The Board of Trustees is non-partisan and meets regularly to review the state of the MVLN and to provide guidance and governance for library activities. Upcoming Board meeting dates:

- January 21, 2025 at the Collinsville Memorial Library, 408 W. Main Street, Collinsville
- February 18, 2025 at the Fairmont City Library, 4444 Collinsville Road, Fairmont City

If interested, please submit a resume and letter of interest to Executive Director Kyla Waltermire at kylaw@mvlid.org. Requests for more information can also be directed to Mx. Waltermire by email or by phone (618-344-1112 ext. 201).



ORDINANCE NO. 25-03
FY2025 TAX LEVY

AN ORDINANCE LEVYING AND ASSESSING MUNICIPAL 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, 2024 AND ENDING JUNE 30, 2025

WHEREAS, the President and the Board of Trustees of the Mississippi Valley Library District, in the Counties of Madison and St. Clair, State of Illinois, did on the 16th day of September, 2024 pass the Annual Budget and Appropriation Ordinance (Ordinance No. 25-01) for said Library District for the fiscal year commencing on July 1, 2024 and ending June 30, 2025; and

WHEREAS, said Annual Budget and Appropriation Ordinance was duly published as provided by law after its passage;

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

Section 1: That the total sum of ONE MILLION, TWO HUNDRED FORTY-THREE THOUSAND, TWO HUNDRED EIGHTY-THREE (\$1,243,283), composed as follows: The sum of NINE HUNDRED SEVENTY-THREE THOUSAND, THIRTY-SIX DOLLARS (\$973,036), being the amount deemed required for the necessary corporate purposes of the Mississippi Valley Library District, Madison and St. Clair Counties, Illinois; the sum of FORTY-FIVE THOUSAND DOLLARS (\$45,000), being required for the payment of employer contributions of the Mississippi Valley Library District to the Social Security Fund; the sum of TWENTY-FIVE THOUSAND DOLLARS (\$25,000), being required for payment of employer contributions of the Mississippi Valley Library District to the Illinois Municipal Retirement Fund; the sum of SIX THOUSAND DOLLARS (\$6,000), being required for the payment of the professional opinion of an accountant and other auditing expenses from an Audit Fund; the sum of SIXTY THOUSAND DOLLARS

(\$60,000) for the purpose of payments of premiums due for the purchase of liability insurance, worker's compensation and unemployment insurance, property damage (fire) insurance, expenditures for risk management, and legal fees for defending or otherwise protecting itself against liability from a Liability Fund; the sum of ONE HUNDRED THIRTY-FOUR THOUSAND, TWO HUNDRED FORTY-SEVEN DOLLARS (\$134,247), being required for the maintenance, repairs and alterations of library buildings and equipment from a Maintenance Fund, be and the same is hereby levied and assessed upon and against all taxable property within this Library District according to the full fair value as established and ascertained for State and County purposes for the fiscal year beginning July 1, 2024 and ending June 30, 2025 and the Board of Trustees of the Mississippi Valley Library District having on the 16th day of September, 2024 duly passed and adopted the Annual Budget and Appropriation Ordinance for the fiscal year beginning July 1, 2024 and ending June 30, 2025 and said Ordinance having been duly published in a newspaper of general circulation within this Public Library District, this Board finds that the specific purposes and the specific amounts provided for in said Annual Budget and Appropriation Ordinance, a copy of which is attached hereto and by this reference made a part hereof, are required to be levied for the necessary purposes of the Mississippi Valley Library District.

Section 2: The Secretary of the Board of Trustees of the Mississippi Valley Library District is hereby directed to file a duly certified copy of this Ordinance with the County Clerks of Madison and St. Clair Counties, Illinois, in accordance with the laws of the State of Illinois, on or before the last Tuesday of December 2024; and said County Clerks are hereby authorized and directed to extend the said tax so levied by this Ordinance according to law, against all taxable property within the Mississippi Valley Library District. The Secretary of the Mississippi Valley Library District shall also file on or before the last Tuesday of December 2024, duly certified copies of the Annual Budget and Appropriation Ordinance and this Ordinance with the Mississippi Valley Library District where they shall be available for public inspection as provided by law.

Section 3: This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

Passed by the Board of Trustees of the Mississippi Valley Library District and approved by the President thereof this 18th day of November, 2024.

President of the Board of Trustees

ATTEST:

Secretary of the Board of Trustees

CERTIFICATE OF COMPLIANCE WITH TRUTH IN TAXATION

I, Jeanne Lomax, the undersigned, hereby certify that I am the presiding officer of the Mississippi Valley Library District and as such presiding officer I certify that the tax levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provision of 35 ILCS 200/18-60 through 35 ILCS 200/18-85 of the "Truth in Taxation Act."

Check one of the choices below

- The taxing district published a notice in the newspaper and conducted a hearing, meeting the requirements of the Truth in Taxation Law.

- The taxing district's aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, notice and a hearing were not necessary.

- The proposed aggregate levy did not exceed a 5% increase over the prior year's extension. Therefore, a hearing was not held. The adopted aggregate tax levy exceeded 5% of the prior year's extension and a notice was published within 15 days of its adoption in accordance with the Truth in Taxation Law.

- The adopted levy exceeded the amount stated in the published notice. A second notice was published within 15 days of the adoption in accordance with the Truth in Taxation Law.

This certificate applies to the FY2025 tax levy.

Date: _____

Presiding Officer: _____

(Signature)

(District Seal)

STATE OF ILLINOIS)

) SS:

COUNTIES OF MADISON AND ST. CLAIR)

CERTIFICATE OF AUTHENTICITY

(Tax Levy Ordinance FY2025)

I, _____, 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 Tax Levy Ordinance No. 25-03 for the fiscal year July 1, 2024 to June 30, 2025.

I further certify that the Tax Levy Ordinance was duly passed by the Board of Trustees of said Library District at a meeting thereof held on the 18th day of November, 2024; 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 Tax Levy Ordinance contains a certification of Truth in Taxation Act compliance.

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 18th day of November, 2024.

Secretary, Mississippi Valley Library District

(District Seal)

Date Signed: _____

Appendices

The appendices contain a variety of documents such as a list of topics for new trustee orientation, records retention guidance, recommended staffing levels, a glossary, and more. *For Serving Our Public 4.0*, the task force opted to eliminate appendices that consisted solely of web-published statements from ALA, ILA, and the like, in recognition that the online versions will always be more current than what would have appeared here in print. Illinois public libraries operate under the *Illinois Compiled Statutes* [ILCS], generally chapter 75 [75 ILCS], but other statutes also impact libraries. As librarians and their library board must be familiar with Illinois statutes, this appendix provides a quick reference; for further information, consult *Illinois Library Laws & Rules*, published regularly by and available from the Illinois Library Association.

New appendices in *Serving Our Public 4.0* include a collection management worksheet, a set of facility management checklists, and guidance for new facility planning.

The recommended service level tables retained the minimum, growing, established, and advanced levels to allow library boards to self-select the appropriate goals for their library. Minimum is the foundation level where all Illinois public libraries begin, but should not remain. As each chapter is read, the accompanying appendices should also be reviewed to determine the library's current service level and to decide the target level of service.

Appendix A (Useful Illinois Statutes with Citations to the Illinois Compiled Statutes)

The Illinois Compiled Statutes (ILCS) are posted online at www.ilga.gov/legislation/ilcs/ilcs.asp

Illinois Statute or Topic	Legal Citation
General Provisions	
<i>Open Meetings Act</i>	5 ILCS 120/1
<i>Freedom of Information Act (FOIA)</i>	5 ILCS 140/1
<i>State Records Act</i>	5 ILCS 160/1 (see also 50 ILCS 205/1)
<i>Electronic Commerce Security Act (digital signature)</i>	5 ILCS 175/1
<i>Identity Protection Act</i>	5 ILCS 179/1
<i>Intergovernmental Cooperative Act</i>	5 ILCS 220/1
<i>Oaths and Affirmations Act</i>	5 ILCS 255/0.01
<i>Illinois Public Labor Relations Act</i>	5 ILCS 315/1
<i>Illinois Governmental Ethics Act</i> (Disclosure of Economic Interests)	5 ILCS 420/4A-101
<i>State Officials and Employees Ethics Act</i>	5 ILCS 430/1-1
Elections	
Election Code	10 ILCS 5/1-1
Campaign Finance Reporting	10 ILCS 5/10-6.1
Executive Officers	
<i>State Library Act</i>	15 ILCS 320/1
<i>Illinois Literacy Act</i>	15 ILCS 322/1
Finance	
<i>Public Funds Statement Publication Act</i>	30 ILCS 15/1 (see also 50 ILCS 305/1)
Statement of Receipts and Disbursements	30 ILCS 15/1 (see also 50 ILCS 305/1)
<i>Public Funds Investment Act</i>	30 ILCS 235/1 (see also 50 ILCS 340/1)
Interest Rate on Public Debt	30 ILCS 305/2
<i>Local Government Debt Reform Act</i>	30 ILCS 350/1
Illinois Procurement Code	30 ILCS 500/1
<i>Joint Purchasing Act (Governmental)</i>	30 ILCS 525/1
<i>Architectural, Engineering, and</i> <i>Land Surveying Qualifications Based Selection Act</i>	30 ILCS 535/1 & 50 ILCS 510/0.01
<i>Drug Free Workplace Act</i>	30 ILCS 580/1
Revenue	
Property Tax Code (formerly <i>Revenue Act</i>)	35 ILCS 200/1-1
Estimate of Revenues	35 ILCS 200/18-50
<i>Truth in Taxation Law</i>	35 ILCS 200/18-55
<i>Property Tax Extension Limitation Law (PTELL)</i>	35 ILCS 200/18-185
<i>Fiscal Responsibility Report Card</i>	35 ILCS 200/30-30
Pensions	
Illinois Municipal Retirement Fund (IMRF)	40 ILCS 5/7-171
Local Government	
Conflict of Interest (<i>Public Officer Prohibited Activities Act</i>)	50 ILCS 105/3
<i>Public Officers Simultaneous Tenure Act</i>	50 ILCS 110/1
<i>Time Off for Official Meetings Act</i>	50 ILCS 115/1

<i>Local Government Employees Political Rights Act</i>	50 ILCS 135/1
<i>Local Government Wage Increase Transparency Act</i>	50 ILCS 155
<i>Local Records Act</i>	50 ILCS 205/1 (see also 5 ILCS 160/1)
<i>Local Government Financial Statement Act</i>	50 ILCS 305/1 (see also 30 ILCS 15/1)
<i>Governmental Account Audit Act</i>	50 ILCS 310/1
<i>Illinois Municipal Budget Law</i>	50 ILCS 330/1
<i>Investment of Municipal Funds Act</i>	50 ILCS 340/1 (see also 30 ILCS 235/1)
<i>Tax Anticipation Note Act</i>	50 ILCS 420/0.01
<i>Local Government Prompt Payment Act</i>	50 ILCS 505/1
<i>Local Government Professional Services Selection Act</i> (exempted in 720 ILCS 5/33E-13)	50 ILCS 510/0.01
Municipalities	
Removal of Officer (appointed library board member)	65 ILCS 5/3.1-35-10
Levy and Collection of Taxes	65 ILCS 5/8-3-2
Time for Paying over of Tax Monies	65 ILCS 5/8-3-3
<i>Tax Increment Allocation Redevelopment Act (TIF)</i>	65 ILCS 5/11-74.4-1
Libraries	
<i>Illinois Local Library Act</i>	75 ILCS 5/1-0.1
<i>Illinois Library System Act</i>	75 ILCS 10/1
<i>Public Library District Act of 1991</i>	75 ILCS 16/1
Nomination of Candidates (<i>Public Library District Act</i>)	75 ILCS 16/30-20
Ownership of Library Building	75 ILCS 16/10-45 & 75 ILCS 16/5-40
<i>Library Records Confidentiality Act</i>	75 ILCS 70/1
Public Health	
<i>Environmental Barriers Act</i> (Illinois Accessibility Code)	410 ILCS 25/1
<i>Equitable Restrooms Act</i>	410 ILCS 35/1
<i>Smoke Free Illinois Act</i>	410 ILCS 82/1
Public Safety	
<i>Firearm Concealed Carry Act</i>	430 ILCS 66/1
Notices	
<i>Notice by Publication Act</i>	715 ILCS 5/1
<i>Newspaper Legal Notice Act</i>	715 ILCS 10/1
Criminal Offenses	
Theft of (Library Material)	720 ILCS 5/16-0.1 & 720 ILCS 5/16-3
<i>Official Misconduct</i>	720 ILCS 5/33-1
<i>Public Contracts Act</i> (Interference, bid rigging)	720 ILCS 5/33E-1
Civil Liabilities	
<i>Parental Responsibility Law</i>	740 ILCS 115/1
<i>Right to Breastfeed Act</i>	740 ILCS 137/1
<i>Illinois Wage Assignment Act</i>	740 ILCS 170/1
Civil Immunities	
<i>Local Government Employee Tort Immunity Act</i>	745 ILCS 10/1-101
<i>Employment Record Disclosure Act</i>	745 ILCS 46/1
Property	
<i>Right of Publicity Act</i>	765 ILCS 1075/1

Human Rights	
<i>Illinois Human Rights Act</i>	775 ILCS 5/1-101
Business Transactions	
<i>Personal Information Protection Act</i>	815 ILCS 530/5
Employment	
<i>Illinois Collective Bargaining Successor Employer Act</i>	820 ILSC 10/0.01
<i>Personnel Record Review Act</i>	820 ILCS 40/0.01
<i>Right to Privacy in the Workplace Act</i>	820 ILCS 55/1
<i>Employee Credit Privacy Act</i>	820 ILCS 70/1
<i>Minimum Wage Act</i>	820 ILCS 105/1
<i>Equal Pay Act</i>	820 ILCS 112/1
<i>Wage Payment and Collection Act</i>	820 ILCS 115/1
<i>Prevailing Wage Act</i>	820 ILCS 130/0.01
<i>One Day Rest in Seven Act</i>	820 ILCS 140/3
<i>School Visitation Rights Act</i>	820 ILCS 147
<i>Victims' Economic Security and Safety Act</i>	820 ILCS 180/1
<i>Workers' Compensation Act</i>	820 ILCS 305/1
Military Related Acts	
<i>Family Military Leave Act</i>	820 ILCS 151/1
<i>Military Leave of Absence Act</i>	5 ILCS 325/0.01
<i>Public Employee Armed Services Rights Act</i>	5 ILCS 330/1
<i>Service Member's Employment Tenure Act</i>	330 ILCS 60/1

Appendix B (Records to Be Retained and Disposed)

The Records Management Section of the Illinois State Archives is responsible for assisting state and local government agencies with the disposal of records. In Illinois, no public record may be disposed of without the approval of the appropriate records commission.

For more information and forms, go to Illinois State Archives website at www.cyberdriveillinois.com/departments/archives/records_management/home.html.

For information about the procedures to dispose of state records call (217) 782-2647. To dispose of local government records call (217) 782-7075.

Inquiries can be mailed, faxed, or emailed (via an email form on the website noted above) to the Illinois State Archives:

Records Management Section
Illinois State Archives
Springfield, IL 62756
Fax: (217) 557-1928

Appendix C (Topics Recommended for Inclusion in Board Bylaws)

1. Official name and location of library
2. Trustees
 - Method of election or appointment
 - Length of terms
 - Duties and responsibilities
 - Filling a vacancy
 - Conflict of interest/ethics provision
 - Removal
3. Officers
 - Definition
 - Duties
 - Nomination and election procedure and meeting
 - Filling a vacancy
 - Removal
4. Committees
 - Standing
 - Appointment of ad hoc
5. Meetings
 - Time and place of regular meetings
 - Method for calling special meeting
 - Quorum for making decisions
 - Compliance with the *Open Meetings Act*
 - Quorum for board action
 - Follow a current edition of a standard parliamentary procedure manual
6. Order of business
 - Roll call
 - Approval of previous meeting minutes
 - Correspondence and communications
 - Officers' reports
 - Committee reports
 - Financial report and approval of expenditures
 - Library administrator's report
 - Unfinished business
 - New business
 - Adjournment
7. Minutes
 - Reflect attendance and actions taken

8. Appointment/termination of library administrator
9. Amendments—procedures for repealing, amending, or adding
10. Time frame for review

Appendix D (Topics Recommended for New Trustee Orientation)

1. Mission statement, long-range/strategic plan, technology plan, and all library policies
2. Budget, budget cycle, and way in which the budget is developed, monthly financial reports; levy; and relationship between library and municipality/ies, county, and state library
3. Doyle, Robert P. and Robert N. Knight, eds. *Trustee Facts File*. 4th ed. Chicago: Illinois Library Association, 2012; or current edition
4. ALA's *Freedom to Read Statement* and *Library Bill of Rights* and its interpretations; collection management; censorship issues and the procedure for addressing a patron's request for reconsideration of library materials
5. Board bylaws, board library administrator responsibilities, and errors and omissions insurance
6. Board meetings, committee meetings, names and addresses of other trustees, sample agenda, and prior year's minutes
7. *Serving Our Public 4.0: Standards for Illinois Public Libraries*, State Library Per Capita Grant, *Illinois Public Library Annual Report* (IPLAR)
8. Current copy of *Illinois Library Laws & Rules* (St. Paul, MN: Thompson Reuters), issued periodically by and available from the Illinois Library Association
9. Latest edition of a standard parliamentary procedure manual
10. The value/benefits of membership in professional organizations such as the American Library Association and the Illinois Library Association
11. *Illinois Open Meetings Act; Illinois Ethics Act; Freedom of Information Act*
12. List of websites for such organizations as American Library Association, Illinois Library Association, and the Public Library Association
13. Diamond, Stewart H. and W. Britt Isaly. *Financial Manual for Illinois Public Libraries*. Chicago: Illinois Library Association, 2007

Appendix E (Recommended Staffing Levels)

	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE	FTE per 1,000 in addition to base FTE
POPULATION	BASE	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	.15*	.25	.50	.75	1.00
1,000-2,499	1.00	.25	.50	1.00	1.50
2,500-4,999	1.00	.25	.50	1.00	1.00
5,000-9,999	2.00	.25	.50	1.00	1.50
10,000-14,999	4.00	.25	.50	1.00	1.25
15,000-24,999	8.00	.25	.50	.90	1.25
25,000-49,999	18.00	.25	.50	.75	1.00
50,000-74,999	30.00	.25	.50	.75	1.00
75,000-99,999	45.00	.25	.50	.75	1.00
Over 100,000	60.00	.25	.50	.75	1.00

Example

1. The library's jurisdictional population is 8,500.
2. The library wishes to achieve the "growing" level.
3. The library's population places it in the 5,000-9,999 population range. The "base" for this range is 2 FTE.
4. The number of additional FTEs needed to reach the "growing" level is .5 per 1,000 population. Multiply 8.5 (the library's jurisdictional population of 8,500 divided by 1,000) by .5 to get the number of additional FTEs: 4.25.
5. Add this number (4.25 FTE) to the base (2 FTE). To reach the "growing" level, the library will need a staff of 6.25 FTE.

Note: The "base" is not a level. It is a number to be used in the calculation. For the purposes of this document, an FTE works 37.5 hours per week exclusive of any meal breaks of a half hour or more but including all other breaks.

*The minimum hours a library should be open per week is 15, according to *Illinois Administrative Code* [23 Ill. Adm. Code 3030.110]; these standards recommend 25 in Chapter 4 (Access).

Appendix F (Topics Recommended for Public Use of the Library Policy)

1. Days and hours of service
2. Borrowing privileges
 - Eligibility
 - Fees for nonresidents
 - Registration
 - Reciprocal borrowing
3. Circulation
 - Length of loans
 - Limits on number of items
 - Renewals
 - Reserves
 - Interlibrary loans
 - Lost or damaged materials
 - Fines and fees
4. Access to materials
5. Reference
6. Service to patrons with disabilities
7. Confidentiality of library/patron records
8. Library property
 - Computers
 - Bathroom facilities
 - Furniture
 - Equipment
9. Use of meeting rooms, exhibit areas, bulletin boards
10. Behavior in the library

Appendix G (Recommended Hours of Service by Population)

POPULATION	MINIMUM	GROWING	ESTABLISHED	ADVANCED
Less than 1,000	25	28	32	36
1,000-2,499	28	36	40	48
2,500-4,999	36	40	56	64*
5,000-9,999	48	56	64*	72*
10,000-24,999	56	64*	68*	72**
25,000-49,999	64*	68*	72**	72**
50,000-74,999	72*	72**	72**	75**
75,000-99,999	75**	75**	75**	75**
Over 100,000	75**	75**	75**	75**

*Open Sunday, September through May

**Open Sunday all year

Note: Consideration should be given to the convenience of users in establishing hours of operation. Every library should have some evening hours past 5:00 p.m. and some weekend hours including a minimum of four hours on Saturday.

Appendix H (Topics Recommended for Collection Management Policy)

1. Description of community to be served
2. Description of user groups to be served (children, young adults, non-English speaking, adult new reader, audio and visually challenged, etc.)
3. Purpose of the collection
4. Responsibility for collection management
5. Parameters of the collection, including subject areas, formats, etc.
6. Criteria for selection, replacement, and withdrawal
7. Statement that Collection Management Policy will be reviewed every two years (75 ILCS 5/4-7.2)
8. Gifts
9. Provision for user requests
10. Reconsideration of materials
11. Statement on intellectual freedom, adopting the *Library Bill of Rights*, and other ALA intellectual freedom statements

Appendix I (Collection Management Worksheet)

Chapter 7 (Collection Management) includes a standard that states: “The library spends a minimum of 8 to 12% of its operating budget on materials for patrons.” This worksheet is provided for library staff to determine how much of the operating budget is actually spent on materials.

Enter total costs for each line reflecting library’s fiscal year. The costs will mirror the costs used on IPLAR for prior fiscal year if it is a question on the report. No two libraries are alike and some libraries will have other “special” collections that be added to this checklist or might not have some of the collections listed below, and therefore those collection types should be removed.

<i>Materials:</i>	<i>Cost:</i>
Books (print)	\$ _____
E-Books	_____
Magazines/newspapers (print)	_____
Magazines/newspapers (electronic)	_____
Audio CDs	_____
Audio CDs (downloadable)	_____
DVDs	_____
DVDs (downloadable/streaming)	_____
Electronic Databases (available in-house & remotely)	_____
Computer Software	_____
Microfilm	_____
Local History resources	_____
Photographs	_____
Video Games	_____
Non-Book or Media	_____

<i>Automation:</i>	<i>Cost:</i>
Annual Cost for local automation system (including cataloging/circulation software as well as hardware necessary for operation)	\$ _____
OCLC Membership costs	_____
MARC Records costs	_____
Additional consortia cost	_____
Virtual reference service	_____

Supplies:

Cost:

Barcodes for circulating items and for patrons' cards \$ _____

User library cards _____

Processing supplies (example: spine labels, book covers,
book table, RF tags, property stamps, etc.) _____

Staffing:

Cost:

Based on a 40-hour week, determine approximately
how many hours staff spend on task and multiply it
by pay rate x 52 weeks. (Example: Cataloger—
25 hours per week X \$10 X 52=\$13,000) \$ _____

Collection development/ordering staff _____

Cataloging staff _____

Circulation staff _____

ILL staff _____

Book page or shelver _____

Training for staff _____

Appendix J (New Facility Planning)

The construction of a new facility or expansion of an existing facility is a major milestone for any public library. When planning for construction the following guidelines should be followed.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, and a registered professional architect, preferably with experience in the design of libraries. A library building consultant may be utilized when there is a lack of library design experience on the design team.
2. The library, unless it is part of a home rule unit of government, must select an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILCS 510/0.01 *et seq.*]
3. The library's attorney should review all contracts related to any construction project.
4. Space planning should be based on a twenty-year population projection (including probable annexation) and desired improvements in services.
5. The facility should provide the maximum possible flexibility for future changes in design, furnishings, and technology.
6. Access to the internet through data/Wi-Fi and power should be available throughout the facility.
7. All construction shall comply with federal, state, and local codes and regulations.
8. All areas of the library are designed to meet the floor-loading standard as defined by applicable codes. (Note that many existing buildings that were not designed as libraries cannot meet this requirement. Consult a building design professional whenever giving consideration to re-purposing any existing building for use as a library.)
9. Natural lighting should be used whenever possible. The availability and efficient use of natural light are an important consideration for both energy efficiency and human well-being. With proper planning, natural lighting can be incorporated into library design. All lighting, whether natural or artificial, should be designed to allow rearrangement of library furnishings.
10. Sustainable (Green) Design: Protecting our environment is only one of many compelling reasons to design and build sustainable buildings. Buildings designed in a sustainable manner can offer increased comfort for the occupants, healthier internal environments, lower energy costs, and can promote increased productivity. Libraries should take advantage of their unique educational role to be leaders in sustainable design.

The U.S. Green Building Council (USGBC) provides a method to measure sustainability in the form of the "LEED" (Leadership in Energy and Environmental Design) program, aimed at both quantifying and promoting green design. Another measurement of sustainability is offered by the "Green Globes" program put forth by the Green Building Initiative.

Each of these programs provides an objective system of measurement. Objective measurement plays a critical role in the process of designing and building sustainable buildings.

11. Technology and Library Design: Architects need to carefully integrate technology use into all aspects of the infrastructure planning for space, lighting, electrical, and HVAC. Data and power should be available throughout the facility.

12. *Serving Our Public 4.0* and other library design standards can provide a starting point for determining library design goals. It is important to note that in terms of library design, the industry is changing so quickly that published standards should be seen as a point of departure rather than a destination. A design team that is versed in the changing library environment and abreast of current trends and technology is your best asset.

Appendix K (Facility Management Checklists)

Ongoing Building Maintenance Checklist

- The library building should be maintained in a clean and sanitary condition at all times. Cleaning schedule can depend on frequency of use, and other factors.
- Elevators should be maintained at least annually, and should comply with applicable codes for safety.
- Roofs should be maintained at least twice a year or more frequently if required by the warranty. Additional inspection and maintenance work should be performed after every occasion where a contractor performs work on the roof (e.g., a rooftop chiller is replaced).
- The building facade should be inspected once a year.
- Parking lot resealing and restriping should be performed every one to three years.
- HVAC systems should be inspected and maintained at least twice a year (before summer and winter).
- Alarm system should be checked for proper operation at least once a year.
- Lighting should be inspected and replaced at least once every three months, unless they are inspected on a regular basis by the building staff. In some cases, defective lights must be replaced immediately. This includes exit lights, parking lot lights, and building exterior lights.
- Emergency lighting should be checked once a month.
- Sprinkler systems should be inspected as required by code, but at least once per year.
- Automatic doors should be inspected, adjusted and lubricated as required by code, but at least once every 6 months. Such doors may require more frequent work depending on traffic.
- Plumbing—Toilets, domestic water heater, and faucets: These systems should be maintained at least twice per year, including rodding of drain lines. Many components such as toilets may require maintenance on an as-needed basis. Sump pumps and back-up systems should be checked more frequently.
- Landscaping should be maintained weekly during season, and at least twice per year for cleanup, trimming, etc.
- Landscaping sprinklers should be checked and maintained twice a year.
- Carpet mats should be vacuumed on a regular basis, and shampooed at least once per year. Worn, loose, or torn carpeting should be replaced on an as-needed basis.
- Hard surface flooring should receive thorough cleaning and/or polishing once per year.
- Window cleaning should be performed at least once per year.

- Parking garages should be inspected and cleaned on an annual basis. Cleaning should include power washing to remove salt and other deposits.
- Other unique features, such as fountains, fireplaces, indoor planters, etc. should also be maintained on an as-required basis.
- Emergence generators should be checked for proper operation every week, and serviced as required by manufacturer.
- Snow removal should be performed on an as-needed basis (either self-performed or contracted).
- Egress paths should be checked once a month to ensure they are maintained open and free of obstructions.
- Electrical and mechanical rooms should be checked twice per year to ensure they are kept clean and clear of obstructions to reach the equipment.

Building Periodic Repair Checklist

- Tuck pointing of masonry: On an as-needed basis.
- Sealant repairs (window perimeters, masonry joints, etc.): On a three-to-five year interval.
- Interior painting and wall coverings: On an as-needed basis.
- Exterior painting including steel members that may corrode such as railings, etc.: Typically, once every three to five years.
- Wood and trim components: On an as-needed basis.
- Exterior and Interior Signage: Evaluate the appropriateness and condition of your signage once a year.
- Windows: Replace broken seals broken glass, caulking and glazing as needed.
- Parking lot: Perform patching, sidewalk repairs such as mud jacking, curb repairs, etc. as needed.
- Landscaping: Inspect trees and sod replacement every one to two years.
- Graffiti removal: Perform on an as-needed basis.
- Fencing repairs and painting: Perform on an as-needed basis. Painting is typically required every three to five years.
- Hardware: Items such as door knobs, locks, etc. should be repaired on an as-needed basis.

Capital Project Checklist

*Warranties and professional consultation should determine capital project items.

- Parking lot reconstruction (not routine sealing)
- Re-roofing
- Window replacement
- HVAC equipment replacement
- Lighting replacements and upgrades
- Building additions
- Interior remodeling (carpeting, walls, furnishings, etc.)
- Utility infrastructure including electrical feeds, cabling, fiber optics, generators, IT infrastructure, technology upgrades
- Major facade repairs
- Major code upgrades

Capital Asset Plan Item List

*Any item that is not accounted for in library operating budget should be on this list.

- Building structure
- Site elements such as parking lots, paving, site furnishings and signs
- HVAC systems
- Plumbing
- Elevators
- Building envelope including facade, windows, and roofs
- Furnishings

Environmentally Friendly Components

*The best time to upgrade for energy code conformance is when a library does replacement of library systems.

- Roof
- Mechanical systems
- Windows
- Library façade repair or replacement
- Lighting/LED
- Low-flow/water saving

Glossary (including acronyms)

24/7/365

Access to library service(s) 24 hours a day, 7 days a week, 365 days a year.

ADA

Americans with Disabilities Act. www.ada.gov

Adaptive Technologies

Adaptive technologies enable disabled persons (visual, hearing, mobility) to utilize products that they would not normally be able to use such as computers, phones, movies, etc.

ALA

American Library Association. www.ala.org

Appropriation

Public funds set aside for a specific purpose. An appropriation amount gives the library board of trustees the authority to spend the funds. The appropriation amount includes money that will be spent from all sources—tax levy, state or federal funds, interest, donations and endowments, and other library revenue including but not limited to fines and fees.

Audit

A systematic examination of the financial records of an organization conducted, as a rule, by an external party to verify the accuracy of and determine conformance to established financial criteria; a written report of such examination.

Authentication

Authentication is the verification of an individual's identity.

Back Door Referendum

The Illinois Compiled Statutes [10 ILCS 5/28-2(f)] defines a back door referendum as the submission of a public question to the voters of a political subdivision, initiated by a petition of voters or residents of such political subdivision, to determine whether an action by the governing body of such subdivision shall be adopted or rejected.

Backbone

A backbone is a major artery of networked systems. Smaller networks may be attached.

Blog

A blog is a type of website, typically in journal format, that permits user posts. The posts generally are arranged in chronological order with the most recent post at the top.

Boundaries (Library)

The library's legally defined, geographic service area from which the library receives tax support for the provision of library services.

Broadband

Broadband is high-speed Internet connectivity ranging from 256kbps (kilobits per second) and higher.

Budget

A plan for conforming expenditures to income.

Bylaws

A law, ordinance, or regulation made by a public or private corporation, or an association or unincorporated society, for the regulation of its own local or internal affairs and its dealings with others or for the governance of its members.

CARLI

Consortium of Academic and Research Libraries in Illinois. www.carli.illinois.edu

Cataloging

The preparation of bibliographic records in accordance with specific uniform principles. (See also Classification)

CD-ROM

Compact Disc Read Only Memory. The compact disc format holds text, graphics, and sound much like an audio CD but with different track formats for data. CD-ROMs hold in excess of 600 MB of data, which is equivalent to about 250,000 pages of text or 20,000 medium-resolution images. An audio CD player cannot play CD-ROMs, but CD-ROM players usually can play audio CDs.

C.F.R.

Code of Federal Regulations. www.gpoaccess.gov/cfr/index.html

Classification

Arrangement of bibliographic records by specific numbers and letters in accordance with a systematically predetermined and arranged schedule, generally by subject matter. Two commonly known and used schedules are the Dewey Decimal System and the Library of Congress Classification. (See also Cataloging)

Collection Management

The continuous review and evaluation of the library's collection to ensure that the collection is current, relevant, and useful.

Conditioned Power

Conditioned power is electrical service that is protected from line noise, voltage surges and spikes, brownouts, and blackouts.

Conflict of Interest

The *Public Officers Prohibited Activities Act* [50 ILCS 105] delineates areas with which public officers must comply in order to avoid conflicts of interest.

Cooperative Collection Development

A system for coordinating selection and purchase of materials between two or more libraries in order to avoid unnecessary duplication, complement the collections of participating libraries, and utilize public funds in a responsive manner.

Corporate Authority

The aggregate body of officers of a municipality vested with the authority in regard to the particular matters referred to by statute.

CREW

Continuous Review, Evaluation, and Weeding. An ongoing process of evaluating and weeding collections as detailed in Belinda Boon's *The CREW Method: Expanded Guidelines for Collection Evaluation and Weeding for Small and Medium Sized Public Libraries* (Texas State Library, 1995). www.tsl.state.tx.us/ld/pubs/crew/index.html

Distribution Closet

A room containing equipment racks filled with hubs and patch panels for arranging connections.

Download

The process of transferring a file from a computer on the Internet to your own computer. Things you might download include software, images, email, music, videos, podcasts, etc.

EEOC

Equal Employment Opportunity Commission. www.eeoc.gov/

E-Rate

The Schools and Libraries Program of the Universal Service Fund, commonly known as "E-Rate," is administered by the Universal Service Administrative Company (USAC) under the direction of the Federal Communications Commission (FCC), and provides discounts to assist most schools and libraries in the United States to obtain affordable telecommunications and Internet access. www.usac.org/sl/

FICA

Federal Insurance Contribution Act. FICA is the tax provisions of the *Social Security Act*, as they appear in the Internal Revenue Code. www.ssa.gov

Firewall

A firewall is a collection of security measures designed to prevent unauthorized electronic access to a networked computer system.

FTE

Full-time equivalent; full-time employee.

Hardware

Hardware is computer components such as the monitor, keyboard, central processing unit (CPU), mouse, etc.

Hub

A passive device for splitting LAN signals and distributing them among multiple computers, servers, and other network-attached devices.

HVAC

Heating Ventilating Air Conditioning.

ILA

Illinois Library Association. www.ila.org

ILCS

Illinois Compiled Statutes. www.ilga.gov/legislation/ilcs/ilcs.asp

Ill. Comp. Stat. Ann.

Illinois Compiled Statutes Annotated. Published by LexisNexis.

ILLINET

Illinois Library and Information Network.

ILLINET INTERLIBRARY LOAN CODE

The interlibrary loan code governs resource sharing among ILLINET members. www.cyberdriveillinois.com/departments/library/libraries/pdfs/illcode.pdf

IMRF

Illinois Municipal Retirement Fund. IMRF is established under statutes adopted by the Illinois General Assembly and governed by a board of seven trustees who must also be participating members. Many, but not all, Illinois public libraries participate in IMRF. Both employers and employees contribute to IMRF. www.imrf.org

Interlibrary Loan

Interlibrary loan is the process by which a library requests material from, or supplies material to, another library. The purpose of interlibrary loan is to obtain, upon request of a library user, material not available in the user's local library.

Internet

Internet is an international network of computer networks.

I-Share

I-Share is the online union catalog for CARLI member libraries and is a statewide resource-sharing database. www.vufind.carli.illinois.edu/all/vf/

LAN

Local Area Network, or collection of interconnected computers, servers, and hubs within an organization. Multiple LANs linked together form a WAN, or Wide Area Network.

LLSAP

Local Library System Automation Programs. Each regional library system's cooperative resource sharing (union catalog, OPAC, interlibrary loan) program for member libraries.

MARC

Machine Readable Cataloging. The MARC formats are standards for the representation and communication of catalog records in computerized formats. www.loc.gov/marc/

MLS/MLIS

Master's in Library Science degree/Master's in Library and Information Science degree.

Nonresident Fee Cards

Nonresidents are persons who reside outside of a tax-supported library's legal service area and, therefore, are not being assessed a tax for public library service. Public library boards may choose to extend public library services to nonresidents through a nonresident fee. Municipal libraries: 75 ILCS 5/47(12) and Public Library Districts: 75 ILCS 16/30-55.60.

OCLC

Online Computer Library Center. OCLC is an international cataloging and resource-sharing database. www.oclc.org

OPAC

Online Public Access Catalog. An OPAC is an online card catalog accessible to the public.

Open Captioning

Open captioning is on-screen text descriptions that display a video's dialogue.

Open Meetings Act

The *Open Meetings Act* [5 ILCS 120] is an Illinois law that details conduct of meetings for municipal/governmental agencies.

OSHA

Occupational Safety and Health Administration. OSHA is the main federal agency charged with the enforcement of safety and health legislation. www.osha.gov

PLA

Public Library Association, a division of the American Library Association. www.pla.org

Podcast

A podcast is a digital recording made available on the Internet for downloading to a personal audio player, including video as well as audio files. Podcast is derived from a combination of "broadcasting" and "iPod."

Premises Wiring

Premises wiring is the communications cabling within a building or individual office/tenant space.

Reciprocal Borrowing

A form of cooperative agreement between two or more libraries allowing their users onsite circulation/borrowing privileges at another library.

Referendum

A referendum is the submission of a proposed public measure or law to the vote of the people for ratification or rejection. Illinois law prescribes the details for submission of public questions.

Remote Access

Remote access is the ability for a library patron to access via computer various library resources (the library catalog, website, electronic databases, etc.) 24/7/365.

Riser (Management)

Riser (management) is the connections from the building backbone to separate multiple departments, typically in multistory buildings.

Router

A router is a special purpose, active switching device that links a LAN to a backbone or links multiple LANs to a WAN. Leading router vendors include Cisco, Nortel, and 3Com.

RSS Feeds

RSS feeds are a method of describing news or other web content that is available for “feeding” (distribution or syndication) from an online publisher to web users.

Server

A server is a computer designated as a shared resource on a LAN. Leading server vendors include Gateway, IBM, Compaq, Dell, and Hewlett-Packard.

Software

Computer programs that operate the computer system itself as well as user programs that enable the creation and manipulation of data.

Structured Cabling

Structured cabling is a complete system of wiring, connecting devices, and installation standards certified to deliver a specified data-transmission speed over a LAN.

System Integrator (SI)

Like a general contractor for computer systems, a system integrator (SI) procures and installs all the structured cabling, servers, computers, and software for a LAN.

TDD

Telecommunications Device for the Deaf. See TTY.

TRS

Telecommunications Relay Service. With TRS, an operator types what the caller says, and the person being called reads the text on a TTY. In turn, the person being called responds via TTY, and the operator reads the text aloud to the caller.

TTY

TTY is a text telephone that enables the deaf, hard of hearing, and speech-impaired to communicate via text messaging. A TTY is needed at both conversation points.

United for Libraries/ALTAFF

Association for Library Trustees, Advocates, Friends and Foundations, a division of the American Library Association. www.ala.org/united/

U.S.C.

United States Code. www.gpoaccess.gov/uscode/index.html

Virtual Private Network (VPN)

A virtual private network is a private network built within a public network.

Virtual Reference

Virtual reference is a 24/7/365 collaborative web-based reference service among libraries designed to meet users' reference needs through electronic means (email, chat, instant messaging, etc.).

Voice Relay

See TRS.

WAN

Wide Area Network. A WAN is multiple LANs linked together by physical or virtual connections.

Website

A website is an entire collection of web pages and other information (such as images, sound, and video files, etc.) gathered and made available through what appears to users as a single web server. Each website is usually hosted on the same server (computer) and is maintained by the same individual, group, or organization.

Wi-Fi

Wireless networking technology.

Wiki

A wiki is a web page or collection of web pages designed to enable anyone who accesses the wiki to contribute or modify content.

Wikipedia

Wikipedia is a free, multilingual web-based encyclopedia project operated by the nonprofit Wikimedia Foundation. Its name is a combination the words wiki (a technology for creating collaborative websites) and encyclopedia. Volunteers around the world have collaboratively written Wikipedia's 30+ million articles, and almost all of its articles can be edited by anyone who can access the Wikipedia website. www.wikipedia.org

Wire Management

A system of raceways, cable trays, and/or ducts to consolidate and organize cables within and between equipment racks or office furniture.